

## ORIENTATION AND CONTINUING EDUCATION

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
Is there an orientation and continuing education program that develops and improves the necessary skills and knowledge of your personnel? 19 CSR 30-20.110(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the orientation of personnel new to a unit of sufficient scope and duration to effectively prepare them for their assigned duties and responsibilities based on job descriptions? 19 CSR 30-20.110(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do temporary personnel participate in orientation prior to providing direct patient care? 19 CSR 30-20.110(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all educational programs that use internal or external resources planned and documented? 19 CSR 30-20.110(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does documentation of education programs include the topic, presenter, date, time and program attendance? 19 CSR 30-20.110(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are teaching materials and suitable references identified and supplied for the staff of each department or unit that treats patients? 19 CSR 30-20.110(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the orientation and continuing education program participate in the performance improvement process and provide evaluation opportunities appropriate to its goals and objectives? 19 CSR 30-20.110(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does your continuing education program include: a. problems and needs of specific age groups, chronically ill, acutely ill and disabled patients? b. prevention and control of infections including universal precautions? c. interpersonal relationships and communication skills? d. fire prevention, safety and accident prevention? e. patient rights, dignity and privacy issues? f. licensed nursing personnel training on basic cardiac life support and choking prevention and intervention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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g. any other educational need identified through the quality improvement activities and those generated by advances made in health care science and technology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
h. reporting employee infections and injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
i. prevention, identification, minimization, and reporting of patient and employee safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
j. prevention, detection, intervention, and reporting of abuse and neglect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
k. responsibilities during a disaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
l. tobacco free policy? 19 CSR 30-20.110(6)(A-L)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the competency of all employees annually and based on job description and necessary job skills and knowledge? 19 CSR 30-20.110(7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Helpful Hints

- See [MHA's Orientation & Ongoing Education and Training Tool](#)

### Key Resources and Links

- [19 CSR 30-20-110](#)