

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 ADMINISTRATION	Page # 1 of 2	Section: UPPIA LA Personnel/HR	Policy #: 01.001 Formally A-01
	Approved by:	see signature block at end of document	
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	Policy/Revision Submitted by:	Richard Borge	
	CAP Standard:	54200	
POLICY GUIDELINE ON: Continuing Education			

I. POLICY:

All laboratory employees should have the opportunity for educational growth and development as an employee of UnityPoint Health-Peoria.

II. PURPOSE:

- A. To provide educational opportunities this will facilitate and maintain the competency and expertise of the laboratory personnel.
- B. Continuing education programs are designed primarily to improve and/or enrich the individual's knowledge, skills, attitudes, and/or behavior.
- C. Their purpose is to meet the individual's personal and professional developmental needs.

III. GENERAL INFORMATION:

- A. Resource Coordinator/Director/Manager/Pathologists will assess needs and schedule educational activities. All education programs should be based on:
 - 1. Meeting Strategic Initiatives
 - 2. Patient population and type and nature of care/services
 - 3. Needs identified by staff
 - 4. Information from performance improvement activities (problem solving)
 - 5. Advances in health care management, science, and technology
 - 6. Findings from performance appraisals
 - 7. Findings from peer review
 - 8. Findings from safety management programs
 - 9. Findings from infection control activities
- B. Continuing education may be in the form of webinars, audio conferences, in-services/seminars, cross training, self-study programs, and/or literature reviews or offsite conferences.
- C. In-service/Seminars and cross training will be based on contact hours (a one hour in-service = 1 CE; self-study course - .50 hours; literature review - .25)
- D. Learning Activity Records (LAR) are completed for each internal educational activity and forwarded to Human Resource Department (HRD). HRD enters the information from the LAR into their computer system.
 - 1. All employees may obtain a computer printout of this information at any time.
 - 2. Documentation from external educational programs will not be forwarded to HRD but should be kept by the employee and submitted to their Director/Manager at time of review.
 - 3. Continuing Education that is provided through MTS online learning and competency system. This documentation is archived and can be accessed at any time.
- E. Safety and Corporate Compliance Training are mandatory annually for all employees. Safety Resource staff will provide training/testing materials to staff in the first quarter of the year.

- New employees will obtain general safety and corporate compliance as well as training during laboratory department specific safety orientation, but department specific safety training/testing is the responsibility of the laboratory. Each employee receives 2 hours of continuing education for safety education and .25 hours for corporate compliance.
- F. Although not mandatory, the following guidelines have been established as recommendations for the number of hours of continuing education that an employee should accumulate in a 12-month period (review to review) in addition to Safety and Corporate Compliance Training. It is the responsibility of the employee to take advantage of educational opportunities as they arise. Managers/Coordinators will assist in scheduling to enable employees to meet their requirements. An employee's continuing education record will be utilized by the manager/director in establishing an evaluation rating at review time.
 - 1. Full time employees (32-40 hours) = 6 hours of CE
 - 2. Part time employees (<32 hours) = 4 hours of CE
 - 3. PRN employee = 0 hours of CE
 - 4. Management staff = 10 hours of management related CE
 - G. The Manager/Director reviews Net Learning website to obtain detailed information during each employee's review. This documents continuing education, competency and record of annual TB assessment depending upon job requirements for a 12-month period. Competencies are obtained through Wisconsin State MTS.
 - H. In addition to in house educational opportunities, there is available budgeted money for education off campus and not available at UnityPoint .

External Continuing Education

Consists of organized, systematic learning experiences designed to expand the technical or professional knowledge and skills of employees. External continuing education is often characterized by programs designed to present newly emerging concepts, principles, theories, and research which enhance the technical and professional knowledge base and enable employees to practice at increasingly higher levels of excellence. Activities may include advanced coursework, workshops, institutes, symposiums, and seminars sought from an outside organization. These activities are supported through the Tuition Reimbursement Program and annual conference funding. Documentation of attendance is maintained in departmental working files.

Employees leaving campus for any educational reason must complete and submit a travel request form to their respective coordinator/manager for initial approval. This is forwarded to the Director for approval and signature.

v. MAINTENANCE AND STORAGE

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

Reviewed by

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	1/15/16