

**OLIVE VIEW-UCLA MEDICAL CENTER
RESPIRATORY CARE SERVICES – SLEEP MEDICINE
POLICY & PROCEDURE**

**NUMBER: 9455
VERSION: 2**

SUBJECT/TITLE: CONTINUING EDUCATION

POLICY: Professional and technical staff must participate in sleep educational activities. All continuing education activities must be documented and copies of original certificates maintained on file. In the event of a new hire and/or when staff becomes deficient in continuing education credits, management will assist the individual in developing a plan to achieve the required credits.

Professional Staff: Medical director and designated board-certified sleep specialist will obtain an average of *10AMA PRA Category 1 Credit*TM per year (30 within the past three year period) in sleep medicine.

Technical Staff: All sleep technicians and technologists must earn an average of 10 hours per year (30 within the past three year period) of CE credits in sleep-related educational activities. (RCP'S and RRT'S get all CE credits pertaining to sleep and respiratory care at 15 CE'S per year for 30 CE'S every two years for relicensing).

PURPOSE: To provide quality care to patients; all professional and technical staff must keep informed of changes and advances in the area of sleep medicine.

DEPARTMENTS: RESPIRATORY CARE SERVICES

PROCEDURE:

1.0 Continuing Education

- 1.1 Each technical staff member will provide copies of original certificates of sleep related CECs earned.
- 1.2 CE and/or CME credits earned from outside continuing education providers must meet requirements established by the medical director, AASM, AAST, and other providers recognized by the AASM.
- 1.3 Education sessions will be offered through the sleep center periodically during the technical staff meetings.
 - 1.3.1 Each educational topic will be sleep-related (CPR and HIPAA will not be considered as a sleep-related CE activity).
 - 1.3.2 Each educational session will be individually documented on a separate form to include: a topic, speaker, and objective.
 - 1.3.3 An in-service attendance log will be maintained requiring each person to sign it. This

SUBJECT/TITLE: CONTINUING EDUCATION

Policy Number: 9455

Page Number: 2

attendance log will be reviewed, dated and signed by the medical director.

1.3.4 A copy of the in-service attendance log will be filed in the education manual.

1.3.5 Each in-service hour for technical staff is equivalent to 1 CEC.

2.0 New to Sleep or Newly Hired Technical Staff Members or those not meeting the minimum Requirements.

2.1 For those newly hired technical staff members, copies of original CECs earned within the previous three years must be provided and filed in the personnel file.

2.2 If CECs have not been acquired, the CECs will be prorated based on the date of hire.

2.3 Newly hired technical staff will earn 10 CECs per year based on hire anniversary date.

2.4 Three months prior to annual employment review each technical staff personnel file will be audited to determine the number of CECs earned to date.

2.5 For technical staff not meeting the minimum requirements, a plan will be developed to assist the technical staff in completing the minimum requirements.

2.6 Follow-up communication will occur monthly until all requirements have been met.

2.7 Individuals not meeting compliance will have a disciplinary action plan which may include suspension or termination.

References:	
Approved by: Jeanne Wallace (Division Chief)	Date: 09/19/2017
Review Date: 09/19/2017	Revision Date:
Next Review Date: 09/19/2020	
Distribution: Respiratory Care	
Original Date: Not Set	

SUBJECT/TITLE: CONTINUING EDUCATION

Policy Number: 9455

Page Number: 3