

2013- Orientation & Ongoing Education Requirements

Topic	Standard	Orientation & Ongoing Education	Required Personnel
Accreditation Participation Requirements			
Reporting safety/quality concerns to TJC	APR.09.02.01 EP 1	Orientation & Ongoing Education	All hospital employees
Emergency Preparedness			
Emergency Preparedness Training	EM.02.02.07 EP 7	Orientation & Ongoing Education	Staff, students, volunteers
Environment of Care			
Education about risks within the hospital's environment Procedures to follow Reporting Processes for problems, failures and user errors in regard to safety, security, etc.	EC.03.01.01 EP 1-3	Orientation & Ongoing Education	Staff, students, volunteers
Human Resources			
Key safety content prior to providing care	HR.01.04.01 EP 2	Orientation	Staff, students, volunteers
Assessing & managing pain	HR.01.04.01 EP 4	Orientation	All patient care providers
Infection control & prevention	HR.01.04.01 EP 4	Orientation	Staff, students, volunteers
Cultural diversity / sensitivity based on job duties	HR.01.04.01 EP 5	Orientation	Staff, students, volunteers
Patient rights, ethical aspects / ethical issues based on job duties	HR.01.04.01 EP 6	Orientation	Staff (based on job duties), students, volunteers
Team Communication training that incorporates the skills of team communication, collaboration, and coordination of care.	HR. 01.05.03 EP 6	Orientation & Ongoing Education	Staff (based on job duties), students.
Information about the need to report unanticipated adverse events and how to report these events.	HR. 01.05.03 EP 7	Orientation	All staff
Fall Reduction Program	HR. 01.05.03 EP 8	Orientation & Ongoing Education	All patient care providers
How to identify early warning signs of a change in a patient's condition and how to respond to a deteriorating patient, including how and when to contact responsible clinicians.	HR.01.05.03 EP 13	Orientation	All patient care providers
Infection Control			
Responsibilities about preventing and controlling infections	IC.01.05.01 EP 7	Orientation & Ongoing Education	Staff, students, volunteers
Orientation, training, and competency of health care workers who are processing medical equipment, devices, and supplies	IC. 02.02.01 EP 1-2	Orientation	All applicable staff
Influenza Vaccination Program	IC 02.04.01 EP 2 (HR.01.04.01, EP 4)	Orientation & Ongoing Education	Staff, students, volunteers

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Information Management			
Training for staff and licensed independent practitioners on alternative procedures to follow when electronic information systems are unavailable	IM.01.01.03 EP 3	Orientation & Ongoing Education	Staff & Physicians
Leadership			
Mission, vision, and goals	LD.02.01.01 EP 3	Orientation & Ongoing Education	Staff, students, volunteers
Education is provided that focuses on quality and patient safety. Literature and advisories relevant to patient safety available to all individuals who work in the hospital	LD.03.01.01 EP6, 9	Orientation & Ongoing Education	All hospital employees
Medical Staff			
Impaired Physicians / LIPs	MS.11.01.01 EP 1	Orientation & Ongoing Education	Defined by policy – All hospital staff
National Patient Safety Goals			
NPSG – Organizational Specific Requirements (Policies & Procedures)	NPSGs	Orientation & Ongoing Education	All patient care providers
Anticoagulation Therapy	NPSG.03.05.01 EP 7	Orientation & Ongoing Education	Applicable patient care providers (e.g. prescribers, nursing, pharmacy)
HCAI, multi-drug resistant organisms, & prevention strategies	NPSG.07.03.01 EP 6	Orientation (at hire) & Annually	Staff, students, volunteers
HCAI, central line associated bloodstream infections & prevention measures.	NPSG.07.4.01 EP1,5	Orientation (at hire) & Annually	Staff involved in applicable procedures (hospital defines staff)
Prevention measures for HCAI, surgical site infections & prevention measures.	NPSG.07.05.01 EP 5	Orientation (at hire) & Annually	Health care workers involved in surgical procedures
Provision of Care, Treatment, & Services			
Abuse, Neglect & Exploitation	PC.01.02.09 EP 3	Orientation & Ongoing Education	Staff, students, volunteers
CPR/BLS/ACLS as required by hospital	PC.02.01.11 EP 4	Ongoing Education	Hospital defines staff
Needs of Dying Patient	PC.02.02.13 EP 2	Orientation & Ongoing Education	All patient care providers
Restraint/seclusion*	PC. 03.05.17	Orientation & Ongoing Education	All patient care providers
Transplant Safety			
Procuring and donating organs and other issues	TS.01.01.01 EP 5	Orientation & Ongoing Education	All patient care providers
Waived Testing			
Waived Testing*	WT.03.01.01 EP. 1-6	Orientation & Ongoing Education	Applicable staff (performing tests)

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*Skills Validation - Competencies

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Hospital provides language interpreting and translation services	HR. 01.02.01 EP 2	Staff as appropriate
Maintain or increase competencies	HR.01.05.03 EP 1	All Staff
Whenever staff responsibilities change	HR.01.05.03 EP 2	Staff, as appropriate
Populations Served (age specific, etc.)	HR.01.05.03 EP 3	Patient care providers
Individuals with the education & background, experience, or knowledge related to the skills to be reviewed / assess competence ("preceptor")	HR.01.06.01 EP 3	Staff identified to assess competence of others (in any department / on any unit).
Moderate Sedation	PC.03.01.01 EP 2	RN, as appropriate
Restraint / Seclusion*	M/S: PC.03.02.05 EP 12 PC.03.02.07 / EP 3 BH: PC.03.03.07 EP 1 - 8	Staff involved in the application and monitoring of patients in restraints.
Waived Testing *	WT.03.01.01	Applicable staff (performing tests). <u>Includes at least 2 of the following methods:</u> <ul style="list-style-type: none"> - Performance of a test on a blind specimen; - Periodic observation of routine work by a qualified designee - Monitoring of each user's quality control performance - Use of a written test specific to the test assessed