

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CONTINUING EDUCATION

POLICY NO. 214

PURPOSE:

To develop the competence of staff through a work environment that recognizes education, performance excellence and leadership.

POLICY:

Consistent with the mission statement, Harbor-UCLA Medical Center provides a variety of personal and professional development educational opportunities for all workforce members.

Harbor-UCLA Medical Center requires continuing education that is relevant to staff competence in providing patient care and to specific job related duties. All staff must successfully complete at least one educational program annually.

It is the responsibility and expectation that staff participate in ongoing educational opportunities to develop personally and professionally.

PROCEDURE:

Each department and service shall establish an educational policy and programs to assist staff in meeting continuing education requirements needed to maintain their professional credentials (licensure/certification registration/permit). Each department and service shall maintain adequate records. Population specific competency will be included as appropriate.

Workforce member participation is encouraged in relevant educational programs. Education time may be available to workforce members depending on the classification and governing Memorandum of Understanding. Tuition Reimbursement for full-time permanent workforce members who engage in continuing education or academic course work outside of their regular work hours may be available, upon prior approval, as determined by Department of Health Services/facility budget allowances.

EFFECTIVE DATE: 1964

SUPERSEDES:

REVISED: 09/86, 10/92, 08/95, 01/02, 07/07, 02/14, 07/17

REVIEWED: 09/89, 10/92, 08/95, 05/98, 01/02, 10/04, 02/14, 07/17

REVIEWED COMMITTEE: N/A

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Chief Nursing Officer

Signature(s) on File.