



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: Nursing Education Program/Plan

Policy No.: A505
Effective Date: 01/2003
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Purpose of Procedure: To provide guidelines on Clinical Professional Development Department's Program/Plan

Policy Statements:

I. Department activities

A. Orientation

Nursing orientation of new staff includes a central generic orientation followed by a unit orientation individualized for each employee according to his/her classification. Orientation is documented on the appropriate orientation checklist and filed in the employee's education folder.

B. Competency/Skills Assessment/Reassessment

There are DHS, generic and unit competencies and/or skills. Competency assessment is documented on the appropriate competency and orientation checklist and filed in the employee's education folder.

C. Specialty Courses

The Nursing Department conducts specialty courses throughout the year. These courses are based on patient populations/diagnoses cared for at Rancho.

D. Clinical Coach Training

Clinical Coach initial training are conducted to train new Clinical Coaches. Clinical Coach updates/refreshers are provided as needed to enhance skills and confidence for staff serving as Clinical coaches.

II. Unit-based activities

A. Unit Annual Education Planning Calendar and Summary

The annual education planning calendar indicates scheduled educational activities. A summary of all education activities is completed annually.

B. Safety Training

Safety training begins during orientation and is conducted annually. There is a monthly safety training program coordinated by the Safety Officer. On a monthly basis, each unit reviews the topic of the month and discusses related policies and procedures.

C. Cross Training

A Cross training program is provided for all "float" staff and is accessible on each unit. When assigned to float, staff reviews pertinent information regarding patient care needs on the specific unit if not completed within the last six (6) months. The staff signs as verification that he/she reviewed and understands the material presented.

D. Unit Educational Support

The Nurse Educator collaborates with the Nurse Manager to provide assistance with staff professional development. The Educator addresses educational activities, such as orientation, competency/skills assessment, annual education plan/training.

III. Program Planning and Evaluation

Educational needs are systematically planned and evaluated in response to patient care needs, nursing personnel learning needs, performance improvement activities, new/upgraded equipment and general organizational/departmental needs and goals. Measuring the impact on the learner, patient and organization is also included in the evaluation process.

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01/03 – New
04/08 – Revised
06/10 – Revised
08/12 – Revised
08/13 – Reviewed
06/16 – Revised
06/19- Revised
06/22 – Revised

Attachments (2)

1. Education Program - Departmental
2. Education Program Summary

Rancho Los Amigos National Rehabilitation Center
Department of Nursing

Attachment 1

EDUCATION PROGRAM

ORIENTATION

Orientation of new nursing staff includes hospital, interdisciplinary, department generic orientation followed by a unit orientation individualized for each employee according to their classification. Orientation is documented on the appropriate orientation checklists and filed in the employee's education folder.

COMPETENCY ASSESSMENT PROGRAM

Competencies/Skills: DHS, Rancho Generic, Unit-specific, and Interdisciplinary Rehabilitation Service-specific Competency/Skills are assessed initially and annually. Competency is documented on the appropriate competency and orientation checklists and filed in the employee's education folder.

SPECIALTY COURSES

The nursing department conducts specialty courses throughout the year. Courses are based on patient populations/diagnoses cared for at Rancho Los Amigos.

CLINICAL COACH TRAINING Initial Clinical Coach Workshop is conducted to train new Clinical Coaches. Clinical Coach Updates/refresher are conducted as needed for all Clinical Coaches.

UNIT – BASED ACTIVITIES

ANNUAL EDUCATION CALENDAR AND SUMMARY

The annual education planning calendar indicates scheduled educational activities. An annual education summary records education activities conducted during the year.

SAFETY TRAINING PROGRAM

Safety training begins during orientation and is conducted annually. A safety training program is coordinated by the Safety Officer. On a monthly basis each employee reviews the topic of the month and revised department policies and procedures.

CROSS TRAINING PROGRAM

A Cross Training program is provided for staff who float to another unit. When floating, they review pertinent information regarding patient care needs on that specific unit if not completed within the last six (6) months. Staff signs as verification that they have reviewed and understands the material.

UNIT EDUCATIONAL SUPPORT

The Nurse Educator collaborates with the Nurse Manager to provide assistance with staff professional development. The educator addresses educational activities such as unit/area orientation, competency assessment and the unit's annual education plan based on learning needs.

Rancho Los Amigos National Rehabilitation Center
Department of Nursing

Attachment 2

EDUCATION PROGRAM SUMMARY
Orientation Program Summary

New Employee Orientation (NEO)	
Interdisciplinary Orientation (ID)	
Basic Equipment/Infection Control Body Mechanics/Transfer Techniques Respiratory Management Shoulder Management Nutrition Professional Practice Model Behavior Response Team/ De-escalation/Restraints/Golden Hand Awareness	Fall Management/Elopement Safe Patient Handling Pain Management Dysphagia and Oral Hygiene Skin Care Management Emergency Management Risk Management Program/Patient's Rights & Responsibilities Translation services TeleSitter

Nursing Generic Orientation	
Job Description AIDET + Policies/Procedures Review Fire/Evacuation Safety Training/ Age Specific Code Blue, Rapid Response, MORSE risk scale/Humpty Dumpty Electronic Computer Training Rehabilitation Concepts Care Companion Program Neurological Emergencies Sepsis Code Stroke Oral Chemotherapy Administration & Precautions SKIN Sunday	POCT/Glucometer Patient/Family Education IV Administration/ IV pump Blood/Safety Devices/Blood Cultures Medication Administration/ Medication Test Skin Care/Braden scale Neurogenic Bowel & Bladder Management Trach Care and Reinsertion/Ventilator Negative Pressure Wound Therapy (NPWT) Alarm Safety DHS Central Line Module Pyxis system access Goal attainment Safe Patient Handling

Unit/Area Orientation	
Pyxis system/Medication Administration Patient Classification System (Evalysis) Nurse Call Light System SBAR Unit-based information/services, common pathologies, care, and competencies/skill set specific to pt population	Key aspects of care/Scope of Care Cross Training program Staff Continuing Education Program

New Graduate Program (RN/LVN)	
New Grad Workshop: Self Assessments and Goals Novice to Expert Unit Observations Skills Lab Role of the Social Worker & Recreational Therapist Bullying in the workplace Conference Presentation Critical Thinking/Clinical Reasoning Responding to Pt Emergencies and Sepsis Role of a Certified Diabetic Educator	Delegation Skills Charge Nurse Role Professional organizations: ARN (CRRN) Evidence Based Practices Time management Patient Assessments Preventing Medication Administration Errors Risk Management/Quality Pain Management Pressure Injuries/Skin Management

07/09/2013 – revised
06/21/2016 – revised

06/2019 – Revised
06/2022- Revised

COMPETENCY Program Summary

Initial Competency Assessment (Orientation)

Department of Health Services (DHS) core nursing competencies
Rancho nursing central/generic competencies/skills
Interdisciplinary rehabilitation/service & unit specific skills

Annual Competency Assessment/Skills Validation

DHS Core Competencies:

Central Generic Competencies:

- Fire/Evacuation/Emergency Codes
- Infection Control
- Violence Prevention
- Healthcare Provider CPR
- Heart-saver AED CPR

Unit Generic Skill Set: (direct care provider)

Unit-specific Skill Set

Interdisciplinary Rehabilitation/Service Specific Skill Set

Ongoing Education/Training

Clinical Coach Program

- Clinical Coach Workshop
- Clinical Coach Updates

Behavioral Response Team (BRT) Training

- Non-Violent Crisis Prevention Institute (CPI):
Initial & Refresher Course

NA/RA/SNW Development Workshops

- Safety Issues

Hospital-wide In-services

- Annual Care Fair
- New Products/Equipment Training
- Policy Updates
- Critical quality issues

Supplemental: Cross-Training

Unit-based In-services/Training

- FIM (Rehabilitation)

Service/Specialty Programs

- Care of Persons with Spinal Injury Course
- Care of Persons with Diabetes updates
- Pediatric Program

- Care of Persons with Brain Injury Course
- Care of Persons with a Stroke Course
- Charge nurse workshop

02/16/2012 – revised
07/09/2013 – revised
06/16/2016 - revised
06/05/2019- Revised
06/2022- Revised