

**CONNECTICUT VALLEY HOSPITAL  
OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.3:</b>	<b>Education Data Base – Learning Management System (LMS)</b>
<b>REVISED:</b>	03/12/07; 12/22/10; 2/8/16; Reviewed 06/18
<b>Governing Body Approval:</b>	01/13/11; 2/25/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To record and track internal educational activities for hospital employees and collateral staff.

**SCOPE:** All CVH employees and collateral staff

**PROCEDURE:**

- I. All Instructor led educational activities offered at CVH are recorded on the form [CVH-288](#) Education Attendance Record. The attendance sheet includes the following information:
  - A. *Program Title* – title of the workshop, class or program.
    1. Contact Staff Development to obtain a class id.
  - B. *Location* – place where the program is held (i.e., Room 217, Page Hall).
  - C. *Instructor* - name of person(s) conducting the program.
  - D. *Format* - the teaching mode in which the program is presented, including:
    1. Lecture;
    2. Satellite broadcast;
    3. Audio conference;
    4. Case conference;
    5. DVD;
    6. Workshop; and
    7. Other
  - E. *Date(s)* – month/day(s)/year the program is occurring.
  - F. *Time Frame* – start and end time of the activity.
  - G. *Page\_\_of\_\_* – if more than one page is needed to record who is attending, write the current page number in the first space and the total number of pages in the second.
- II. Each participant is to PRINT his/her own name, and employee number on the attendance

sheet. Program documentation, such as a copy of a brochure, agenda, or course objectives, may accompany the attendance sheet to the Staff Development Office.

- III. Educational records are available upon request of supervisors and employees, or for authorized hospital and DMHAS reports and requests. All employees may also directly access their own learning transcript directly from the LMS.
- IV. Custom reports will be available to Administration/Division/Departments/Managers, etc., upon prior arrangement with Staff Development. Requests should be submitted at least one week before the data is needed, if possible. All custom reports must be submitted to the LMS Administrator at the DMHAS Education and Training Division for review, report development and approval.
- V. On employee agency separation, their access to LMS is removed.
- VI. Staff training records (transcripts) remain in the data base in perpetuity.