REQUESTS FOR EDUCATIONAL PROGRAMS

Purpose:

To provide guidelines for departmental requests for the development of educational programs including in-services by the Hospital Education and Standards Department.

Policy:

1. Educational Requests:
   a. Educational program requests may be submitted to the Hospital Education and Standards Department Director or Clinical Instructor(s) who will review the request and discuss the following information:
      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). Medical Staff
      6). Non-LSUHSC-S Employees

2. Learning Needs Assessment

The Hospital Education and Standards 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 data
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
i. Any other issues identified

3. Documentation of Educational Programs

A Department Education Record (SN 1100) is to be initiated prior to the implementation of an in-service or unit-based competency assessment by the Program Coordinator.

Authorized Signature

Administrator

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7/21/10

Date

Approved by Clinical Board: 4/17/01, 5/18/04, 5/15/07, 7/20/10
Written: 7/86
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