

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>CONTINUING EDUCATION</b>	Original Issue Date: 3/01/98	Policy # <b>512</b>
	Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: DHS Human Resources Nursing Services Medical Administration Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

## PURPOSE

To ensure that continuing education is offered and managed in a systematic manner throughout the LAC+USC Medical Center.

## POLICY

In order to promote continuing education and upgrading of skills for the delivery of health care, the LAC+USC Medical Center recognizes and supports the rights and need of employees to pursue continuing education. The Medical Center shall provide staff development programs designed to educate and/or improve skills, knowledge, and attitudes, both to increase the employee's effectiveness and to develop the potential to pursue advanced positions.

## PROCEDURE

- Ongoing in-service education and other training are encouraged, assessed, and provided by the Medical Center.
- Documentation of job-specific employee education and training will be the responsibility of the facility/service area.
- The number of hours utilized in continuing education and in-service training will continue to be monitored and regulated by management.
- The allotted hours will be dependent upon service needs and requirements of the external accreditation and licensing agencies.
- Educational leave needed for continuing education may be granted at the discretion of the Medical Center leadership to employees on an individual case basis and in accordance with County Civil Service rules and applicable Memoranda of Understanding.

## REFERENCES

California Business and Professions Code  
Professional Standards Review Organization (PSRO) Legislation  
DHS Policy #294, Continuing Education  
Applicable Memoranda of Understanding  
Joint Commission Human Resources Standards HR.01.05.03

## REVISION DATES

October 20, 1998; April 9, 2002; May 28, 2004; September 29, 2008; February 11, 2014; May 9, 2017; October 30, 2020