

## CONTINUING EDUCATION

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### PURPOSE

To provide quality care to patients; all professional and technical staff must keep informed of changes and advances in the area of sleep medicine.

### POLICY

Professional and technical staff must participate in an average of 10 hours per year of CME/CEC sleep educational activities. All continuing education activities must be documented and copies of original certificates maintained on file. In the event of a new hire and/or when staff becomes deficient in continuing education credits, management will assist the individual in developing a plan to achieve the required credits.

Professional Staff: Facility director and medical staff members will obtain an average of 10 *AMA PRA Category 1 Credits*<sup>TM</sup> per year (30 within the past three year period) in sleep medicine.

Technical Staff: All sleep technicians and technologists must earn an average of 10 hours per year (30 within the past three year period) of CE credits in sleep-related educational activities.

### PROCEDURE

#### 1.0 Continuing education

- 1.1 Each technical staff member will provide copies of original certificates of sleep-related CECs earned.
- 1.2 CE and/or CME credits earned from outside continuing education providers must meet requirements established by the facility director, AASM, AAST, and/or other providers recognized by the AASM.
- 1.3 Education sessions will be offered through the sleep facility monthly during the technical staff meetings.
  - 1.3.1 Each educational topic will be sleep-related (CPR and HIPAA will not be considered as a sleep-related CE activity).
  - 1.3.2 Each educational session will be individually documented on a separate form to include: a topic, speaker, and objective.
  - 1.3.3 An in-service attendance log will be maintained requiring each attendee's signature. This attendance log will be reviewed, dated and signed by the facility director.
  - 1.3.4 A copy of the in-service attendance log will be filed in the education manual.
  - 1.3.5 Each in-service hour for technical staff is equivalent to one CEC.

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### **2.0 New to sleep or newly hired technical staff members or those not meeting the minimum requirements**

- 2.1 For those newly hired technical staff members, copies of original CECs earned within the previous three years must be provided and filed in the personnel file.
- 2.2 If CECs have not been acquired, the CECs will be prorated based on the date of hire.
- 2.3 Newly hired technical staff will earn 10 CECs per year based on hire anniversary date.
- 2.4 Three months prior to annual employment review each technical staff personnel file will be audited to determine the number of CECs earned to date.
- 2.5 For technical staff not meeting the minimum requirements, a plan will be developed to assist the technical staff in completing the minimum requirements.
- 2.6 Follow-up communication will occur monthly until all requirements have been met.
- 2.7 Individuals not meeting compliance will have a disciplinary action plan which may include suspension or termination.