REQUESTS FOR EDUCATIONAL PROGRAMS

Purpose:

To provide guidelines for departmental requests for the development of educational programs by Hospital Education.

Policy:

1. Educational Requests:

   A. Education program requests may be submitted to the Hospital Education Consultant who will document the request on the Inservice Education Record (SN 1100) and obtain and discuss the following:

      1). Program content and/or objectives
      2). Available resources
      3). Feasibility
      4). Time Frame
      5). Type of Credit to be awarded

   B. Requests can be made from the following persons:

      1). Nursing Directors
      2). Nursing Managers/Supervisors
      3). Nursing Staff
      4). Ancillary Departments
      5). Non-LSUHSC-S Employees

2. Learning Needs Assessment

   The Hospital Education Department determines educational goals and priorities on an ongoing basis. Educational needs are prioritized based on:

   A. Ongoing formal needs assessment surveys
   B. Performance Improvement activities
   C. Requests from Directors
   D. Requests from Staff
E. New policies, procedures, and technology
F. Peer review activities
G. Safety Issues
H. Infection Control Issues