



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department

Policy and Procedure

SUBJECT: CONTINUING EDUCATION

Policy No.: 214
Supersedes: January 1990
Revision Date: June 2022
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PURPOSE:

The Continuing Education program of the Communication Disorders Department provides professional education activities that are designed to improve the educational and clinical skills of practicing Speech-Language Pathologists and Audiologists. The Continuing Education program ensures high quality by meeting the requirements of both the ASHA Continuing Education Board and the California State Licensing Board. This policy provides guidelines for continuing education events within and outside Rancho Los Amigos National Rehabilitation Center.

POLICY: Continuing Education within the Rehabilitation Center

Staff growth and development is necessary in order to achieve the goals of the Communication Disorders Department and to fulfill the mission of Rancho Los Amigos National Rehabilitation Center. For this purpose, educational opportunities will be provided within the Medical Center to develop and improve staff competencies and to comply with federal, state and ASHA guidelines, regulations and other accrediting and certifying agencies. Rancho Los Amigos National Rehabilitation Center's Communication Disorders Department is an approved ASHA Continuing Education Provider. The ASHA Continuing Education Administrator (Communication Disorders Department Training/Education Coordinator) maintains attendance records and course objectives as required by ASHA. All required forms and reports are submitted in accordance with scheduled ASHA deadlines. Conflict of interest and declaration of financial and non/financial disclosures are maintained according to ASHA policies. All CE files are maintained for 3 years.

PROCEDURES:

1. All Communication Disorders Department staff members are required to attend the scheduled Continuing Education inservices and staff development meetings. CDD Staff are individually required to maintain their personal CE records.
2. The Communication Disorders Department provides ongoing continuing education as identified through departmental needs assessments, retreats, staff self-assessment, and hospital wide strategic planning goals.
3. Educational updates are provided for:
 - a. assessment and treatment for specific patient populations and staff needs;
 - b. state of the art skills within the practice of audiology, speech/language pathology, health care management, science, and technology;
 - c. clinical equipment

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Signature(s) on File.

4. Additional continuing education opportunities are available within the Medical Center. These include:
 - a. Medical Grand Rounds
 - b. Conferences
 - c. Inservices offered through other departments or services
 - d. Journal clubs
5. The Communication Disorders Department is an approved ASHA Continuing Education (CE) Provider. All ASHA continuing education activities sponsored by the Communication Disorders Department meet the requirements established by the ASHA Continuing Education Board. This includes having defined needs assessments, learning objectives, and course evaluation by attendees.
6. The Continuing Education Coordinator submits copies of all certificates of attendance for Continuing Education activities to the department secretary for entry into the Employee Education Database. This serves as the employee's education/training record and is maintained in each employee's personnel file located in the Communication Disorders Department Main Office.

POLICY: Continuing Education outside the Rehabilitation Center

Improving performance through knowledge and skill acquisition outside of the Rehabilitation Center is critical to ensure that the competence of all staff members is assessed, maintained, demonstrated and continually improved. Staff are encouraged to participate in off-site continuing education programs that allow for ongoing learning within all aspects of patient care service delivery.

Permanent Staff may submit Travel and Training requests. Contract, hourly, and per diem employees are excluded. Employee requests to attend a workshop or conference outside the Rehabilitation Center must meet the following criteria:

1. the employee submitting the request has passed the probationary period of employment, and is performing at a competent level .
2. the employee demonstrates the ability and willingness to share the knowledge and skills to be gained with other staff as deemed appropriate by the immediate supervisor;
3. the educational program will increase the employee's knowledge, proficiency, or skill in performing current job-related tasks, or prepare the employee to perform technical or management skills at a higher level;
4. the educational program is compatible with departmental and Rehabilitation Center mission and objectives and/or is likely to promote innovation within the Communication Disorders Department;
5. the educational program is consistent with the employee's and supervisor's assessment of educational needs.

County resources (time and funding) to attend a conference cannot be guaranteed. Therefore, staff should plan to fund their own off-site continuing education expenses. Every effort will be made to provide for partial or complete reimbursement of expenses, depending upon availability of current funds through the department, Rehabilitation Center, or County funding sources.

PROCEDURES:

1. Employees wishing to attend a continuing education program outside the Rehabilitation Center must complete all appropriate applications and receive approval for attendance before finalizing plans. Approval will be granted based upon the above criteria and determination that patient care will not be negatively impacted by the employee's absence.
2. To request County Time, the employee submits the **Request for Approval for Travel and Training** Policy A204 (available on the intranet) for salary expenses with an attached copy of the program brochure.

The request must be submitted at least six weeks in advance to allow sufficient time for approval by the Rehabilitation Center and Department of Health Services Administration. The CDD Director will notify the employee of the decision regarding County time as soon as possible. In this instance, the employee's timecard is to be coded 023 (training time) during the time the employee is participating in the educational program.

3. Staff are responsible for submitting documentation of attendance of all off-site educational to the CDD secretary for filing in their CDD Main Office personnel file.