

MANDATORY EDUCATION REQUIREMENTS FOR UH STAFF

UNIVERSITY HOSPITAL MANDATORY EDUCATION REQUIREMENTS						
REQUIRED BY JCAHO						
TOPIC	PARTICIPANTS	FREQUENCY	REQUIRED BY	METHODOLOGY	PRESENTED	CONTACT
Corporate Compliance	UH Staff	Annual (Oct-Nov)	UMDNJ/JCAHO	Web Based	UMDNJ Orientation	Frank Goodman
Confidentiality	UH Staff	Upon employment	JCAHO	Incorporated in Corporate Compliance		
Infection Control (Bloodborne and Tbc)	UH Staff	Upon employment and biannually. SDOH 8:43G-5.14 "The orientation shall occur before the employee is exposed or begins working with patients with hazardous blood-borne diseases".	JCAHO/SDOH SDOH 8:43G-14.7(b) The infection control practitioner shall coordinate programs to address specific problems, as recommended by the CDC, or at least annually for staff in all patient care areas and services. 14.7(b) Orientation for all new employees should include infection control practices for the employee's specific area of service and the rationale for the practices.	Lecture in Orientation Self-Learning Module available	Nursing Orientation UH Orientation	Beverly Collins
Medical Equipment	UH Staff	Annual		Self-Learning Module		Cheryl Getkin
Emergency Preparedness (Life Safety)	UH Staff	Annual	SDOH8:43G-5.7 "There shall be a formal orientation program for all new permanent staff that includes training in the hospital's disaster plan and review of procedures to follow in case of an emergency".	Self-Learning Module		Cheryl Getkin
Fire/Safety/Safety Management	UH Staff	Annual	JCAHO/SDOH	Self-Learning Module	UH Orientation	Cheryl Getkin
Hazardous Materials	UH Staff	Annual				
Conscious Sedation	Staff members who provide support: RN's in Critical Care Units, OR, SDS, Medical Special Procedures	Upon Employment	JCAHO	Self-Learning Module	Clinical Orientation	Shawn McCabe

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Restraints	Direct Patient Care Givers	Upon employment	JCAHO/SDOH 8:43G-18.7 All nursing staff shall receive orientation and annual training regarding the use of restraints including policies and procedures, emergency and non-emergency procedures and interventions by licensed and non-licensed personnel.	Lecture/Return Demonstration Self Learning Module is available	Nursing Orientation	Susan Maiocco
Alternatives to Restraints	Direct Patient Care Givers	Upon employment	JCAHO/SDOH	Video		Susan Maiocco
Age Specific Competencies	Direct Patient Care Givers	Upon Employment	JCAHO	Self-Learning Module	Nursing Orientation	Susan Maiocco
Pain Management	Direct Patient Care Givers	Upon Employment	JCAHO	Web Based for Rn's		Pat Murphy/Gary Sabino-Benowitz
Information Management	Staff designated by the Organization	Upon Employment	JCAHO	Confidentiality; intro to systems, etc		
Interdisciplinary Planning	Direct Patient Care Givers	Upon Employment	JCAHO	Lecture/Discussion		
REQUIRED BY STATE DEPARTMENT OF HEALTH						
TOPIC	PARTICIPANTS	FREQUENCY	REQUIRED BY	METHODOLOGY	PRESENTED	CONTACT
Advance Directives	UH Staff	Upon employment	SDOH 43G-5.9(b)5. "Each dept. in the hospital shall implement a written plan of education. The plan shall include programs that address rights and responsibilities of staff under the NJ Advanced Directives for Health Care Act and the Federal Patient Self Determination Act."	Self-Learning Module	Nursing Orientation	
Patient Rights	UH Staff	Upon Employment	SDOH8:43G-5.7 "There shall be a formal orientation program for all new permanent staff that includes training in patient's rights as found at NJAC 8:43G-4"		Not provided	
Security System	UH Staff	Upon Employment	SDOH8:43G-5.7 "There shall be a formal orientation program for all new permanent staff that includes training in the hospital's security system. Also 8:43G-5.9b(7)			
Tour of the Hospital	UH Staff	Upon Employment	SDOH8:43G-5.7 "There shall be a formal orientation program for all new permanent staff that includes a tour of the hospital"			

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BLS/CPR	Staff Nurses/LPN's/NA's Ancillary Staff per requirements	Upon employment and biannually	SDOH: 8:43G-5.5g "Each department in the hospital providing direct patient care shall have a health care professional capable of initiating cardiopulmonary resuscitation on duty at all times when patients are present." 8:43G-12.3(g) All RN's assigned to the ED shall be trained and completed courses in Basic life support (CPR).	Supervised Classroom Instruction		Beverly Eskra (2-6554)
Right To Know	UH staff members with potential exposure to chemicals.	Upon employment and biannually. SDOH 8:43G-5.14 "The orientation shall occur before the employee is exposed or begins working with hazardous materials".	SDOH 8:43G-5.14(b) "The hospital shall develop a written plan of staff education which includes on-going education programs and an orientation session for employees that comply with rules and regulations concerning the establishment and contents of such programs as required by the Hazard Communications Standard (OSHA 29 CFR 1910.1200) or the NJ Worker and Community Right to Know Act (NJSA 34:5A-1 et seq)	Lecture/Departme nt Walk Through		Kyle Sangiovanni (2-3411)
Victims of Child Abuse: ID and Reporting	RN's, LPN's, NA's in the ED, Pediatric and OB Services including Ambulatory; Social Services Staff	Upon employment and annually.	SDOH: 8:43-G-2.13 "The facility shall provide education and/or training programs to appropriate persons regarding the identification and reporting of diagnosed and/or suspected cases of child abuse and/or neglect and regarding the facilities policies and procedures on at least an annual basis".			
Domestic Violence	RN's, LPN, NA's. Social Services staff	Upon employment	SDOH 43G-5.9(b)5. "Each dept. in the hospital shall implement a written plan of education. The plan shall include programs that address education on statutory requirements relevant to the specific service such as identification and reporting of victims of abuse.SDOH 8:43G-12.10(b) ED staff shall attend training related to the identification and reporting of child abuse and/or neglect in accordance with NJSA 9:6-1 et seq.; sexual abuse, domestic violence, and abuse of the elderly or disabled adult	Video with post- test.	Nursing Orientation/S ocial Services Orientation	

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ACLS	RN's in the Emergency Department	Biannual	SDOH 8:43G--12.3(g)2 All RN's assigned to the ED shall be trained and completed courses in ACLS with provider status attained within 12 months of initial assignment and continuously maintained thereafter."	Course		
PALS	RN's in the Emergency Department	Biannual	SDOH 8:43G--12.3(g)2 All RN's assigned to the ED shall be trained and completed courses in PALS, or APLS or ENPC with PALS or APLS or ENPC provider status attained within 12 months of initial assignment and continuously maintained thereafter".	Course		
Trauma Nurse Core Course	ED RN's	Within 12 months of employment	SDOH 8:43G-12.16 (d) 2 "All RN's assigned to trauma resuscitation shall be trained in trauma care to include completion of the Trauma Nurse Core Course within 12 months of initial assignment, followed by a minimum of 8 contact hours every 2 yrs in trauma assessment, intervention and stabilization."		Off site or contractual	
Nursing Orientation	RN's, LPN's	Upon employment	SDOH 8:43G-18.2(d) Before newly hired nurses provide patient care, they shall receive orientation that takes into account each individual's competency and skills and includes at least: 1.Policies and procedures 2. How to find a copy of the p and p's 3. Available resources 4. Channels of communication			
Unlicensed Assistive Personnel Training program	Nursing Assistants	Upon employment Annually	SDOH 8:43G-18.2(f) The hospital, under the direction of the nursing service, shall develop and implement a training program for unlicensed assistive personnel including training and demonstrations in basic nursing tasks and incorporating the principles of patient rights, infection control and safety. There shall be methods for evaluating minimal competencies and a requirement for annual inservice education.			
REQUIRED BY UMDNJ/UH						
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Affirmative Action	UH Staff	Upon employment and every 3 yrs	UMDNJ	Lecture Managers- WEB Based	By EEO. New employees need to be scheduled by Departments	
Customer Service	UH Staff	Upon employment	UH	Lecture		Angela Adekola (2-9391) Dept. Mgrs. need to schedule new employees
Patient Education	Direct Patient Care Givers	Upon Employment	UH	UH Web	Nursing Orientation	
REQUIRED BY OTHER REGULATORY AGENCIES						
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EMTALA	UH Staff	Annual (Jan)	HCFA	Web Based	Nursing Orientation	Frank Goodman
Respiratory Protection	Staff who have a potential exposure to chemicals who require a respirator	Determined by EOHSS	OSHA			
MRI Safety	Staff members who may accompany a patient into or enter the MRI suite: RN's in Critical Care, Radiology and the ED, Environmental Services personnel, Transport personnel, MRI technicians	Upon Employment		Lecture: Unit Specific Orientations	UH Orientation	Carlos Duran

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Radiation Safety	UH Staff in the following areas: HY, GB, HG, OR, SDS, Nuclear Medicine, Radiation Oncology, Environmental Services	Upon Employment and Annually	NRC Regulations: 10 CFR 19,12 (a) describes training required for individuals wh are likely to receive a dose in excess of 100 mrem per year. (b) Practical, site specific training should be provided for all individuals prior to beginning work with or in the vicinity of licensed material. Annual refresher training must also be provided.	Lecture: A videotape of the lecture is available.	As scheduled with the Radiation Safety Office	Venkata Lanka, Radiation Safety Officer (2-6019)
Intro to Xrays	UH employees who work in the vicinity of radioactive materials or radiation (Xrays)	Upon employment	NRC Regulations: Initial training should be given all new employees who work in the vicinity of radioactive materials or radiation (X-rays)	Lecture	Nursing Orientation	Venkata Lanka, Radiation Safety Officer (2-6019)
Acudata Certification	RN's, LPN.'s who perform BG fingersticks (Inpatient and ambulatory nursing staff)	Upon Employment and Annually	CAP	Lecture/Demonstration	Nursing Orientation	
Biosafety	Laboratory Staff only	Annual				Marta Figaro (2-5901)
Laboratory Safety	Laboratory Staff only	Biannual				
Respiratory Fit Testing	Direct patient care givers who have potential exposure to Tbc	Upon employment	OSHA	Measurement	Nursing Orientation	