

# **CHAPTER 13**

## **Staff Training**

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Health Care Services staff are provided training at the institution. New employee training shall be provided within thirty (30) days of employment or reemployment at the institution. Training shall also be provided within thirty (30) days of issuance of new or revised policies and procedures. Certain identified training must be repeated either annually or biannually. This will be scheduled on a regular basis to allow staff to remain compliant.

Training will be conducted either using structured lesson plans, by using the actual policies and procedures, and appropriate program guidelines or handbooks. Additionally some training modules are supplied by organizations certifying the training and trainers [i.e. CPR and ACLS (Advanced Cardiac Life Support)]. Typically the trainee will be required to read the material before a group session. The size of the groups should be no greater than fifteen (15) staff members. The instructors are either managers or supervisors, a nurse educator or others knowledgeable of the subject matter, or those appropriately certified to provide such training.

Licensed staff are responsible for obtaining required health care training to maintain their license. Continuing education training is typically not provided at the institution.