

Policy Template Continuing Education



This sample policy has a simple, straightforward title and clearly describes the purpose of the document and includes what policies should address to be effective. Creating and maintaining policies that meet JCI standards will help you sustain compliance.

Unit: Human Resources	Unit: ABC123	Edition #: 1 st	
Title: Continuing Education	Issued:	Effective:	Review:

Purpose:	HR department training coordinator
Responsibility of:	Human Resources Department and Head of Departments
Applicable to:	This policy applies to all staff in the organization
Resources:	Policy on the Development & Management of Policies and Procedures, Guidelines, Protocols, Pathways, and Plans
P&P Cross-Reference:	HR Policy ABC101

1. Definitions:

- 1.1 HR: Human Resources

2. Policy Statement:

- 2.1 A continuing education plan for all staff categories shall be prepared and implemented
- 2.2 Continuing education activities shall address the needs identified through the annual evaluation of staff

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SECTION	PROCEDURE	RESPONSIBLE STAFF
3.1	Comprehensive Continuing Education Plan	
3.1.1	HR department shall prepare a comprehensive continuing education plan	HR department training coordinator
3.1.2	Each educational activity shall reflect the following components: <ul style="list-style-type: none"> – Basis of needs assessment (mandatory, annual, individual staff needs, etc.) – Topic – Method of education – Duration – Target audience – Anticipated outcome – Evaluation of outcome 	HR department staff
3.1.3	Heads of departments shall make time available for each staff participating in the continuing educational activities in coordination with the HR training coordinator	Heads of departments & HR department training coordinator
3.1.4	Evaluation of continuing education program shall include:	HR department training coordinator
3.1.5	The training coordinator shall aggregate and analyze the staff evaluations of each continuing education activity. The evaluation results shall be used for improvement in the educational programs	HR department training coordinator
3.2	Documentation	
3.2.1	Staff attendance in any continuing education activity shall be documented in the personnel file	HR department training coordinator

4. Indicators/Audit

4.1 Percentage of staff completing the continuing education plan

5. Appendices

5.1 Appendix 1: Continuing Education Plan

6. References:

6.1 Joint Commission International Accreditation, Standards for Hospitals, 7th edition Qualification & Education (SQE), effective January 2020

Revision History:

Edition Number	Revised Section Number	Remarks

Review and Approval Section:

Prepared by:	Name & Job Title	Date & Signature
Reviewed by:	Name & Job Title	Date & Signature