


Name of Policy:	Continuing Education Activities	
Policy Number:	3364-101-08-04	
Department:	Ambulatory Services	
Approving Officer:	Administrator, Ambulatory Services & Behavioral Health	
Responsible Agent:	Administrator, Ambulatory Services & Behavioral Health	
Scope:	Ambulatory Services	
		Effective Date: 5/2008 Initial Effective Date: 5/1979
<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

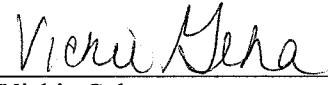
Staff members will submit a written request for approval to attend educational inservices during normal working time. Approval will be based upon appropriateness of inservice and sufficient staffing.

(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.

Approved by:  <hr/> Vickie Geha Administrator, Ambulatory Services & Behavioral Health Review/Revision Completed By: Ambulatory Services	Review/Revision Date: 4/82 2/99 5/84 1/01 4/87 12/04 11/89 5/08 3/90 5/91 4/92 10/93
	Next Review Date: 5/1/2011
Policies Superseded by This Policy: 8-04	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.