

JOHN DEMPSEY HOSPITAL
ADMINISTRATIVE MANUAL

SECTION: PERSONNEL NUMBER: 10-027

SUBJECT: EDUCATION MANDATORY PAGE: 1 of 2

PURPOSE: To identify the process and tracking of mandatory education to ensure that staff have the appropriate knowledge and skills to carry out their responsibilities safely.

POLICY:

1. Mandatory Inservices include, but are not limited to, the following topics for designated staff:
 - Safety
 - Healthcare Compliance
 - Bloodborne Pathogen Training
 - Infection Control
 - Interpreter Service
2. Any new or changing mandatory education requirements recommended by regulatory agencies will be identified by the Professional Practice and Clinical Excellence Department in collaboration with appropriate departments/experts.
3. Each department head will identify the mandatory education requirements for position descriptions within their area(s) in collaboration with the Professional Practice and Clinical Excellence Department.
4. Programs identified as mandatory education must be satisfactorily completed by all designated staff. This includes temporary, special payroll and contract employees.
5. The process of conducting general mandatory education will be coordinated by the Professional Practice and Clinical Excellence Department in collaboration with the appropriate department(s).
6. Mandatory education must be completed during orientation and annually thereafter on a calendar year basis (January 1 - December 31).
7. Documentation of staff's completion of mandatory education will be recorded and maintained through our electronic learning management system and can be confirmed through the Human Resources Department .
8. Documentation of "non-mandatory" education and those courses not assigned through the electronic learning management system such as; department/unit inservices, continuing education offerings, journal clubs, grand rounds, and outside conferences is not maintained and tracked electronically. Employees may utilize the Employee Education Activities Record (attached) to maintain a record of their attendance at these offerings.

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PROCEDURE:

1. Each department head or designee will routinely review each position and the report from the electronic learning management system to ensure staff compliance with and accuracy of mandatory education requirements. Particular attention should be paid to existing positions whose scope has changed as well as newly created positions.
2. Any changes in mandatory education requirements identified for a particular position will be communicated to the Professional Practice and Clinical Excellence Department.
3. The Professional Practice and Clinical Excellence Department will coordinate and offer oversight and guidance in the preparation and offering of Mandatory Inservices
4. Health Center Department Heads will ensure that their staff are provided with opportunities to complete mandatory education requirements.
5. The responsible manager will review the compliance report from the electronic learning management system and the Employee Education Activities Record(as appropriate) as part of the performance evaluation process.



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