



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 477
VERSION: 1

SUBJECT: In-Service Provided To and By The Facilities Department

POLICY:

Facilities will attend and provide in-services when required or requested.

PURPOSE:

In-services will be provided to keep staff up-to-date on training, pertaining to The High Desert Health System (HDHS) and the equipment being used with in the facility.

PROCEDURE:

The Facilities Department receives in-service training as needed. Each craft will attend scheduled in-service sessions within HDHS and will also attend classes and seminars provided outside the Facility.

On an almost daily basis, some form of in-service is provided to and by the staff on an informal basis. The Facilities staff is responsible for researching and asking questions of vendors, this is to make sure that equipment or materials being used are the best for the job. Staff is also responsible for staying properly trained on the equipment they are installing and servicing, this is considered a form of in-service.

Records of in-services attended by Facilities personnel within HDHS, and from outside sources are maintained in the Facilities office. In-service is provided in conjunction with the Safety Office, OHR and Nursing In-Service.

The Facilities Department will provide in-services to other departments, as well as to new employees when requested.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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