

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: Annual Learning and Competency NO: AM 8.11

EFFECTIVE DATE: 11/9/99 PAGE: 1 OF 1
REVIEWED/REVISED: 4/03; 11/04; 5/05; 3/06; 1/07; 3/08; 3/09; 3/10; 3/11; 6/12;
1/13; 1/14; 1/18; 1/21; 08/2021; 08/2023; 01/2024, 06/2024, 09/2025, 12/2025

TJC: HR.01.05.03

PURPOSE:

To ensure staff participation in ongoing education and training of the hospital staff to maintain and improve staff competency and transition to an electronic learning management system (LMS).

POLICY:

All existing staff shall complete the annual mandatory modules assigned via Healthstream LMS. In order to be able to utilize the annual mandatory curriculum, all employees must have completed at least one WCRH developed annual mandatory packet or LMS full courses upon hire. All employees hired after the commencement of the Annual Mandatory period are exempt from the Annual Mandatory Curriculum for that calendar year..

All existing employees will complete the assigned Annual Mandatory Curriculum before 11:59 EST on December 15th . Failure to successfully complete the modules will result in suspension up to and including termination.

All employees will complete the Annual Mandatory Curriculum. All employees will complete both Clinical Rapid Regs and Clinical Rapid Review on the following topics:

1. Patient Rights
2. Informed Consent
3. Age-Specific Care
4. Cultural Competence
5. Emergency Preparedness
6. End-of-Life Care
7. Identifying and Assessing Victims of Abuse
8. Infection Control
9. Healthcare-Associated Infections
10. Standard Precautions
11. Bloodborne Pathogens
12. Transmission-Based Precautions
13. Latex Allergy
14. Medical Equipment Safety
15. Pain Management
16. Back Safety
17. MRI and Radiation Safety
18. Electrical Safety
19. Fire Safety
20. Slips, Trips, and Falls
21. Workplace Violence

- 22. General Safety
- 23. Hazard Communication
- 24. Corporate Compliance
- 25. Sexual Harassment
- 26. HIPAA
- 27. EMTALA

All employees will also complete: the review the WCRH Code of Conduct and the WCRH Fraud, Waste, and Abuse policies, National Patient Safety Goals, Performance Improvement information, the WCRH Restraints and Alternatives, Suicide Screening and Precautions, and the Response to Changes in Patient's Medical Condition policies under the same deadline.

PROCEDURE:

1. The annual mandatory committee will review the LMS modules and determine if any revisions are needed.
2. The LMS administrator will assign the modules by October 15th with a due date of 11:59 pm EST December 15th. Department Directors are responsible for ensuring that all staff complete the annual mandatory module by the deadline.

Administrator