

PCP:	Page 1 of 2
SECTION: Personnel	
POLICY AND PROCEDURE: Personnel Training	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

That all staff at PCP sites receive education/training regarding safety issues, information on Members' rights and other issues related to clinical procedures. This education/training should take place initially upon hire, then annually thereafter for those areas identified with an asterisk on the Checklist.

PROCEDURE:

I. NEW HIRE PROCESS

- A. Upon hire, all new employees will receive training on safety, Members' rights and clinical procedures as outlined in the attached checklists.
- B. Types of training may include, but is not limited to: new employee orientation, in-service training, instructional videos, educational materials, annual training renewal, etc.
- C. Upon completion of each criterion within this education/training, the employee's supervisor will initial the Checklist with the corresponding date of completion. The supervisor's initials indicate the employee either stated or demonstrated an understanding of the education/training provided.
- D. When all areas on the Checklist have been completed, the employee and the instructor will sign and date the Checklist, signifying the employee was knowledgeable of all criteria presented by the instructor.
- E. A copy of the completed Checklist shall be kept in each employee's file. All records of education/training need to be kept for three years.

II. ANNUAL REVIEW

- A. All employees must receive an annual renewal of all training/education identified with an asterisk on the Checklist.
- B. Follow the same procedure as, described above, for the New Employee.

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ATTACHMENTS: Sample of Training Checklists



**Medi-Cal Facility Site and Medical Record Requirement
Staff Education Checklist**

Office of _____, MD

Employee Name: _____, Title _____

ANNUAL STAFF EDUCATION IS COMPLETED FOR THE FOLLOWING TOPICS	EDUCATION FORMAT: LECTURE, SELF-LEARNING MATERIALS	STAFF SIGNATURE	EDUCATION UPON HIRE DATE	ANNUAL RE-EDUCATION DATE(S)		
1. Infection Control/Universal Precautions						
2. Blood Borne Pathogens Exposure Prevention						
3. Biohazardous Waste Handling						
STAFF EDUCATION FOR FOLLOWING TOPICS IS COMPLETED UPON HIRE AND THEN AS NEEDED				RE-EDUCATION DATES		
4. Fire Safety/Prevention						
5. Emergency non-medical procedures						
6. Emergency medical procedures						
7. Child/Elder Abuse/Domestic Violence Reporting						
8. Patient Confidentiality						
9. Informed Consent, including human sterilization						
10. Prior authorization Requests/Referral Process						
11. Grievance/Complaint Procedure						
12. Sensitive Services/Minors Rights						
13. Health Plan Referral Process/Procedure/Resources						
14. Other:						
15.						