DOCUMENTATION OF RESPONSE TO LEARNING NEEDS:
DEPARTMENT INSERVICE AND UNIT-BASED COMPETENCY ASSESSMENT
EDUCATION RECORD

Purpose:

To facilitate advanced planning of in-service and unit-based competency assessment education programs in an organized manner and maintain education records in a systematic manner. Also, provide a mechanism that assists in tracking the hospital’s assessment of staff development needs on a hospital-wide, departmental, and individual level.

Policy:

1. 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.

2. The following information shall be recorded on the form as appropriate:
   a. Program Title
   b. Department
   c. Program Coordinator
   d. Speaker
   e. Date(s) and time(s) program is to be conducted
   f. Target audience
   g. Total attendance
   h. Need for program
   i. Teaching method used
   j. Verification method used
   k. Age specific concern
   l. Content Outline
   m. Age groups
   n. Resources used

3. Filing of in-service and unit-based competency assessment education records:
   a. Patient Care Services - after the record is completed it should be submitted to the Standards Office for computerized data entry.
The record will be returned to the department where it is to be kept on file for a period of not less than six years.

b. Other departments - after the record is completed, it is to be maintained in the department for a period of not less than six years.

4. Any verification documents (ex: written exams, checklists, case studies, etc.) shall be maintained in the individual employee files.

Administrator

7/21/10

Date

Approved by Clinical Board: 2/21/01, 4/20/04, 5/15/07, 7/20/10
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