

Weisman Children's Rehabilitation Hospital (WCRH)

Nursing Administrative Manual

SUBJECT: Nursing Education & Competency Program

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TJC HR.01.04.01;HR.01.05.03

PURPOSE:

To define the role and function of the Nursing Education and Competency Program.

POLICY:

In keeping with the hospital mission, nursing education is dedicated to developing, educating, and supporting the nursing staff who serve patients and families with physical or cognitive disabilities. We strive for excellence by providing educational programs to improve job performance and promote competent nursing practice.

GOALS:

The competency based orientation program is structured and flexible to meet new orientee needs. It is intended to foster socialization, critical thinking and provide competency in performing pediatric rehabilitation nursing care.

Continuing education and training programs are designed based upon the population served, the type and nature of their disability, care requirements, and their age. Learning objectives and teaching methods are designed to maintain and/or improve the knowledge and skills of nursing personnel.

Educational needs are identified yearly and ongoing needs assessment; by the quality assessment and improvement process, by individual performance appraisals, by safety & risk management, infection control, by program evaluations, and advances made in health care.

The effectiveness and appropriateness of orientation, training and educational programs are evaluated by the participants and reviewed by the Rehabilitation Nurse Educator and nursing leadership.

Each individual in the nursing department is competent in the knowledge and skills to perform her/his job effectively, use equipment safely, follow infection control practice, and demonstrate BLS.

Records are maintained by the Rehabilitation Nurse Educator which documents and monitors staff's participation in all educational programs. An individual's participation in educational programs is reflected in employee performance evaluation and staff will maintain their own annual competency evaluation record.

PROCEDURE

Orientation

Before nursing staff may provide patient care services they shall receive orientation that takes into account each individual's competency and skills.

Mandatory Education:

Mandatory education is completed at the start of employment and annually thereafter. The topics include but are not limited to: HIPAA, Patient Rights/Confidentiality/Advance Medical Directives, Domestic Violence, Child Abuse and Neglect, Performance Improvement, Infection Control, Safety, Hazardous Materials, Emergency Protocols, Risk Management, National Performance Goals, Age-Specific/Growth & Development, Pain Management, Restraints, Body Mechanics/Back Care, Whistle Blower Policy (Section 6032), Behavior Management, Skin Assessment, Child Safety Restraints, Code of Conduct, Cultural Competency and Safe Patient Handling.

Competency

In order to ensure that all nursing staff are able to demonstrate the skills required to perform their assignments to provide quality care and treatment, formal performance evaluations are conducted on an annual basis and more frequently when indicated. Nursing Educator/Nursing Leadership are able to identify and initiate appropriate actions when deficiencies are identified. Annual skills, training and specific clinical competencies are documented on the competency evaluation record. Competency assessment and validation processes will ensure that:

1. Staff competence is initially assessed and documented as part of orientation.
2. Staff competence is assessed and documented annually or more frequently as required by hospital policy or in accordance with law and regulation.
3. Competency validation documentation includes all element required by TJC standards. WCRH uses assessment methods, such as test taking, return demonstration, direct observation, or simulation to determine the individual's competence in the skills being assessed. It also includes the dates of the assessment, the names and signatures of the individuals (validators) performing the assessments, and signatures of the employees being assessed
4. All competency documentation is present in competency folders and is current and validated.
5. Appropriate actions are taken when competency expectations are not met.

Continuing Education Requirements

The New Jersey Board of Nursing adopted regulations requiring ongoing continuing education for nurses to maintain their licensure status. The regulations apply to all RNs and LPNs and require a minimum of 30 contact hours for each 2-year licensure renewal period, and that all contact hours be "accredited".

Nurse Executive