

MARIETTA MEMORIAL HOSPITAL ADMINISTRATIVE POLICY AND PRACTICE GUIDE

Date revised: February 2007

Policy Name: Staff Development

MANDATORY ORIENTATION AND INSERVICES

All hospital employees and volunteers are required to complete orientation (general, TQM & departmental) and mandatory in-services designated for their area. The decision to make any other in-service topic mandatory will rest with the Department Head and require Administrative approval. The following is a list of mandatory orientation and in-service topics:

Biennial CPR Certification/Recertification

All hospital employees will certify or recertify their CPR status in the month of their birth. *The following employee's are required to have Heartsaver CPR:* Maintenance, Laboratory, Security, Utilization Management, Social Services, Outpatient Services Techs, Physical Therapy, Occupational Therapy, Speech Therapy and Audiology.

The following employee's are required to have Healthcare Provider CPR: All RN's, LPN's, Nurse Aide's, Patient Care Tech's, Cardiopulmonary Technology, Orderlies, Radiology.

ADDENDUM TO: Biennial CPR Certification/Recertification

Those employees whose CPR certification expires in October of 2006, and whose birth month does not fall on or before October 2006, will be allowed to continue to work with an expired CPR card in an effort to certify all employees according to the newly published guidelines of the American Heart Association 2005. All employees whose card expires in October 2006 and whose birth month does not fall on or before October 2006 will be required to complete a review of basic CPR guidelines to demonstrate competence for a period of no more than 8 months. This addendum will become void in June of 2007.

*National Patient Safety, *Fire Safety, *Electrical Safety, *HEICS & Emergency Management, *Confidentiality & HIPPA, *MRI Safety, *Ergonomics & Back Safety, *A Year in Review, *Addressing Concerns: Joint Commission, Ethics, Abuse, Workplace Violence, Corporate Compliance, Impaired Employee, HAZCOM

All Hospital personnel, *required for volunteers & students

Standard Precautions & Infection Control, TB

All RN's, LPN's, Nurse Aides, Orderlies, HUC's, Counselors, Therapists, Clinical Pharmacist, CPT, OR Techs & Assistants, ED & OB Techs, Central Supply, Laboratory, Radiology, Physical Therapy, Occupational Therapy, Audiology, Stress Lab, Biomed Engineers, Dieticians, Food Services, Materials Management, Security, Social Services, MIS Messengers, Housekeeping, Laundry, Maintenance, Students with direct patient care, Patient Registration Clerks in ED & Lab

Age/Stages of Development, Cultural Diversity

All hospital personnel who are involved in direct patient care, i.e. RN's, LPN's, Nurse Aides, Orderlies, HUC's, Counselors, Therapists, Clinical Pharmacist, CPT, Lab (except clerical staff) OR Techs & Assistants, ED & OB Techs, Outpatient Services Techs, Radiology, Physical Therapy, Occupational Therapy, Audiology, Stress Lab, Dietitians, Security, Social Services, Dietary Host/Hostess

Hazardous Drug Safety

All hospital personnel involved in any aspect of the handling of Hazard Communication Standards substances, i.e. Pharmacy, Strecker Cancer Center, Transporters, RN's, LPN's, Nurse Aides, Orderlies, Techs, HUC's, Housekeeping, Laundry, Materials Management, Laboratory

Nuclear Medicine Radiation Safety

Housekeeping, Maintenance, Nursing Supervisors, Strecker Cancer Center, OR, Div. E, Materials Management, Radiology, Security

Medical Gases

CPT, X-ray, RN's, LPN's, Orderlies, Maintenance, OT/PT, Bio-Med and Security.

Advance Directives

RN's, LPN's, Patient Registration, Social Services

Failure to attend mandatory in-services will be cause for implementing the disciplinary process.

Exceptions:

*Medical excuse from any in-service (requires Administrative approval)

*Employees on vacation or LOA must make other arrangements within thirty (30) calendar days of the in-service or their return to work date.

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