

Staff Education HR.S40

Regulation(s): | 42 CFR 418.100(g)
L-Tag(s): | 663

POLICY: Lifesong Hospice and Palliative Care provides on-going educational opportunities to its staff and volunteers that support staff development, maintaining and improving competencies and lifelong learning.

PROCEDURE:

1. The learning needs of hospice staff are assessed initially upon hire and annually during clinical competencies and performance evaluations and by questionnaire if needed.
2. Individual education plans are developed as needs are identified.
3. A schedule of in-service training is developed annually. Training is scheduled and available for all disciplines and staff members.
4. Learning opportunities may include, but are not limited to:
 - a. attendance at audio conferences;
 - b. online educational opportunities;
 - c. in-services provided by the hospice Medical Director and other internal staff;
 - d. in-services provided by outside speakers;
 - e. attendance, when feasible, at regional, State and national hospice conferences.
5. Participants evaluate educational programs and data from the evaluations are used to improve programming.
6. The Director of Clinical Operations maintains a written description of in-service training provided with detailed content and signed attendance sheets for all training provided during the previous 12 months.

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8/18	2/19		4/2019
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