(A) Policy Statement

Guidelines shall be provided to general and department specific employee safety training and retraining.

(B) Purpose of Policy

To ensure maximum safety of all patients, visitors and employees.

(C) Procedure

1. General Safety Training

   A. New employees
      1. All new employees will attend the UTMC Safety Training Program. Supervisor or Departmental Head will ensure scheduling of this training.

   B. Employees
      1. All employees will either attend the UTMC Safety Program yearly or will take the in-service test on their computer terminal.
         a. A schedule for training or testing due will be posted in the department.
            1) Employees are to sign up for training and attend the in-service training program or take the safety test using their computer prior to or during the month of training expiration.
            2) Supervisors are responsible for providing coverage for staff members to attend inservice and to assure that attendance has taken place or provide time for computerized test to be taken.

2. Specific Departmental Safety Training

   A. New Employees
      1. All new employees will read and discuss with supervisor the Heart and Vascular Center Safety policies.
      2. Documentation will be in New Employee Orientation checklist and kept in each employee file

   B. Employees
      1. All employees are to review Heart and Vascular Center/Cardiology Clinic/Cardiovascular Research Safety Policies yearly.
         a. Employees will sign policy after review, which will then be recorded electronically in Directors records.
2. In-Service will be held to orient all employees to new safety policies.
   a. Attendance sheets will be kept in Department Safety Manual.

C. Documentation of attendance will be in Department Safety Manual.

3. Equipment Operation Training

   A. New Employees
      1. New Employees will be trained in the operation of equipment by other Heart and Vascular
         Center/Cardiovascular Research employees.
         a. This will be documented in Orientation Check List, which will be kept in Department
            Training/Education Manuals for each section.

   B. Employees
      1. Training in the operation and use of new equipment will be provided by the company from
         which the equipment was purchased. If any employee is unable to attend these sessions, the
         training will be provided by an employee who has already been trained.
      C. This training is to be documented in the staff's continuing education.
      D. Employees should not operate any equipment until trained to do so.
      E. Operating manuals for equipment will be kept in the rooms in which the equipment is being used.

Approved by:

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Policies Superseded by This Policy: