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SECTION: Personnel	
POLICY AND PROCEDURE: Personnel: Staff Education 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 checklist.
- 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.
 1. 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.
 2. 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. Must be available onsite of each office/clinic at time of audit**

D. ANNUAL REVIEW

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