I. **Purpose:**
This policy outlines the process for initial employee orientation, continuing education, inservice education and competency validation which enables respiratory care practitioners, with diverse levels of experience, to transition into providers of quality health care as set forth by the standards of this department.

II. **Policy:**
A. **Initial Orientation**
1. The clinical coordinators are designated to orient new employees and may use a combination of education tools, hospital personnel and department personnel as resources to aid in this process.
2. The employee will receive Hospital and Human Resource orientation.
3. The employee will receive Risk Management orientation.
4. The employee will receive Compliance Plan orientation.
5. The employee will receive department orientation.
6. The employee will be advised of his/her staff rights and responsibilities.
7. The employee will be advised of his/her job description.
8. Each job description has a Basic Orientation Competency (BOC) guideline.
9. Basic Orientation Competencies are used as a checklist of skills and tasks for initial orientation.
10. The employees must complete the BOC within ninety days of employment.
11. The employee must score himself using the self-assessment tool of the BOC.
12. The depth of the orientation process is based on the self-assessment scoring of each individual.
13. Each employee is responsible for completing the Procedural Assessment Competency Checklist Package which lists detailed step-by-step instructions for all skills of respiratory care.
14. The employees will work with preceptors to complete the orientation package.
15. The preceptor’s evaluation will consist of brief informal interviews about policies, rational, theory, and equipment assembly for each procedure or task.
16. Supervisors are the only ones who can assess and evaluate the competency of Arterial Blood Gas collections.
17. Not all skills can be performed or evaluated within the probationary period and are subject to be waived.
SUBJECT: Employee Orientation, Education and Competency

18. The original BASIC Orientation Competency must be submitted to Human Resources in conjunction with the Initial Evaluations. A copy will be kept in the employee's departmental education file.

B. Continuing Education
   1. The Respiratory Care Department will schedule leave time as appropriate to allow the individual to accrue professional education contact hours as needed for Mississippi State Department of Health Respiratory Care Practitioners license.
   2. The maximum leave hours granted will equal that which is required to maintain an active status of licensing.

C. Inservice Education
   1. The clinical coordinators are responsible for coordinating, administering and documenting inservice education to all employees of this department.
   2. Inservice education about respiratory care skills are delivered to disciplines outside of the respiratory care department.
   3. Inservice education programs are instituted to improve the skill levels of employees engaged in direct and indirect patient care activities.
   4. Employees are given the opportunity to provide an annual evaluation about the educational needs for the purpose of improving the staff's competence. Documentation for inservice education will be recorded on the individual's inservice record.
   5. Inservice education records will be recorded in the employees' educational file in the Respiratory Therapy Department.

D. Competency Validation
   1. Annual
      a) Select skills, usually high risk, are tested annually to demonstrate competency.
      b) Clinical Coordinators and Supervisors evaluate and document the clinical performance of each employee on the selected procedures.
      c) Proof of annual competency is sent to Human Resources by the appointed deadline.

   2. By Exception
      a) Employees with identified skill deficiencies may receive remedial training.
      b) Employees will be monitored for proficiency after receiving remedial training.