

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	407
		Original Date	01/10/1989
	Department: Personnel	Revised Date	01/09/2014
	In-Service		

POLICY:

The Montana Mental Health Nursing Care Center shall provide in-service training and ongoing education for all staff to improve the quality of resident care. The In-service Program will also include mandatory programs required by the various regulatory agencies.

PROCEDURE:

1. In-service Programs will be presented annually in the following areas:
 - A. Fire
 - B. Disaster
 - C. Infection Control
 - D. Resident Rights & Confidentiality
 - E. Resident Abuse
 - F. HIPAA
2. Programs shall be presented to all shifts. Overtime will not be paid for attendance at programs unless authorized by the employees' supervisor. Records of attendance will be maintained by the Nurse Administrative Assistant.
3. Program content summaries will be recorded for inclusion in the In-service Programs file. The In-service Programs file will be maintained by the Nurse Administrative Assistant.