

LAC+USC HEALTHCARE NETWORK

DEPARTMENT OF NURSING SERVICES POLICY

Page 1 Of 4

Subject: MANDATORY TRAINING – CONTINUING EDUCATION PROGRAMS	Original Issue Date: 08/91	Policy # 532
	Supersedes: 06/06	Effective Date: 09/08
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Irene Recendez Chief Nursing Officer

PURPOSE

To describe mandatory and continuing education programs available for nursing employees of the LAC+USC Healthcare Network, which provide instruction in skills necessary for the safe delivery of care.

POLICY

Education is a key element in the ongoing training of nursing staff. It provides a mechanism for the continuation of safe, consistent, and accurate patient care. Mandatory education programs include training in:

- Emergency Preparedness
- Patient Safety
- Life Support
- Employee Monthly Education Program

Continuing education hours are allotted per the MOU for each RN/LVN for the purpose of meeting continuing education requirements.

PROCEDURE

Emergency Preparedness Training

- Each employee is required to successfully complete the Emergency Preparedness Training Class
- Initial Emergency Training classes are scheduled by the Nurse Manager through the Safety Office and are scheduled every four years thereafter
- Employees are oriented to the safety policies and procedures in their specific unit

Patient Safety

- The Patient Safety Committee identifies monthly safety topics and presents the information in a self-learning module format
- The area supervisor/designee is responsible for distributing the safety topic module, collecting completed posttests, and maintaining rosters

Subject: MANDATORY TRAINING – CONTINUING EDUCATION PROGRAMS	Effective Date: 09/08	Policy # 532
	Initials: (signature on file)	

- Upon receipt of the module, employees shall sign a roster, read the material, take the posttest and receive a passing score of 75%
- Failure of the test requires remediation and subsequent successful completion

Life Support Training

Basic Life Support (BLS):

All nursing department personnel who provide direct patient care are required to maintain competency in Basic Life Support, following the American Heart Association (AHA) BLS guidelines. A BLS course must be successfully completed every two years.

CPR must be reviewed annually for all nursing personnel assigned to a patient care area.

BLS Course

The BLS training course must include both a didactic and return demonstration component. BLS training for healthcare providers shall include a written test in addition to the return demonstration.

Licensed staff shall complete a BLS Healthcare Provider course (or equivalent). Non-licensed nursing staff shall complete a BLS Heartsaver course (or equivalent).

BLS courses shall be accepted from the following provider agencies:

- American Heart Association
- American Red Cross
- American Safety and Health Institute

All BLS courses shall include AED training.

BLS Review

Annual review of CPR may be done by any of the following methods:

- Completion of a BLS training course
- Participation in an actual Code Blue
- Participation in a mock code (Employee Monthly Safety Topics – December)
- Manikin demonstration of CPR to a certified BLS instructor
- Completion of the BLS component of an ACLS course

Employee Monthly Education Program

- The Employee Monthly Education Program contains topics identified as mandatory for hospital personnel and as required by Joint Commission and OSHA standards

Subject:

MANDATORY TRAINING – CONTINUING EDUCATION PROGRAMS

Effective Date:

09/08

Policy #

532

Initials:

(signature on file)

- Monthly topics are arranged as a one-page information handout which is distributed by the area supervisor/designee
- Employees are required to successfully pass a written posttest following the reading of the handout
 - A passing score is 75%
- Failure of the posttest requires remediation and subsequent successful completion

Continuing Education / Use of Training (T) Time

- A specific number of hours are allotted per MOU to each RN/LVN for the purpose of meeting continuing education requirements
- The requirement may be met through in-house educational resources, outside conferences/courses, and home study
- Employees may request to be scheduled for Elective Training (TE) Time for the purpose of meeting these requirements
- The Nurse Manager and Associate Nursing Director shall approve a Class/Program Application prior to an employee taking the course as long as the following criteria are met:
 - Training must be identified by management as being directly related to employee's job performance duties
 - Training may not be included which can be given more effectively and economically as in-service training
 - Training shall be limited to that number of employees who must be trained to meet departmental needs and the number for which budgetary funds can be allocated
- The date(s) of requested TE time shall be approved with the application and will be scheduled based on the needs of the service
- The number of hours to be granted shall be one (1) hour TE time for each contact hour given by the course

Mandatory Training Time

- Mandatory training time is granted for Life Support Training, Emergency Preparedness Training, Diversity, Sexual Harassment, and Discrimination Training, and for certain unit-specific classes as approved by Clinical Nursing Director
 - Mandatory T time is indicated with a lower case t in the One-Staff system

Verification of Training Time

A certificate of completion indicating the number of contact hours granted shall be submitted to the Nurse Manager within three (3) months from the completion date of the course for all Training Time

- Failure to submit a certificate of completion shall result in a payroll correction to change the employee's time from Elective Training Time to Absent Without Pay (AWOP)

		Page 4	Of 4
Subject: MANDATORY TRAINING – CONTINUING EDUCATION PROGRAMS	Effective Date: 09/08	Policy # 532	
	Initials: (signature on file)		

DOCUMENTATION

The EDCOS department and/or the area supervisor maintain Educational and Training Rosters for a period of three years.

REFERENCE

California Code of Regulations, Title 22, Section 70016, 70016.1
LAC+USC Healthcare Network Policy #544: Employee Education and Training
Los Angeles County Code 5.52.050

REVISION DATES

92, 95, 96, 97, 98, 99, 04/00, 04/05, 03/06, 06/06, 09/08