

Erlanger Health System Policy and Procedure

Origination Date: _____		
Approval: _____		
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Index Title: Educational Requirements for TCTCH
Originating Department: Nursing - TCTCH
Number: 6012.017
Description for EHS Intranet: Educational Requirements for TCTCH Nursing Staff

Policy Statement:

TCTCH is committed to ongoing professional education of staff. Minimum requirements appropriate to unit and patient population have been established for nursing staff.

Scope:

CH 300/400, Children's Surgery and Outpatient Department, PICU, NICU, CHED, TCTCH Clinics.

Definitions:

Procedure:

TCTCH Nursing Staff

1. TCTCH staff are required to complete key elements of orientation including general hospital orientation, patient care services orientation, TCTCH orientation, and HLC's prior to providing care, treatment, or services. In the event that the employee is unable to complete prior to working on unit, manager approval is required.
2. Completion of a unit specific orientation program/preceptor program. All education/orientation based on department standard.
3. Maintain current Basic Life Support (BLS). (RN, Paramedic, LPN, NT, ED Tech, PCA, transporters).
4. Initial Pediatric Advanced Life Support Provider (PALS) Course will be offered within first year of employment. Successful completion is required for all staff (RN, Paramedic, LPN, exception NICU). Recertification every two years, with a three month grace period.
5. All staff are required to complete a yearly competency review based on unit-specific needs as determined by educators and managers by a needs assessment. Successful completion of a competency examination is required.
6. All staff must complete an annual Joint Commission (JC) review.
7. RN staff are encouraged to pursue level 3 & 4 clinical ladder program.

8. All staff must complete annual education hours as determined by unit.
 - a. All nurses in management positions are to obtain four (4) hours in management related topics. (ANM)
 - b. Any mandatory educational classes or in-services will not be included in the educational hours required in your department.

EDUCATIONAL PLAN FOR NURSES WORKING IN TCTCH CLINICS

1. RNs complete two (2) hours of trauma classes/year.
2. All nursing (including MT and PCT) complete three (3) medical hours pertaining to general care of the pediatric/adolescent patient/year. This can include classes, self-learning modules, videos, posters, or articles.
3. All nursing complete Phlebotomy Training Manual within first six (6) months of training.

EDUCATIONAL PLAN FOR RN's WORKING IN THE HEMATOLOGY/ONCOLOGY CLINIC

1. RN staff will complete and maintain APHON Chemotherapy/Biotherapy provider status.
2. Nursing staff are required to obtain five hours specific to oncology/hematology relative to the care of the pediatric/adolescent patient.

NICU EDUCATIONAL PLAN

1. Completion of orientation within the first 6 months of employment. Orientation will generally be 14 weeks for RNs, but may be altered to meet the educational needs of the individual.
2. Completion of a didactic course in neonatal physiology offered by the unit.
3. Completion of the S.T.A.B.L.E. course. S.T.A.B.L.E. course will be renewed every two years. Failure to renew S.T.A.B.L.E. every two years will result in the inability to work or take PAL time until recertification has been completed and there is a copy of this in the employee file.
4. Successful completion of the Neonatal Resuscitation Program (NRP). NRP will remain current and be renewed every two years. Failure to renew NRP every two years will result in inability to work or take PAL time until recertification has been completed and there is a copy of this in the employee file.
5. Completion of an orientation to L&D prior to attending deliveries independently.
6. Completion of an orientation to charge prior to assuming charge nurse responsibilities.
7. Current BLS

8. Five annual education hours pertaining to the care of sick neonates per year. These offerings may take the form of classes, self-learning modules, videos, posters, or articles.
9. Encouraged to obtain RNC or CCRN.

CHILDREN'S EMERGENCY DEPARTMENT EDUCATIONAL PLAN

1. Completion of RN or paramedic preceptorship within 3 months of employment. Length of orientation will generally be 4-12 weeks, and will be adjusted to meet the educational needs of the individual employee.
2. Orientation for ED techs will be 2-4 weeks, and will be adjusted to meet the educational needs of the individual employee.
3. All staff performing phlebotomy skills according to job description will attend a phlebotomy class during orientation, and complete required competency skills in order to perform phlebotomy procedures independently.
4. All RN's and paramedics will attend the next available Introductory Level I oncology course and spend a day in the Oncology clinic learning how to access Port-a-caths.
5. BLS and PALS will remain current. Failure to renew either course every two years or any course required for your licensure will result in the inability to work or take PAL time until recertification has been completed and there is a copy of this in the employee file.
6. Emergency Nurse Pediatric Course (ENPC) will be offered within 1-2 years of employment for all RN's, and renewal every 4 years.
7. RNs and Paramedics are required to complete a minimum of 3 trauma and 2 medical hours a year, and ED Techs and Nurse Techs are required to complete 3 medical and 2 trauma hours a year relative to the care of pediatric and adolescent patients. These hours may be obtained through videos, in-services, self-learning modules, posters, articles, etc.
8. Experienced RN's will attend a Triage Course within 6 months of employment prior to working independently in triage. New Graduate RN's will attend the Triage Course within 1 year of employment prior to working independently in triage.
9. Preceptor and charge nurse classes will be offered, and will be attended by staff prior to assuming these roles.

CH300/CH400 EDUCATIONAL PLAN

1. Orientation for all staff is to include introduction to unit policy and procedure. Further orientation will be based on job description.
2. Orientation for RN staff will include the first available Introduction to Oncology class.
3. All nursing staff are encouraged to attend hospital based in-services.
4. RN and NT staff will obtain 2 educational hours related to pediatric trauma topics, 2 educational hours related to pediatric medical topics, and 1 educational hour related to pediatric oncology on an annual basis. Hours

may include classes, self-learning modules, videos, posters, articles, online education or other activities deemed appropriate by unit educator.

5. After one year of employment RN staff will complete Level II chemotherapy didactic session and associated skills lab. After completing the Level II oncology class, the RN will complete 3 shifts administering chemotherapy with a chemotherapy preceptor.
6. Staff are encouraged to attend the APHON Chemotherapy and Biotherapy Provider Course as offered.
7. Preceptor and charge nurse classes will be offered and should be attended by all nurses assuming these roles.

PEDIATRIC ICU

1. Completion of a preceptorship within two months of employment. Length of preceptorship will generally be 4-6 weeks, but will be adjusted to meet the educational needs of the individual employee.
2. Attend Critical Care Course within 2 years of employment.
3. Nurses will be required to complete five (5) annual hours of education pertaining to pediatric critical care. These hours may be obtained in classes, self-learning modules, videos, posters, or articles. At least 2 of these hours must be trauma related.
4. Staff will be required to obtain PALS renewal.
5. RNs are encouraged to acquire CCRN certification.
6. Staff are encouraged to take APHON Chemotherapy and Biotherapy Provider Course.
7. Preceptor classes will be offered and should be attended by all nurses before assuming his role.

PACU Education Requirements:

1. Completion of preceptorship within two months of employment. Length of preceptorship will generally be 4-6 weeks, but will be adjusted to meet the educational needs of the individual employee.
2. Nurses will be required to complete five (5) annual hours of education pertaining to care of the pediatric patient. These hours may be obtained in classes, self-learning modules, videos, posters, or articles. At least 2 of these hours must be trauma related.
3. Registered Nurses will be required annually to complete the TCT PACU credentialing and obtain the following:
 - a. > 90% on the written exam
 - b. Successfully perform skill demonstrations on high risk / low volume monitoring processes
4. Staff will be encouraged to obtain CPAN certifications.
5. PALS and BLS certifications should remain current for PACU employees

CHOR Education Requirements:

1. Completion of preceptorship within 3 months. Length of preceptorship will generally be 6-8 weeks, but will be adjusted to meet the educational needs of the individual employee.
6. 2. Nurses will be required to complete five (5) annual hours of education pertaining to care of the pediatric patient. These hours may be obtained in classes, self-learning modules, videos, posters, or articles. At least 2 of these hours must be trauma related.
3. Registered Nurses will be required annually to complete the TCT CHOR credentialing and obtain the following:
 - a. > 90% on the written exam
 - b. Successfully perform skill demonstrations on high risk / low volume monitoring processes
4. Scrub techs will be required to complete annual credentialing and maintain > 90% on written exam.
5. Staff will be encouraged to obtain CNOR and CST certifications.
6. PALS and BLS certifications should remain current for Registered Nurses and BLS Certification for Scrub Techs, LPN and PCA-1 staff.

CHSACU Education Requirements

1. Completion of preceptorship within two months of employment. Length of preceptorship will generally be 4-6 weeks, but will be adjusted to meet the educational needs of the individual employee.
7. 2. Nurses will be required to complete five (5) annual hours of education pertaining to care of the pediatric patient. These hours may be obtained in classes, self-learning modules, videos, posters, or articles. At least 2 of these hours must be trauma related.
3. Registered Nurses will be required annually to complete the TCT SACU credentialing and obtain the following:
 - a. > 90% on the written exam
 - b. Successfully perform skill demonstrations on high risk / low volume monitoring processes
4. Staff will be encouraged to obtain ENPC and CAPA certification.
5. PALS and BLS certifications should remain current for PACU employees

Committee	Approval/Date
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Medical Director	Approval/Date
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References: