

Advanced Heart and Vascular Center			
Policies and Procedures			
Policy Code: HR.002		Orientation and Education Employees and Staff	
Approved By: Sandra Germany, Administrator	Effective Date: 06/18	Review Date: 5/26	Revision Date:

PURPOSE

To provide an orientation and continued education to ensure a high level of competency of employees and medical staff.

POLICY

Advanced Heart and Vascular Center (“AHVC”) orients and educates its employees and medical staff to its values, culture, and procedures.

PROCEDURE

- All employees are provided with the training essential to perform their job safely and efficiently. Experienced employees will be assigned to serve as preceptors to new employees. Competencies and performance are evaluated on an annual basis.
- CPR and ACLS certification every two years will be required for all personnel providing direct patient care. This includes R.N.s, and R.T.s.
- The Director of Nursing will monitor state licensure and competencies for all personnel. This may include but will not be limited to the following (Requirements dependent on specialty):
 - Professional License
 - Safety in the Workplace
 - CPR
 - Moderate Sedation
 - Activated Clotting Time
 - Glucose Monitor

- High Risk/Low Volume Procedure and Equipment Usage
- Age Specific Care Standards
- Medication and Arrhythmia Examination
- ACLS
- New Employees – Orientation
 - AHVC orients employees on the following:
 - Relevant policies and procedures.
 - Specific job duties, including those related to infection prevention, fire safety, emergency preparedness. Including but not limited to control, assessing, and managing pain.
 - Sensitivity to cultural diversity based on their job duties and responsibilities.
 - Patient rights, including ethical aspects of care, treatment, or services, and the process used to address ethical issues based on their job duties and responsibilities.
 - Specific competencies are initially assessed and documented as part of orientation.
 - New employees will be assigned to a preceptor to assist with their orientation/skills training.
 - An orientation form and skills checklist will be given to the new staff to complete within the first 30 days.
 - A learning assessment and competency checklist will be completed at the three-month evaluation.
 - Learning needs will be identified at that time and an educational plan with target dates will be developed.
 - Evidence of competencies will be maintained in the employee's personnel file.
- Ongoing Education
 - AHVC staff participate in ongoing education and training to maintain or increase competencies and, as needed, when responsibilities change.

- Each discipline is responsible for fulfilling any education (CEU's) requirements deemed necessary by their licensure.
- Staff will receive training on new products and procedures through in-services and literature provided.
- Licensed Practitioners:
 - AHVC orients Licensed Practitioners to key policies and procedures at AHVC, including but not limited to the provision of care, environment of care, emergency management plans, and infection control.
 - Licensed Practitioners are also oriented to their specific responsibilities and sensitivity to cultural diversity.