


<b>Name of Policy:</b> <u>Continuing Education Attendance</u> <b>Policy Number:</b> 3364-131-16 <b>Department:</b> Outcome Management <b>Approving Officer:</b> AVP Patient Care Services/CNO <b>Responsible Agent:</b> Director, Outcome Management <b>Scope:</b> The University of Toledo Medical Center	  <b>Initial Effective Date:</b> 4/1/2008 <b>Effective Date:</b> 5/1/2020
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

Outcome Management (OTM) staff members are encouraged to advance their knowledge and skills by attending continuing educations opportunities. Continuing Education includes Grand Rounds, workshops, in-services and conferences.

**(B) Purpose of Policy**

To support the advancement of professional knowledge and skill base that promotes positive service delivery and job performance.

**(C) Procedure**

1. All OTM staff are encouraged to attend UTMC HSC lunch time Grand Rounds and limited workday in-services pertinent to work responsibilities.
2. All programs except lunch hour programs must be approved by Director.
3. Eight hours of continuing education time will be available per year for Fulltime employee and four hour of continuing education for part time.
4. Director will pre- approve education days requested or time needed away from work assignment based on staffing needs.
5. Staff will assume all cost associated with attending continuing education programs, but will be compensated for a regular workday.

<b>Approved by:</b>  /s/ _____ Date _____ Monecca Smith MSN, RN AVP Patient Care Services/CNO  /s/ _____ Date _____ Angela Ackerman BSN, RN Director Outcome Management  _____ Date _____  <i>Review/Revision Completed By:</i> Angela Ackerman BSN, RN	<b>Review/Revision Date:</b> 4/11 5/15 5/20    <hr/> <b>Next Review Date:</b> 5/1/2023
<b>Policies Superseded by This Policy:</b>	

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

