

**Care At Home
Human Resources
Policy and Procedure**

Policy Title:	Employee Inservice Education Policy		
Policy Number:	HR-009	Original Effective Date:	10/01/03
Purpose:	To increase home health care staff member competency and provide current health care information in a specific area of practice.		

1. Policy:

The agency provides in-service education programs for all home health care staff members.

2. Definitions:

2.1. In-service training is defined as:

2.1.1. Professional activities and opportunities designed to enhance the skills and abilities of individuals in their current areas of employment.

3. Procedure:

3.1. The Director of Patient Care together with the Training Coordinator will:

a. Plan an annual in-service education program calendar based on:

- Needs assessment
- Organizational/program objectives
- Regulatory requirements

b. Post a monthly in-service education calendar in designated area(s). In addition they distribute the education calendar to employees via monthly newsletter.

3.2. Home health staff members are required to attend sufficient in-services to meet the annual requirements for safety, infection control, body mechanics, emergency preparedness, detection and reporting of abuse and neglect, confidentiality, etc

3.3. In-service/training CEUs are encouraged to meet specialized training needs of clients and proof of attendance is filed in the personnel file.

3.4. The Director of Patient Care and the Training Coordinator ensure that an Education and Training Record is completed and filed in the Record of Training and Orientation binder for each in-service along with an outline, and/or goals and objectives.

3.5. Staff members sign in on the Education and Training Record, attendance side.

3.6. Staff members are encouraged to fill out an evaluation of each in-service and

- to make suggestions for other education training on the evaluation form.
- 3.7. CNA/HHA are required to attend 12 hours of education annually or per anniversary of hire, and must furnish proof of attendance and content hours from other locations for filing in the personnel file.
 - 3.8. Home health staff are required to attend mandatory in-service programs as directed by the Director of Patient Care. Anyone not able to attend a mandatory in-service is required to notify the Director of Patient Care prior to the date of the in-service.
 - 3.9. Staff unable to attend mandatory in-services have 30 days from the final date of the mandatory in-service to review the program content, materials, video and/or tape and complete posttests if applicable.
 - 3.10. The Director of Patient Care or a designee monitors and documents noncompliance with this policy and procedure and staff who are not in compliance are subject to disciplinary action.

4. Revision History:

REVISION DATE:	REVISION NOTES:
11/13/09	Updated for accuracy.
05/08/10	Updated for accuracy.
06/22/12	Updated to reflect current practices.