

**OLIVE VIEW-UCLA MEDICAL CENTER  
RESPIRATORY CARE SERVICES - ADULT  
POLICY & PROCEDURE**

**NUMBER: 5851  
VERSION: 1**

**SUBJECT/TITLE: CONTINUING EDUCATION POLICY**

**POLICY:** The Respiratory Care Department along with Olive View-UCLA Medical Center will provide Continuing Education opportunities to the Respiratory Care Staff.

**PURPOSE:** To improve patient care and patient safety by promoting learning and growth to the respiratory care staff by means of education.

**DEPARTMENTS: RESPIRATORY CARE SERVICES**

**PROCEDURE: RESPIRATORY CARE SERVICES**

Educational opportunities provided by the Respiratory Care Services will be either be posted in the [Education Section of the Respiratory Care Intranet](#) site or Posted in the PPM. The types of education provided are:

1. **Policy and Procedure Management System (PPM) Based Courses** - the courses provided in this category are short topics directly associated with respiratory care such as disease management, advancement and development in the field, modes of ventilation, etc. which are authored by the Pulmonary Medicine team, respiratory care management and the medical director. All topics are published into the PPM and followed by a short post-test. Respiratory Care staff will be notified via automated email with a link to the topic when a new topic is posted. All records will be electronically tracked.
2. **Instructor Based Courses** – the courses provided in this category are conducted by medical professionals such as Pulmonary Attending, Medical Director, Authorized Vendor Clinical Specialists and Respiratory Management. Topics will include equipment in-services, disease management, advancement and development in the field, etc.
3. **Self Guided Courses** – the courses provided in this category are made available to the Respiratory Care Staff via the [Education Section of the Respiratory Care Intranet](#) so the staff can go through the course at their own pace for their own learning and growth.
4. **Study Guide Courses** – the courses provided in this category are given to

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the staff via printed or electronic study guide. Most of which are core competency study guides. All staff's competencies are tested on an annual basis. Topics include Respiratory Care Core Competency, Blood Gas Core Competency, Pulmonary Function Core Competency and the Basic Core.

## **DHS MANDATED EDUCATION**

Educational opportunities provided by DHS are mostly regulatory based and are given via the Learning Net, Instructor Based and Handbook. Some of the topics are the following:

1. **Instructor Based Courses** – available via Nursing Education
  - a. Basic Life Support
  - b. Advance Cardiac Life Support
  - c. Pediatric Advanced Life Support
  - d. Neonatal Resuscitation Program
  - e. Fire Life and Safety
  - f. Customer Service
  - g. Sexual Harassment
  
2. **Module Based Courses** – available [Environmental Health & Safety](#) intranet site
  - a. Bloodborne Pathogens Exposure Control Plan
  - b. Infection Prevention
  - c. Preventing Transmission of Healthcare Associated Infections
  - d. Earthquake Procedures
  - e. Emergency Codes Training Presentation
  - f. Emergency Management
  - g. Fire Prevention Presentation
  - h. Hazard Communication
  - i. Aerosol Transmissible Disease
  - j. Radiation Safety
  - k. Safe Environment
  
3. **Learning Net Based Courses** – available at the [Learning Net](#) intranet site
  - a. Code of Conduct
  - b. Sexual Harassment
  - c. Legal Exposure Reduction
  - d. Security Awareness
  - e. County Policy of Equity

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References:	
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