



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

OPERATING ROOM

POLICY AND PROCEDURE

SUBJECT: UNIT BASED INSERVICE / CONTINUING EDUCATION

Policy No.: OR86
Supersedes: ALL
Revised Date: 02/2016
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Purpose of Policy: To allow education time for OR staff regarding equipment, instruments, Performance Improvement Activities and current issues in the OR.

Policy Guidelines:

1. There will be a monthly in-service for all classifications of Surgical Unit Personnel. The education time has been designated as the first Monday of each month from 0700 to 0830. The surgery schedule starts at 0900 on this day.
KEY POINT: When the first Monday of the month falls on a holiday an alternate time will be selected.
2. The in-services will be planned by the Nurse Manager / Clinical Educator based on the assessed needs of the staff. The nursing staff is also encouraged to make suggestions for needed classes.
3. Members of the Medical Staff, including Surgeons and Anesthesia staff, will be asked to provide classes in areas of identified need.
4. Employee education records will be maintained by each employee.
 - a. Each employee is responsible for signing the in-service / continuing education sign-in sheet for classes attended. The attendance sign-in sheet will be maintained in The Collaborative Management-Staff Meeting Manuel.
 - b. The employee is responsible for placing attendance slips in their personal continuing education folder and completing the annual continuing education summary.
 - c. Certificates for outside educational seminars will also be placed in the education file.
5. Additional classes for a limited number of employees are frequently required to orient personnel to new equipment and instrumentation. These classes will be scheduled at various times to meet the needs of personnel, without interruption of scheduled surgeries.

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References: Guidelines for Perioperative Practice 2015 Edition
Essentials of Perioperative Nursing, Fifth Edition

07/99 – 10/12 Revised
02/16 -- Reviewed

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