

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: MANDATORY TRAINING – CONTINUING EDUCATION PROGRAMS	Original Issue Date: 08/91	Policy # 532
	Supersedes: 10/22	Effective Date: 06/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To describe mandatory and continuing education programs available for nursing employees of the Los Angeles General Medical Center, which provide instruction in skills necessary for the safe delivery of patient care.

POLICY

Education is a key element in the ongoing training of nursing staff. It provides a mechanism for the continuation of safe, consistent, and quality patient care. Mandatory education programs include but not limited to:

- Fire/Life Safety Training Patient Safety
- Life Support
- Employee Monthly Education Program

Continuing education hours are allotted per the MOU for each RN/LVN for the purpose of meeting continuing education requirements.

PROCEDURE

Fire/Life Safety Training

- Each employee is required to successfully complete the Fire/Life Safety Training Class
- Initial Fire/Life Safety Training classes are scheduled as part of the Medical Center's New Employee Safety Orientation, and every four years thereafter
- Employees are oriented to the safety policies and procedures in their specific unit

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Life Support Training

Basic Life Support (BLS):

- All nursing department personnel who provide direct patient care are required to maintain competency in Basic Life Support.
- The following nursing staff require an BLS:
 - Registered Nurse
 - Licensed Vocational Nurse
 - Nursing Attendant
 - Certified Medical Assistant
- BLS courses must be provided through the American Heart Association. The training course must include a didactic and a return demonstration component, followed by a post test.
- A BLS course must be successfully completed every two years.

Advanced Cardiac Life Support Course

- The Advanced Cardiovascular Life Support (ACLS), and Pediatric Advanced Life Support (PALS) courses must be provided through the American Heart Association. The class consists of a pre-course self- assessment test, it must include a didactic and a return demonstration component, followed by a post test.

The Neonatal Resuscitation Program (NRP) through the American Academy of Pediatrics must include both a didactic and return demonstration followed by a written test.

Caring for A Patient at Risk for Suicide

- Suicide Risk education is required upon hire and annually, thereafter

Employee Monthly Education Program

- The Employee Monthly Education Program contains topics identified as mandatory for hospital personnel and as required by Joint Commission and OSHA standards
- Monthly topics are arranged as a one-two page information handout which is distributed by the area supervisor/designee
- Employees are required to successfully pass a written posttest following the reading of the handout

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- A passing score is 75%

- Failure of the posttest requires remediation and subsequent successful completion

Continuing Education / Use of Training (T) Time

- A specific number of hours are allotted per MOU to each RN/LVN for the purpose of meeting continuing education requirements
- The requirement may be met through in-house educational resources, outside conferences/courses, and home study
- Employees may request to be scheduled for Elective Training (ET) Time for the purpose of meeting these requirements
- The Nurse Manager and/or Assistant Nursing Director shall approve a Class/Program Application prior to an employee taking the course as long as the following criteria are met:
 - Training must be identified by management as being directly related to employee's job performance duties
 - Training may not be included which can be given more effectively and economically as in-service training
 - Training shall be limited to that number of employees who must be trained to meet departmental needs and the number for which budgetary funds can be allocated
- The date(s) of requested ET time shall be approved with the application and will be scheduled based on the needs of the service
- The number of hours to be granted shall be one (1) hour Elective Training time for each contact hour given by the course

Mandatory Training Time

- Mandatory training time is granted for but not limited to the following classes listed on Addendum A: DHS Mandatory Training Classes and for certain unit-specific classes as approved by the Clinical Nursing Director.

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Verification of Training Time

- A certificate of completion indicating the number of contact hours granted shall be submitted to the Nurse Manager within three (3) months from the completion date of the course for all ET time.

Failure to submit a certificate of completion shall result in a payroll correction to change the employee’s time from Elective Training Time to Absent Without Pay (AWOP).

DOCUMENTATION

The Nursing Education Department for Professional Development and/or the area supervisor maintain Educational and Training Rosters for a period of four years.

REFERENCE

California Code of Regulations, Title 22, Section 70016, 70016.1
LAC+USC MEDICAL CENTER Policy #544: Employee Education and Training
Los Angeles County Code 5.52.050

REVISION DATES

92, 95, 96, 97, 98, 99, 04/00, 04/05, 03/06, 06/06, 09/08, 02/20, 10/22, 06/23

Addendum A: Nursing Policy #532 Mandatory Training Classes
Department of Health Services Mandatory Training Topic's
Assembly Bill 1234 Ethics Training
Compliance Awareness Training (CAT)- For New Workforce Members Only
County Policy of Equity for Employees
County Policy of Equity for Supervisors
CSEC 101: The Commercial Sexual Exploitation of Children
Cybersecurity Awareness Training
Disaster Services Worker Awareness Training
Diversity: Skills for the 21st Century Workforce
DHS Pressure Injury Prevention (PIP) and Wound Management for Licensed Staff
DHS Pressure Injury Prevention (PIPNL) for Non-Licensed Staff
Drug Free Workplace: Reasonable Suspicion
Employment Discrimination Prevention (for Managers and Supervisors)
Facility Orientation/Reorientation Handbook (O/REO)
Fair Labor Standards Act Essentials
Hands-Only Cardiopulmonary Resuscitation (CPR) Prerequisite
HIPAA for Covered Entities
Implicit Bias and Cultural Competency: An Introduction
Just Culture for Managers and Supervisors
Legal Exposure Reduction Reasonable Accommodation and Performance Management
Los Angeles County Employee Domestic Violence Awareness Program
Privacy Awareness
Pyxjs ES Inpatient Nurse Training
Sexual Harassment Prevention Training for Managers and Supervisors
Sexual Harassment Prevention Training (for Line Staff)
The Basics of Just Culture
Workplace Violence Prevention

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