Upcoming Required Education Modules for Healthcare Staff

Available between January 1, 2016 – March 31, 2016

*	Title	Available	Deadline	Who is Required?	Time to complete
	Telling the Patient's Story (Care Planning)	Available since November	(9-month rolling implementation)	RNs in the inpatient setting	20 min
	Epic Workspace Redesign (Classroom) Training for Super Users	January 12	January 24	Super Users supporting the transition to the new Epic Inpatient Workspace	2 hr
	Lab Testing/POC Competencies (annual) **	January 19	June 30	Employees who perform Point of Care Testing	varies by unit
	Restraint Competencies (annual) **	January 19	June 30	RNs and CNAs who apply restraints	30 min
	Sedation Competencies (annual) **	January 26	June 30	RNs administering/monitoring sedation	TBD
	Patient Education and Use of Skylight	January 26	March 1	RNs and other disciplines in the inpatient setting	30 min
	Ribavirin Policy Changes	January 26	March 1	RNs involved in the administration of Ribavirin	15 min
	Integrity Booster **	February 1	March 1	All employees, students and volunteers	30 min
	MRI Safety (annual) **	February 8	March 7	Employees who enter the MRI suites	15 min
	Safety in the IMRI Area (annual) **	February 8	March 7	Employees who enter the IMRI area in DCH	15 min
	Patient & Family Education (Outpatient)	March 9	April 8	RNs and other staff in the outpatient setting	30 min
	Safe CT Practices	March 9	April 8	RNs and Techs who work in CT/PET	30 min
	Documenting Code Blue with Full Code Pro	March 9	April 8	RNs on Code Blue and Rapid Response Teams	TBD
	Caring Wisely Module for Providers	March 21	April 30	Residents working in the inpatient setting	30 min
	Environment of Care (annual) **	March 28	April 30	Employees working in the healthcare setting	30 min

*   Approval: refer to "Governance Structure for Approval of Training for Nursing Staff"
**Required by TJC, CMS or other agency to address regulatory requirements

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Available between April 1, 2016 – June 30, 2016

*	Title	Available	Deadline	Who is Required?	Time to complete
	Quality & Safety "Refresher" for LIPs **	April 26	June 30	Physicians and other LIPS who care for patients	30 min
	EndoTool Upgrade	May 2	June 10	RNs in the inpatient setting	10 min
	Fire Safety & Response (annual) **	May 30	June 30	Employees working in the healthcare setting	30 min
	Signing and Locating eConsents in Epic	June - TBD	TBD	TBD	TBD

Available between July 1, 2016 – September 30, 2016

*	Title	Available	Deadline	Who is Required?	Time to complete
	Telling the Patient's Story (Care Planning)	Available since December 2015	(9-month rolling implementation)	RNs in the inpatient setting	20 min
	Ambulatory Blood Administration	July 1	September 30	RNs who administer blood in ambulatory clinics	
	Telemedicine Warm Video Handovers	July 1	September 30	RNs, HUCs in the adult inpatient units	20 min
	PAPR Training (annual) **	July 1	September 30	Employees who cannot wear a N95 mask	15 min
	Medication Safety Refresher	July 1	September 30	Employees who handle/administer medications	30 min
	Best Practices for IV Line Management	July 1	September 30	RNs who manage IV lines	TBD
	Basic Laser Safety*	July 1	September 30	Employees who work near a laser	TBD
	Advanced Laser Safety*	July 1	September 30	Employees who work directly with a laser	TBD
	Massive Transfusion Protocol	July 1	September 30	RNs administering emergent blood transfusions	TBD
	Helipad Safety (annual) **	July 1	September 30	Employees who access the Helipad, including AODs, PANDA, and RNs in Critical Care, L&D, ED	20 min

Available between October 1, 2016 – December 31, 2016

*	Title	Available	Deadline	Who is Required?	Time to complete
	Telling the Patient's Story (Care Planning)	Available since December 2015	(9-month rolling implementation)	RNs in the inpatient setting	20 min
	Infection Prevention & Control (annual) **	October 1	December 31	Employees who work in the healthcare setting	varies by role
	Epic Upgrade Training	October 12	November 12	Employees impacted by Epic Upgrade	TBD
	Unity Transition Training	TBD	TBD	TBD	TBD

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Governance Structure for Approval of Training in Healthcare

Training required
of nursing staff on one unit

(approved by Manager and PPL;
developed/assigned by Manager or PPL)

Training required of nursing staff
across multiple units in a division

(approved by Division Director; content
developed by PPL or Staff Educator in division;
deployed and assigned by Organizational
Effectiveness*)

Training required of nursing staff across
multiple divisions and units

(approved by Patient Care Executive team; developed and assigned by
Organizational Effectiveness*)

Training required of staff across multiple
departments, including nursing

(regulatory-required or approved by a member of the Healthcare Administrative Team;
developed and assigned by Organizational Effectiveness)

* Contact Director of Organizational Effectiveness to discuss training needs; requires lead time of 6-12 weeks (on average)