

LAC+USC MEDICAL CENTER POLICY

Subject: WORKFORCE MEMBER EDUCATION AND TRAINING		Original Issue Date: 4/1/98	Policy # 544
		Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: DHS Human Resources Nursing Services Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To enhance the organization's mission of meeting the needs of its patients by providing education and training for workforce members of the LAC+USC Medical Center

POLICY

Each workforce member shall maintain current competency in his or her area of practice. The LAC+USC Senior Executive Council (SEC) shall provide support and resources as defined in the Memoranda of Understanding, or contract/agreement, to ensure staff has appropriate knowledge, education, training, and competence to perform assigned responsibilities.

PROCEDURE

- Initial orientation is provided for new employees, support personnel, and contract personnel. This will include orientation to the Medical Center's mission, vision, values; policies and procedures specific to the work environment; patient safety program; and expectations/standards for job performance, including the assessment of the individual's ability to fulfill specified responsibilities.
- Ongoing staff development and education/training is approved to maintain/improve (a) quality and efficiency of patient care, (b) employee effectiveness, and (c) competent job performance.
- Continuing education opportunities are offered and carried out in a systematic manner throughout the Medical Center.
- Each department will plan, conduct, coordinate programs, and monitor the quality and content of courses and seminars to promote health and safety awareness and enhance professional development and competence of staff members.
- Ongoing staff development and continuing education and training are age appropriate for patient groups served by the facilities and the applicable service.
- Administrators and managers shall be responsible for ongoing competency assessment, identification of education and training needs, and staff participation in mandatory educational activities.

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PROCEDURE DOCUMENTATION

Attending Staff Manual
Nursing Services and Education Policy Manual
Area/Service/Departmental Policy and Procedure Manuals

REFERENCES

California Code of Regulations, Title 22, 70214, 70721
Los Angeles County Code, Section 5.40.110
Medical Center Policy #504, 509, 538, and 551
Joint Commission Standards Human Resources HR.01.04.01, HR.01.05.03, HR.01.06.01;
Leadership LD.02.01.01, LD.03.01.01
Applicable Memoranda of Understanding

REVISION DATES

November 13, 1998; April 9, 2002; February 22, 2005; October 3, 2008; March 11, 2014; May 9, 2017; October 30, 2020