

University of Texas Medical Branch Pulmonary Function Clinic Policy 02-01 Continuing Education	Effective Date: Aug 92 Revised Date: Jul 23 Review Date: Jul 23
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Continuing Education

Audience All personnel in the Pulmonary Laboratories: Pulmonary Function Clinics, and Center for Pulmonary Rehabilitation.

Purpose To communicate the department's support of and requirements for continuing education of laboratory personnel.

Policy All personnel are required to participate in continuing education related to their job classification. All staff assigned to the Pulmonary Laboratories for patient care are a Licensed Respiratory Therapist by the Texas Medical Board. Staff are required to have a minimum of 24 hours of continuing education in a two-year period as per Texas RCP license.

Definition **CONTINUING EDUCATION (CE):** "Education beyond initial professional preparation that is **relevant** to the type of care delivered in an organization, that provides current knowledge **relevant** to an individual's field of practice or service responsibilities, and that may be related to finding from performance improvement activities.

Continuing Education Sources

Possible sources for obtaining continuing education are:

- Video/audiotapes.
- Attendance at seminars and lectures (both in-house and external).
- Documented completion of courses provided by professional societies.
- New ACLS and PALS
- CRCE approved webinars.
- Obtaining specialty credentials.

Guidelines for CE Credits

Continuing Education (CE) credits will be assessed as follows:

1. Attendance at lectures, seminars, conferences and workshops will be credited according to the length in hours of the program.
2. Developing and presenting a program, workshop, conference, inservice or lecture will be credited for one hours for every one hour of CE credit presented.

Procedure

Responsibility	Action
Employee	<ol style="list-style-type: none"> 1. Obtain the minimum continuing education within designated timeframe. 2. Provide documentation of attendance to Manager. 3. Be aware of required training and follow through on

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	obtaining this required training.
Manager	<ol style="list-style-type: none"> 1. Review CE documentation at least annually to verify personnel have maintained the minimum level required. 2. File a summary of continuing education in the employee's personnel file. 3. Use the approved criteria on the Performance Management tool for evaluating personnel on meeting CEU requirements. 4. May perform corrective actions for employees not meeting or completing training and/ or competency expectations including but not limited to verbal reinstruction and/or repeat competency assessment. Current competency forms will reflect if reassessment is necessary.

References The Joint Commission (TJC) Approach to Continuing Education in the Clinical Laboratory, Laboratory Medicine, 1987.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

Date	Approved by:	Signature
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
6/09	V. Cardenas, MD No changes to the policy	
7/10	V. Cardenas, MD No changes to the policy	
2/12	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
5/14	A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to policy	
8/16	A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to policy	
11/17	A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to policy	

University of Texas Medical Branch Pulmonary Function Clinic Policy 02-01 Continuing Education	Effective Date: Revised Date: Review Date:	Aug 92 Jul 23 Jul 23
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- 9/19** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
Changes to policy
- 8/21** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to policy
- 8/22** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
Changes to policy
- 7/23** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
Changes to policy