SECTION	Approval date:
Personnel	Approved by:
POLICY AND PROCEDURE	Effective date:
Personnel Training	Revision date:

POLICY:

All staff at PCP sites shall 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 at least the specific topics identified below.

PROCEDURE:

I. NEW HIRE TRAINING

- A. Upon hire, all new employees shall receive training on safety, members' rights and clinical procedures as outlined in the attached Safety and Member Rights Training Sign-In Sheet.
- B. Types of training may include, but are not limited to new employee orientation; in-service training; instructional videos; educational materials; annual group training; self-paced learning modules; etc.
- C. Upon completion of each topic within this education/training, the instructor/facilitator shall sign the Provider and Staff Education Checklist with the corresponding date of completion to acknowledge the participant's stated or demonstrated understanding of the education/training provided.
 - When all areas on the Provider and Staff Education Checklist have been completed, the personnel and the instructor/facilitator shall sign and date the Provider and Staff Education Checklist, formally acknowledging the personnel is knowledgeable of all criteria presented by the instructor/facilitator.
 - A copy of the completed Provider and Staff Education Checklist shall be kept in each employee's file. All records or education/training shall be kept for at least three years.

II. ANNUAL REVIEW

- A. All personnel shall receive an annual training on at least the following site-specific topics: Infection Control, Blood Borne Pathogens Exposure Prevention and Biohazard Waste Handling.
- B. Follow the same procedure as described above for new personnel.

ORIENTATION/STAFF TRAINING/CONTINUING EDUCATION

DATE:	INSERVICE/TRAINING DONE BY:
* Annual Training Required	
	Topics Discussed/Training and/or Information Provided
Fire Safety and Preven	ition
Emergency Non-Med	cal Procedure (e.g. site evacuation, workplace violence)
Medical Emergencies	
Infection Control/Un	versal Precautions *
Blood Borne Pathoge	ns Exposure Prevention *
Biohazardous Waste	Handling *
Child/Elder/Domestic	Violence Abuse
Patient Confidentialit	1
Informed Consent, inc	cluding human sterilization
Prior Authorization Re	quest; Health Plan Referral Process/Procedures/resources
Grievance/Compliant	Procedure
Sensitive Services/Mi	nor's Rights
Cultural and Linguistic	s
Disability Rights and F	rovider Obligations

Staff Name (Printed)	Title/Position Held	Signature