

# LAC+USC MEDICAL CENTER

## DEPARTMENT OF NURSING SERVICES POLICY

Subject: <b>STAFF DEVELOPMENT</b>	Original Issue Date: 08/91	Policy # <b>531</b>
	Supersedes: 09/17	Effective Date: 5/21
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by:  (signature on file) Annie Marquez Interim Chief Nursing Officer

### PURPOSE

To describe the Nursing Plan for staff development at LAC+USC Medical Center (LAC+USC).

### POLICY

The Department of Nursing Services at LAC+USC recognizes that patients are the focus of their health care organization. The nursing programs designed for staff development are patient-centered and provide opportunities for nursing staff members to acquire further knowledge, skills, and attitudes necessary to perform their assigned functions in a safe, effective, and cost-saving manner.

Each nurse has primary responsibility for the development and maintenance of his/her own knowledge base and competence.

### PROCEDURE

Staff development includes a variety of formal and informal learning experiences. Programs are developed by:

- Assessing learning needs of staff
- Review of performance improvement data
- Risk management findings

Programs include:

- Continuing Education Programs
- Orientation
- In-Service Education Programs
- Workforce Development Programs
- Incidental Learning

Department of Nursing Education and Consulting Services (EDCOS) sponsored classes and programs are advertised through annual and monthly calendars and class/program flyers, which are distributed to each unit, electronically through email broadcasts and are available to individuals upon request.

		Page 2	Of 2
Subject: <b>STAFF DEVELOPMENT</b>	Effective Date: 05/21	Policy # <b>531</b>	
	Initials: (signature on file)		

**RESPONSIBILITY**

Nursing staff development is a responsibility of the Department of Nursing Services and may be coordinated through (EDCOS).

Educators, nurse managers, staff nurses, providers, and other qualified support staff teach in-service education classes for the nursing areas. The nurse manager/designee will facilitate staff attendance at educational programs and ensure completion of the Nursing Educational Activity Record.

**Employee Accountability**

- Nursing staff are expected to maintain current competencies in their area of clinical practice.
- The nurse shall apply for and attend staff development programs necessary to maintain licensure and other job-related/specialty certifications with the approval of the area Nurse manager/designee
- Nursing staff are encouraged to attend programs to maintain current competencies whether given at LAC+USC or at an outside facility with the approval of the area Nurse manager/designee
- A specific number of hours training time per MOU are allotted to each RN/LVN per year.

**DOCUMENTATION OF EDUCATION**

- Documentation of educational events is maintained in EDCOS and/or nursing area records
- Rosters are maintained for all educational events and those present for continuing education hours shall maintain a record of the following for a minimum of 3 years:
  - Roster: including class title, date, length of course, instructor, participant names
  - Objectives, content
  - Instructor’s resume
  - Participant’s evaluation of program
- Individual employee educational activities are documented on the Nursing Educational Activity Record.

**REFERENCE**

California Nursing Practice Act 2004, Section 2811.5  
 California Code of Regulations, Title 22, Section 70214  
 Joint Commission Standards – Management of Human Resources  
 LAC+USC Medical Center Nursing Policy #516 - Employee Orientation  
 LAC+USC Medical Center Nursing Policy #532 - Mandatory Training/Continuing Education  
 LAC+USC Medical Center Nursing Policy #533 - Competency Validation  
 LAC+USC Medical Center Policy #512-Continuing Education

Subject: <b>STAFF DEVELOPMENT</b>	Effective Date: 05/21	Policy # <b>531</b>
	Initials: (signature on file)	

**REVISION DATES**

92, 95, 96, 97, 98, 99, 04/00, 04/05, 09/08, 01/16, 09/17, 05/21