UTMB Department of Rehabilitation Services	9/93	- Effective
2.0 PERSONNEL	10/11	- Reviewed
2.9.0 Staff Development	10/11	- Revised

Staff Development

Purpose

This document establishes the parameters for establishing and attending education opportunities in the Department.

Audience

The information in this document is intended for all members of the Rehabilitation Services staff.

Policy

The Department is responsible for planning and providing a variety of intradepartmental opportunities for growth and development of its employees. The Department will also encourage staff participation in learning opportunities outside the Department..

Departmental Educational Opportunities

The <u>Department</u> will provide <u>in-service opportunities</u> appropriate for all staff members.

- Notification of in-services, time, place, topic and, if applicable, the speaker(s) for the in-service will be available through, e-mail, and in-service schedule.
- All staff are required to attend mandatory in-services either presented by the department or utmb health system.
- Employees may request topics and/or speakers for in-services.
 Suggestions may be given to the Team Leader and or the Program Manager.
- Attendance records will be kept on all personnel attending the inservices and All Staff meetings. These records will be kept on file in the Departmental Office.

Each Service Area may provide skill training programs and opportunities for staff learning appropriate for employees in the Service Area.

 In-services will be documented including the topic, date(s) of presentations and employees in attendance.

UTMB Department of Rehabilitation Services	9/93	- Effective
2.0 PERSONNEL	10/11	- Reviewed
2.9.0 Staff Development	10/11	 Revised

Staff Development, Continued

Departmental Educational Opportunities (continued)

- Each Service Area may maintain a library of current references in its field of specialization for use by staff and students.
- Each employee in the Service Area will be assisted in assessing his/her learning needs.

Opportunities Outside the Department

Employees are encouraged to attend other job related presentations on and off the UTMB campus, providing these in-services do not interrupt patient treatment.

For each in-service/educational opportunity attended, the employee should maintain a record of the following information date, time involved, title/subject, type of in-service/continue education opportunity, presenter's name and location. Information will be included in the departmental annual report.