



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: EMPLOYEE EDUCATION
DOCUMENTATION

Policy No.: A580
Effective Date: 07/1999
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Purpose of Policy:

1. To describe the method for maintaining employee records of ongoing training and education consistent with regulatory agency requirements and initial and ongoing competency.
2. To list documentation requirements of staff development programs.

Policy Statement: The Education Record shall reflect all education, training, specialty certifications, orientation, and accomplishment of competency requirements for each Nursing Department employee.

Policy Guidelines:

1. Each employee of the Nursing Department will have an Education Folder, which is accessible at all times in area designated by the Nursing Department.
2. Participation at all Rancho classes and/or education programs attended outside of Rancho is to be documented in the Education Folder. An Inservice Record of Attendance or continuing education certificate must accompany each education activity listed on the Annual Education Summary. An Inservice Record of Attendance or continuing education certificate will be kept in the education folder for 5 years.
3. Each employee is accountable for ensuring that his/her Education Folder is current, complete, and accurate by regularly filing copies of class completion slips and/or certificates, maintaining competency checklists, and documenting all classes completed in or outside Rancho on the Annual Education Summary.

Key Point: Annual Education Summary's are used to document classes taken within the calendar year.

4. It is the employee's responsibility to replace and/or obtain duplicate copies of any missing inservice or continuing education certificates.
5. The employee is responsible to keep and maintain all orientation and competency checklists in the Education Folder indefinitely at all times, unless being used at the time of sign-off.
6. The Education Folder shall contain the following information:
 - a) Attendance confirmation slips/certificates
 - b) Annual Education Summary
 - c) Competency Assessment Checklists
 - d) Copy of current CPR card
 - e) Orientation Checklists
 - f) Miscellaneous (i.e. Specialty certifications)
7. All staff development programs that offer continuing education shall be documented and stored centrally in the Clinical Professional Development (CPD) Department for 5 years with the following information:
 - a) Title, length of course/class (hours), and objectives of the educational program/in-service presented
 - b) Name, title, and qualifications of the instructor or title and type of other educational media
 - c) A description of the content
 - d) Roster to include date, title, instructor (or media), and signature of attendees

- e) Written evaluation of course content by attendees if contact hours are awarded

- 8. The director of CPD Dept. ensures that the CPD Department staff adheres to continuing education requirements and maintains accurate continuing education records/filing according to the Board of Registered Nursing (BRN) for licensed staff and California Department of Public Health (CDPH) for unlicensed staff.

Revised by: Bincy Mathew, MSN, RN, CMSRN. NPD-BC

References: RLANRC Nursing policy A160 – Records Retention (07/2023)

Reviewed/Revised:

07/99 – Revised

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03/12 – Revised

06/15 – Revised

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