

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-C-03

SUBJECT: CONTINUING EDUCATION FOR QUALIFIED HEALTH CARE PROFESSIONALS

POLICY: Health Services employees are responsible jointly with their supervisor for participating in annual continuing education or staff development appropriate to their job responsibilities. Employees, who work full time, or 40 hours per week, are required to complete, at a minimum of 12 hours annually, appropriate to their position. Hours for part time employees are required to complete the number of pro-rated hours based on average number of hours worked per week. All direct care staff, who work independently with inmates, will have current CPR Health Care Provider level certification by an approved body.

REFERENCE: NCCHC Standard P-C-03
DOC Policy 20.7, Employee Training and Development

PROCEDURE:

- A. The Health Services Training Advisory Committee meets, at a minimum, four times each year to establish long-range training goals; establish priorities for training and review compliance. The Training Committee consists of Health Services staff that are representative of staff throughout the organization. The Training Advisory Committee has a Chairperson and is advised by the Health Services Training Unit.
- B. The Health Services Training staff will develop and maintain a training calendar, available for all Health Services Managers or designees who schedule subordinate staff. The training schedule will be based on established training priorities.
- C. Each health services employee is responsible for attending continuing education or in-service as scheduled and submitting information necessary for completion of the training record to the trainer or the employee's supervisor. Training not provided by the Department of Corrections or the Health Services Section must have a completed Attachment 1 of P&P P-C-03, with brochure or pamphlets or other material that describes the training, and certificate(s) of attendance submitted for training credit. The Health Services training record is maintained for accreditation purposes; the Department of Corrections Training and Development Section is responsible for maintenance of the official training record.

Continuing Education for Qualified Health Care Professionals

- D. The Health Service Manager is responsible for ensuring that all direct care staff, which work independently with inmates, are certified in Health Care Provider level CPR. Direct care staff includes but is not limited to practitioners, nurses, dentists, dental assistants, mental health providers, and contract providers. In the event that direct care staff is not current in CPR, the Health Services Manager is responsible for ensuring that these providers work in areas where Health Care Provider level CPR staff are available in the immediate area.

- E. The employee's annual performance appraisal shall note training the employee participated in and the work plan for the next appraisal period will identify future employee development objectives.

Effective Date: _____

Revision date: February 2007

Supersedes P&P dated: January 2006

DEPARTMENT OF CORRECTIONS
HEALTH SERVICES DIVISION
TRAINING

Name _____
(print name)

Date _____

I attended the following: _____
(class, training, seminar, conference)

from _____ to _____ For a total of _____ entire training _____
date date # of days # of hours

Location of Training _____

Instructor / Speaker _____

This training consisted of (attach flier, course outline or other materials that describe training):

Materials or equipment utilized or received: _____

My evaluation of this training: _____

Comments or suggestions: _____

I () did () did not satisfactorily complete this training.

Signature _____ Date _____ Give this completed form to your supervisor.

Supervisor review _____ Date _____ Send to training coordinator.

Received by the training coordinator on _____ Signature _____