

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.2:	Education Required
REVISED:	11/97; 01/30/07; 11/15/10; 2/8/16; Reviewed 06/18
Governing Body Approval :	12/09/10; 04/25/13; 2/25/16; 07/02/18(<i>electronic vote</i>)

PURPOSE: To develop the abilities of staff to meet patients' needs through the development of program competencies.

SCOPE: All CVH staff

Definitions:

Training Programs Include:

Mandatory Training: Training required by hospital policy, federal or state law, Commissioner's policy, the Joint Commission standards, regulatory requirements and/or relevant collective bargaining agreements. The hospital provides this training and designates by division, department, program, unit, and job classification who has to attend (examples: CPR, Infection Prevention, Collaborative Safety Strategies (CSS)).

Staff Training: Training provides skills employees need for the changing technology or circumstances of their work assignments. These programs may take the form of webinars, webcasts, in-service training, Web Based Training, individualized demonstrations, or courses offered off-campus (examples: computer training classes, in-services on new medical equipment, training to explain changes in the Local Area Network).

Continuing Education Programs Include:

Staff Development: Educational requirements designed to build team members' ability to deliver specialized patient treatment on their units.

Professional Development: Educational opportunities for professional staff to acquire new knowledge, enabling them to provide up-to-date treatment and service to the hospital's patients. Medical staff may receive continuing medical education credits, and other professional staff may receive continuing education credits, for these programs. Programs may include workshops, professional conferences, and annual meetings of professional associations, seminars, institutes and courses (examples: workshops at the American Medical Association's annual meeting, symposia on medical issues).

PROCEDURE:

Employees must attend/complete the training mandated for their particular assignment. It is each

supervisor's responsibility to ensure their staff are scheduled for, receive mandatory training and completed Web Based Annual Training. Employees may attend other educational activities and programs related to their assigned responsibilities, as agreed to with or directed by their supervisor.

As part of each employee's annual performance appraisal process, the employee's transcript is reviewed to assure completion of mandatory training. Staff can access their transcript via their learning management system (LMS) accounts. Annually, staff receives via email the Competency Requirement Grid (CRG) that identifies by discipline their annual training requirements. The CRG is a dynamic document and trainings are added as needed to provide continuous staff education. Staff work with their supervisor to schedule mandatory educational requirements, as well as any other training needed to enhance their job performance. Supervisors' decisions to grant time off will be guided by the course descriptions for voluntary classes and budgetary, staffing and scheduling considerations.