


Name of Policy: <u>In House Educational Activities</u> Policy Number: 3364-130-04 Department: Nursing Service/Staff Development Approving Officer: Chief Nursing Officer Responsible Agent: Chief Nursing Officer Scope: The University of Toledo Medical Center (UTMC)	 <p>Effective Date: 6.1.2022 Initial Effective Date: April, 1979</p>
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </div> <div> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </div> </div>	

(A) Policy Statement

All Nursing Service employees will be provided the opportunity and are encouraged to attend UTMC sponsored educational offerings.

(B) Purpose of Policy

To assist the nursing staff in maintaining and improving their knowledge and skills for the goal of improved patient care.

(C) Procedure

1. Staff Development will provide and coordinate educational opportunities for all levels of Nursing Service employees with learning objectives that address the knowledge, skill, and behavior appropriate to each level, utilizing adult learning principles.
2. Educational offerings may be in the form of in-service sessions, workshops, continuing education programs, skill training sessions, independent studies, email, videotaping, or on-line.
3. Attendance at educational programs may be voluntary or required, as determined by the employee's director/manager.
4. Nursing staff involved in planning or implementing their own educational programs for their unit are encourage obtain guidance from the Staff Development department.
5. Nursing Service employees are responsible for maintaining their own continuing education records for Ohio Board of Nursing licensing purposes.
6. Documentation of program attendance, program content, evaluation, and all other pertinent data will be maintained by the Staff Development office.
7. Nursing staff may be reimbursed for attendance at a UTMC educational program on the days offs; therefore, they should clock-in prior to attending such events. Exceptions to this will be made on an individual basis and at the discretion of the nursing manager
8. Certain educational programs may include a non-reimbursed course fee.
9. Principles of adult education will be maintained and incorporated in all educational offerings.
10. Training and educational programs are based upon annual staff member's needs, patient population and the type and nature of care, information from the hospital QI activities, advances made in health care management, health care science, and technology, findings from peer review activities, findings from plant, technology and safety management programs and findings from infection control activities or at the request of the unit director/manager.
11. The nursing staff has an obligation to assist in identifying their own learning needs and to take the

appropriate measures to participate in educational offerings.

12. Nursing Directors have the responsibility of assigning staff to attend appropriate educational programs as the need arises.

Approved by: _____ /s/ Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer <i>Review: Policy & Standard Committee, 11/10, 10/15, 10/18, 6/2022.</i> <i>Revision Completed By: Nancy Gauger, MSN, RN.</i>	Review/Revision Date: 1980 7/90 1982 1/95 1983 8/99 1984 7/02 1985 4/04 1986 9/07 1987 12/1/2010 1988 10.1.15 1989 10/18 6/2022
Next Review Date: 6/2025	
Policies Superseded by This Policy: 2-04 In House Educational Activities	