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| 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.

