

BBBLOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

		Page 1	Of 3
Subject: FACULTY COMPETENCY		Original Issue Date: June 28, 2002	Policy #: 515
		Supersedes: April 17, 2017	Effective Date: September 29, 2022
Individuals / Committees Consulted: Allied Health College Credentials Faculty Development	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (Signature on File)	

PURPOSE:

To ensure that faculty possess the qualifications and competencies necessary to fulfill the mission of the College.-

POLICY:

The College adheres to the following policies:

- LAC + USC Medical Center #544: Workforce Employee Education and Training
- LAC + USC Medical Center 545: Competency Program
- LAC + USC Medical Center #550: Performance Evaluations
- College #220: Peer Review
- College #230: Travel and Training Requests
- College #505: Interview Process
- College #510: New Employee Orientation

Faculty are hired based on their education, clinical expertise, and experience.

Competence is validated during orientation and annually.

Faculty are expected to maintain current knowledge and skills in assigned areas and are encouraged to attend related education and training.

Faculty Development Committee sponsors educational events based on faculty needs. Faculty Development Committee explores educational events and ensures faculty are aware of topics and how to register for each event.

PROCEDURE:

The supervisor evaluates employee performance a minimum of annually.

- Annual performance evaluations include documentation of faculty classroom and clinical teaching and supervisory skills.
- Sources for the evaluation may include:
 - Trends noted in instructor ratings in theory and clinical course evaluations
 - Formal written and verbal communications with nursing administration and staff
 - Continuing education program attendance
 - Observations by supervisory staff, administration, and regulatory bodies
 - Peer review evaluations.

Subject:

FACULTY COMPETENCY

Faculty members:

- Obtain one peer review every 2 years
- Attend Medical Center new equipment orientation as applicable to their content area
- Submit copies of verification of continuing education attendance to Office of Educational Services (OES)
- Participate in Nursing Skills Validation Program annually
- Successfully complete the annual Department of Health Services (DHS) Core Competency Testing
- Maintain skills by the following methods as applicable:
 - Attending professional development programs
 - Working in clinical areas of expertise
 - Supervising student performance in clinical practice and skills labs simulations
 - Chair/participate in college and divisional meetings
 - Remediate/cross-train in patient care concepts and skills according to theory and clinical assignments.
- Disclose to immediate supervisor any condition that might negatively impact the ability to competently fulfill job duties.

The OES maintains copies of the following in the faculty member's personnel file/database:

- New Employee Orientation checklist
- Curriculum vitae/resume, educational degrees, licenses, continuing education certificates, and specialty certifications
- Board of Registered Nursing Faculty Approval Notification
- Education record of continuing education classes attended throughout the year
- Probationary and Annual Performance Evaluations
- Faculty Peer Review (front page only)
- Annual DHS Core Competency: Performance Summary
- RN Annual Validation of Standards Based Practice (pertinent to area of specialty)
- Nursing Skills Validation checklist

PROCEDURE DOCUMENTATION:

New Employee Orientation Checklist

Faculty Peer Review

Faculty Self Evaluation

Annual DHS Core Competency: Performance Summary

RN Annual Validation of Standards Based Practice (pertinent to area of specialty)

Annual Performance Evaluation

Six Month Performance Evaluation - New Employees and Promoted Employees

REFERENCES:

LAC + USC Medical Center Policy #544:	Workforce Employee Education and Training
LAC + USC Medical Center Policy #545:	Competency Program
LAC + USC Medical Center Policy #550:	Performance Evaluations
College Policy #220:	Peer Review
College Policy #230:	Travel & Training Requests

Subject:

FACULTY COMPETENCY

College Policy #505: Interview Process
College Policy #510: New Employee Orientation
College Policy #520: Performance Evaluation Processing

REVISION DATES:

June 28, 2002
August 12, 2004
February 12, 2009
April 18, 2013
April 13, 2017
September 29, 2022