



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-031
SUBJECT: TRAINING AND IN-SERVICE EDUCATION REQUIREMENTS	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 02/07/94
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 04/16/07
	REVISED DATE: 05/2017

PURPOSE

To ensure workforce members obtain sufficient knowledge and skills to enable them to perform their duties safely and effectively.

POLICY

It is the position of the Department of Health Services (DHS) and its organizational entities that a competent staff is vital to the attainment of organizational and departmental goals and objectives. It is the responsibility of managers and supervisors to ensure staff are provided with and are given the appropriate time to attend training and in-service training related to their assigned job functions.

PROCEDURE

Workforce members are required to comply with specific training and in-service education standards established for individual job functions by their assigned department/service areas to ensure patient safety and meet regulatory standards.

It is the responsibility of all workforce members who are required to maintain a valid license, certificate, permit, or registration to attend continuing education courses, as required by the appropriate licensing/certifying/permit/registration board or agency. Continuing education is not paid for by the County unless specified in the L.A County Code or applicable MOU.

Training shall include, but not be limited to facility specific and unit based orientation, review of policies and procedures, job processes, equipment safety, and infection control. It also includes training required to meet state, federal, and regulatory standards (e.g., JCAHO) and applicable Memoranda of Understanding (MOU).

Workforce members are responsible for signing the participant sign-in sheets for each session attended and submitting verification of all onsite training/in-service education. Validation of completed external training or continuing education programs must be submitted to the immediate supervisor/manager in a timely basis.

Managers and supervisor must validate that the workforce member has been attending continuing education courses and that his/her license/certificate/permit/registration has been renewed.

Within budgetary constraints, workforce members may be allowed to attend training related to their job functions provided by outside sources.

Managers and supervisor should keep track of all training provided to a workforce member for departmental compliance and for documenting the annual Performance Evaluation.

Training courses selected by a workforce member (voluntary training) must be approved, in advance, by the supervisor and/or appropriate Executive Staff Member.

DEFINITIONS

Workforce or Workforce Member

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

AUTHORITY

Joint Commission for the Accreditation of Healthcare Organizations (JCAHO)
CAL OSHA

CROSS REFERENCES

L.A County Fiscal Manual Travel/Training Guidelines
Applicable Memorandum of Understanding (MOU)
Los Angeles County Code
MLK OPC Policy and Procedure Nos., 04-020, Performance Evaluation; 04-041, Competency Assessment

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, Nursing Director

Date

Signature(s) on File.