

**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

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TITLE: TRAINING AND EDUCATION FILES				
LAST REVIEWED/REVISED: 11/2015				
ENDORSED: 11/2015				

PURPOSE:

To clearly define the maintenance of Training and Education Files.

POLICY:

Staff education records needs to be maintained and recorded for competency and licensure requirements. Records are to be kept for a period of four (4) years after the date of the offering.

PROCEDURE:

A. EDUCATION DEPARTMENT

1. The Education Department Coordinates trainings and shall maintain a database for such trainings. Examples of trainings include, but are not limited to: Continuing Education, Continuing Medical Education, American Heart Association – Emergency Cardiovascular Care Training Programs, Academy of American Pediatric programs, the General Orientation, and various in-services.
 - a. The database of trainings shall include the GMHA staff member name, Course Title, Instructor name(s), date(s), and number of credits for the course.
 - b. Upon request, the Education Department will prepare CE or CME letters to be turned in for licensure purposes. Letters can be ready within 5 working days of the request.
 - c. The training records shall be stored by file name and course date, for the past 4 years. The hard copy documents include: Sign in sheets, announcement fliers, CE/CME proposal packets, post-tests and summary evaluation forms.
2. Education and Training Files, including both database records and hardcopy documents, will not be kept in the Education Department past 4 years.
3. The Education Department will extend shared network access to Human Resources database, to review and print employee training data maintained in the database, as needed.

B. MEDICAL STAFF DEPARTMENT

The Medical Staff office is to gather the necessary documents for monitoring the requirements of health professionals that fall under the Medical Staff Department.

C. DEPARTMENT SPECIFIC TRAININGS AND MANDATORY INSERVICES

1. Department / Section Heads shall maintain all department specific or non-credit in-service training documents within the unit staff files.
2. Department / Section Heads are responsible for turning in to Education any necessary documents for trainings involving credit hours. All trainings with credit(s) attached need to be coordinated through the Education Department.

D. GENERAL ORIENTATION

The Human Resources office shall maintain the General Orientation record in the employees official personnel file. The General Orientation checklist shall also include the Certification of Infection Control and Safety Training.

The General Orientation documents for students and interns shall be maintained by their Respective Department. (for example, Nursing office for Nursing students, Rehabilitation Department for Rehabilitation interns, etc.)

E. FILE RETENTION

A copy of the database files, maintained by the Education Department, will be archived onto a CD in October of each year and turned in to the Human Resources department to retain for their files. Education department will backup database to CD or Flash Drive storage media on recurring basis.

Employee Separation

Upon clearance, employee training files are to be forwarded to Human Resources.

RESCISSION:

Policy No. 6140-5-1, Training and Education Files of the GMHA Administrative Manual made effective 09/18/2009