

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL

2021 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
					SECTION 100 - ADMINISTRATIVE	
100.00 V6			X		Scope of Service	Removed RQI; added Wound Care, and new positions
101.00 V4			X		Mission, Vision, and Philosophy	Updated to reflect practice and all staff
102.00 V4			X		Current Goal and Objectives	Updated administer support
103.00 V3			X		Budgetary Mechanism	New Administrator
104.00 V3		X			Departmental Staff Meetings, Interdisciplinary Committee Participation, and Communication Mechanisms	Updated to reflect current practice with committee attendance
105.00 V4			X		Staff Education	Removed RQI
					SECTION 200 - ORGANIZATION	
200.00 V7			X		Organizational Chart And Narrative	Updated with new roles associated with the department
201.00 V5			X		Director of Education Role	New Administrator
202.00 V4				X	Nurse Educator Role	
					SECTION 300 - GENERAL POLICIES AND PROCEDURES	
300.00 V5			X		Hospital Orientation	Removed list of class content

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301.00 V6			X		Nursing Orientation	Removed attachments
302.00 V3			X		Annual Educational Events	Removed list of ACE contents and class lists; Removed RQI language
303.00 V1				X	Annual Clinical Competency	
304.00 V3			X		Continuing Education	Added use of LMS by staff to track CE hours
305.00 V5			X		Board of Registered Nursing (BRN) Requirements	Updated attachments - added link
306.00 V4			X		Education Program Tracking, Reporting, and Maintenance	Changed Healthstream to LMS
307.00 V2				X	Needs Assessment	Removed attachment
308.00 V2				X	Department Role in Patient/Family Education	
309.00 V2				X	Integrating and Coordinating Services With Other Departments	
310.00 V2				X	Selecting Outside Resources For Needed Services	Updated link
311.00 V5			X		American Heart Association (AHA) Classes and Cost	Removed RQI, updated costs as appropriate
312.00 V4			X		Nursing and Allied Health Student Clinical Rotations	Attachments removed, updated to reflect current badge process, collection of a deposit
313.00 V4			X		Department Money Transactions	Updated discrepancy process

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					SECTION 400 – PERFORMANCE IMPROVEMENT	
400.00 V3			X		Department Quality Assurance and Performance Improvement (QAPI)	Removed RQI, added blended learning and online AHA training
					SECTION 500 - PATIENT RIGHTS AND INFORMATION MANAGEMENT	
500.00 V2			X		Patient Privacy	Added Wound Care to the Attachment
					SECTION 600 - SAFETY AND SECURITY	
600.00 V3			X		Safety Management of the Physical Environment	Removed RQI info, updated AHA info
601.00 V2				X	Disaster Plan	
602.00 V2				X	Code Response	
603.00 V1				X	Utility System Failure Plan	
604.00 V1				X	Emergency Evacuation Plan	