



Rancho Los Amigos National Rehabilitation Center

PHYSICAL THERAPY DEPARTMENT

POLICY AND PROCEDURE

**DEPARTMENTAL TRAINING AND EDUCATION
OF STAFF**

Policy No.: 210
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PURPOSE:

To delineate primary areas of training and education and outline the procedure for documentation for these activities.

POLICY: The department provides education and training for the purposes of maintaining and improving the knowledge and skills of all personnel. These programs provide information regarding advances in understanding disease, disability, and prevention; address findings from peer reviews, patient reviews, performance appraisals, quality assessment and improvement activities, and safety issues; address and integrate multiple needs related to individual job responsibilities and fiscal accountability, and cost-effective clinical management. Training activities are designed to address issues related to the patient population served such as age-specificity, cultural diversity, and the nature of the care provided. Training effectiveness is determined by specific program evaluation, quality assessment and improvement activities, and peer/supervisory review.

- I. Records of hospital-wide training (e.g., CPR, fire, safety, earthquake, and hazard communications) for all department employees are maintained in the Physical Therapy Office.
- II. Physical therapy training sessions:
 - A. Attendance and summary of training sessions are recorded on a departmental "Record of Inservice Training" sheet (Attachment A) or via online tracking tools.
 - B. Documentation of training and attendance information from the Record of Inservice Training sheets are entered into the department computer database.
 1. Departmental Record of Inservice Training sheets are maintained in a central file in the Physical Therapy Office.
 2. Area-specific Record of Inservice Training sheets are sent to the Physical Therapy Office and maintained in a central file

- III. Annual Performance Evaluation and Ongoing Identification of Training Need:
- A. The employee and his/her direct manager are encouraged to discuss goals and training needs at any time when a need is identified. During the annual performance evaluation an employee and his or her direct manager will engage in a discussion regarding goals and education or training needs.
 - B. New goals are developed based on identified performance needs, topics of interest, and area-specific needs.
 - C. It is a professional responsibility for PT professionals to engage in ongoing education and training and staff are expected to seek out and participate in relevant training. Staff are encouraged to initiate their own training and education activities in collaboration with their manager/supervisor or education teams. Staff are also encouraged to engage in opportunities to provide education to others.
 - D. Employee are expected to participate in/attend training sessions specifically to facilitate growth towards stated goals.
- IV. Information gathered from performance evaluations and peer/supervisory review is one source used to identify training needs for staff development and for Quality Assurance & Improvement activities.
- V. The Physical Therapy Department staff members, the Education Division Staff (The Director of Research and Education and senior clinicians in Instructor and Supervisor positions in the Physical Therapy Department) and other Executive Staff Committee members identify training needs, prioritize, and develop education programs to meet staff and departmental needs.


Director, Physical Therapy Department