Continuing Education

**Audience**
All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic, Bronchoscopy Service and Center for Pulmonary Rehabilitation.

**Purpose**
To communicate the department’s support of and requirements for continuing education of laboratory personnel.

**Policy**
All personnel are required to participate in continuing education related to their job classification. All staff assigned to the Pulmonary Laboratories is a Licensed Respiratory Therapist by the State of Texas. Staff are required to have a minimum of 24 hours of continuing education in a two-year period as per Texas RCP license.

**Definition**
CONTINUING EDUCATION (CE): “Education beyond initial professional preparation that is relevant to the type of care delivered in an organization, that provides current knowledge relevant to an individual’s field of practice or service responsibilities, and that may be related to finding from performance improvement activities.

**Continuing Education Sources**
Possible sources for obtaining continuing education are:
- Documented participation in relevant committee meetings (e.g. infection control).
- Medical staff meetings when patient care is discussed.
- Orientation programs for new personnel or new technical procedures.
- Video/audiotapes.
- Attendance at seminars and lectures (both in-house and external).
- Use of proficiency testing material.
- Documented discussions when QC results indicate problems.
- Documented completion of courses provided by professional societies.
- Safety issues (laboratory, personnel, and patient).
- ACLS
- PALS

**Guidelines for CE Credits**
Continuing Education (CE) credits will be assessed as follows:
1. Attendance at lectures, seminars, conferences and workshops will be credited according to the length in hours of the program.
2. Developing and presenting a program, workshop, conference, inservice or lecture will be credited for three hours for every one hour of CE credit presented.
3. Publishing in a recognized journal, the number of CE credits will be determined by the division.
4. Presenting orally or by poster before a professional audience at a national, regional or local meeting will be given 2 hours of CE credit.

5. CE credits for reviewing tapes, slides, videos and/or other types of educational material will be determined by the Division.

### Procedure

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<th>Responsibility</th>
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| **Employee**   | 1. Obtain the minimum continuing education within designated timeframe.  
|                | 2. Provide documentation of attendance to Manager.  
|                | 3. Be aware of required training and follow through on obtaining this required training. |

| **Manager**    | 1. Review CE documentation at least annually to verify personnel have maintained the minimum level required.  
|                | 2. File a summary of continuing education in the employee’s personnel file.  
|                | 3. Use the approved criteria on the Performance Management tool for evaluating personnel on meeting CEU requirements. |

### References

The JCAHO Approach to Continuing Education in the Clinical Laboratory, Laboratory Medicine, 1987.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

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| 11/07 | V. Cardenas, MD  
Medical Director Pulmonary Laboratory |           |
| 6/09  | V. Cardenas, MD  
No changes to the policy                 |           |
| 7/10  | V. Cardenas, MD  
No changes to the policy                  |           |
| 2/12  | A. Duarte, MD  
Medical Director Pulmonary Function Laboratory  
No changes to the policy                  |           |
| 5/14  | A. Duarte, MD  
Medical Director Pulmonary Function Laboratory  
Changes to policy                         |           |