(A) Policy Statement

Guidelines shall be provided for departmental orientation, skills competency, and continuing education of Heart and Vascular Center/Cardiology Clinic staff members.

(B) Purpose of Policy

To ensure staff’s continued competency in the skills and education necessary to provide superior, state-of-the-art performance.

(C) Procedure

1. Orientation
   a. All new Heart and Vascular Center/Cardiology Clinic employees will receive on-the-job orientation through the checklist of the general Heart and Vascular Center/Cardiology Clinic job specific checklist.
   b. Orientation should be completed in probationary period unless noted otherwise.
   c. The employee’s supervisor or preceptor will be responsible for monitoring and guidance of the orientation.
   d. The completed orientation checklist will be kept in the respective employee’s binder.

2. Skills Competency
   a. Skills competency will be verified, evaluated and documented on an annual basis.
   b. The specific skills chosen will be determined by, but not limited to:
      1) Those skills required for each individual position.
      2) Necessary new or required skills.
      3) Identified areas of deficiencies.
   c. Evaluation, verification and documentation may be in any of the following processes:
      1) Supervisor observation and documentation.
      2) Successful completion of a specific training, education programs with verification by trainer or passage of a test.
      3) Evaluation and verification by cardiologist interpreting the exams produced.

3. Continuing Education
   a. All Heart and Vascular Center/Cardiology Clinic employees will participate in some type of continuing education activity on an annual basis. This may consist of, but will not be limited to, the following:
      1) Attending any UTMC conferences.
      2) Reading medical-related articles.
      3) Attending school.
4) Viewing educational videotaped teleconferences.
5) Attending outside educational conferences.

b. All continuing education activity needs to be documented by the employee on their continuing education record in the computer.

Approved by:

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Policies Superseded by This Policy: