

PROCEDURE FOR: Education, Mandatory In-Service: Failure to Complete

PURPOSE: To identify consequences of not participating in mandatory inservice sessions.

- POLICY:**
1. Staff will complete their role-specific mandatory education annually by December 31st.
 2. If mandatory inservice attendance does not take place within a calendar year due to a leave of absence, make-up needs to be done immediately upon return to work.
 3. Noncompliance with mandatory inservice requirements will result in disciplinary action and will result in an unsatisfactory evaluation.

PROCEDURE:

ACTION

POINTS OF EMPHASIS

1. If staff is unable to complete mandatory in-service by the end of the calendar year, the required sessions must still be completed by March 31st of the following year.
 1. a. Failure to complete mandatory in-service by December 31st will result an unsatisfactory evaluation.
 - b. Unit trainers will not be expected to provide make-up sessions after they have completed scheduled unit-based programs for the calendar year.
 - c. Managers whose staff have unusual/extenuating circumstances should contact Staff and Patient Education.
 - d. Make-ups after March 31st will only validate competency. Validation after March 31st will not meet prior year's mandatory requirements.
 2. Staff members who have not completed mandatory in-service requirements as specified will:
 - a. Receive a written notice describing the deficiency by the Manager or Director as appropriate.
 - b. Be held accountable for successful completion of the session by April 1st of the following year.
2. a. Extenuating circumstances will be taken into account by each manager/supervisor to determine the appropriate actions.

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- c. Receive an evaluation of unsatisfactory with new deadline to complete requirement(s).
 - d. After three months allowance to correct deficiency, staff members will be unable to work until successful completion of mandatory in-service is verified unless waived by the manager.
 - e. The employee will be suspended without pay until requirements is met.
 - f. A second unsatisfactory evaluation could lead to termination.
3. Individual units may also designate in-service programs as mandatory as appropriate. In this case, the unit will maintain the attendance records and initiate actions to deal with lack of attendance as described previously.
4. Managers may require staff to demonstrate competency after March 31st. This may be accomplished through Health System Orientation by arrangement.
- 3. a. Documentation of attendance should be sent to Staff and Patient Education indicating the session was mandatory.
 - 4. a. Through this arrangement the prior year's mandatory requirement is not met.
 - b. Competency of the staff is validated.

APPROVAL: Nursing Administrative Council
Department of Organization and Staff Development

CREDENTIALS: All Department of Nursing Personnel

EFFECTIVE DATE: 1/89

REVISION DATES: 11/90, 5/92, 9/92, 7/93, 12/94, 12/97, 10/00, 10/03, 2/09