


<b>Name of Policy:</b>	<b>Continuing Education Activities</b>	 <b>Effective Date:</b> 6/7/2011 Initial Effective Date: 5/1979
<b>Policy Number:</b>	3364-101-08-04	
<b>Department:</b>	Ambulatory Services	
<b>Approving Officer:</b>	Sr. Vice President and Executive Director, UTMC	
<b>Responsible Agent:</b>	Interim Director, Primary Care Clinics	
<b>Scope:</b>	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

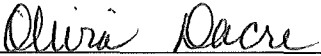
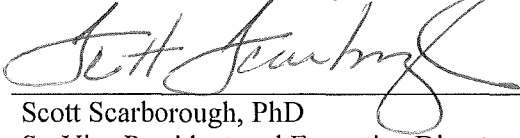
Staff members will submit a written request for approval to attend educational inservices during normal working time. Approval will be based upon appropriateness of inservice and sufficient staffing.

**(B) Purpose of Policy**

To provide opportunities for staff to attend suitable educational inservices, and maximize the distribution of knowledge gained.

**(C) Procedure**

1. Written requests to attend inservices are to be submitted in advance to facilitate necessary approval.
2. An outline of the program content and continuing education request may be required. The request will include program title, dates and reason for request.
3. A written approval or denial will be provided.
4. Staff members speaking in continuing education activities on work time must receive approval prior to the inservice date. A topic outline and a copy of the attendance record shall be submitted to the Ambulatory Services Office.

<b>Approved by:</b>  <hr/> Olivia Dacre, MBA Interim Director, Primary Care Clinics	 <hr/> Scott Scarborough, PhD Sr. Vice President and Executive Director, UTMC	<b>Review/Revision Date:</b> 4/82      5/08 5/84      6/7/11 4/87 11/89 3/90 5/91 4/92 10/93 2/99 1/01 12/04
Review/Revision Completed By: Ambulatory Services		<b>Next Review Date:</b> 5/1/2014
<b>Policies Superseded by This Policy:</b> 8-04		