

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Personnel

POLICY # P-3

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SUBJECT: Continuing Education and In-Service Training

EFFECTIVE DATE: May 2008

SUPERCEDES DATE: September 2005

Reference:

Related ACA Standards

**4th Edition Standards for Adult Correctional
Institutions 4-4385**

PURPOSE

To provide policy and procedure on continuing education and training requirements to remain credentialed and to maintain or enhance knowledge and skills.

POLICY

Health care providers and professional staff will be provided the opportunity for continuing education and/or in-service training in order to promote their professional growth, prevent isolation, and to maintain the necessary clinical skills and credentials. Continuing Education outside the department may be supported financially when funds are available.

PROCEDURE

I. Definitions

- A. Continuing Education (CE) – educational programs which are awarded continuing education credits in accordance with licensing board.
- B. In-Service Training – training provided by the staff of Division of Prisons, Department of Correction, Office of State Personnel, etc. This training may be formal or informal and may offer training hours through the Office of Staff Development and Training but no Continuing Education credit is awarded.

II. General

- A. Professional standards of some health care disciplines require or encourage the acquisition of continuing education credits so that licensure or certifications can be renewed or maintained. It is the responsibility of each employee to obtain the credits needed for licensure and certification. The Division will assist the employee when possible in the acquisition of these credits.
- B. As much as possible resources within DOP, the NC Department of Corrections and other entities resources will be utilized to obtain continuing education. Maximum utilization will be made of resources within the Division of Prisons, Area Health Education Centers, and area Universities.
- C. All health care personnel employed in prison facilities must have current certification in American Heart Association Basic Life Support Healthcare Provider (BLS-HCP) with AED component per Health Services Policy TX I-7.
- D. Attendance at DOP training sessions and OSDT-approved continuing education programs by any discipline shall be reported to the Facility Training Coordinator, who will input training into the OPUS Staff Training System (STS). This will be a concerted effort with OSDT. Training profiles will be available via Facility

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Training Coordinators or the Nursing Education Director to all staff, supervisors, and discipline heads upon request for performance appraisals, credentialing, etc.

- E. Competition of continuing education programs completed by the staff member at their own expense and time may be reported to the Nursing Education Director for input into OPUS STS.
- F. Per DOP Policy "Employee Training" Chapter A Section .0900, all DOP employees are required to receive 40 hours of training each year, including specific required topics. This training may be in-service or continuing education.
 - 1. Clerical Support Staff are required to have 16 hours of training each year, as these employees have minimal inmate contact.

III. Developmental training requirements

A. Health Care Providers (physicians and physician extenders)

- 1. All physicians, state-employed or contractual, must complete no less than 150 hours of practice-relevant continuing medical education (CME) every three (3) years in order to maintain licensure.
- 2. Documentation of training shall be maintained by the provider and should include a list of courses attended, the dates, and the number of hours for each health care provider.

B. Licensed Nurses

- 1. Continuing competence through continuing education is required by the N.C. Board of Nursing for all licensed nurses. The Board offers eight (8) options to meet the requirements. At a minimum, the licensed nurse must obtain fifteen (15) contact hours of continuing education activities and 640 hours of active practice within the previous two (2) years.
 - a. The N.C. Department of Correction, Division of Prisons Health Services, Department of Nursing Education is an approved provider of continuing nursing education by the North Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission of Accreditation.
 - b. Fifty percent (50%) of continuing education contact hours must be from an approved provider of continuing education. The other fifty percent (50%) may be from employer-sponsored (such as OSDT) training.

C. Dentist

- 1. As a condition of license renewal, every dentist must complete a minimum of 15 hours of continuing education each calendar year.
- 2. Courses allowed to satisfy the CE requirement must be directly related to clinical patient care.

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3. Dentists may receive a maximum of 10 hours credit per year for continuing education when engaged in affiliation with a federal, state, or county government agency whose operation is directly related to dentistry or dental auxiliaries.

D. Psychologist

1. As a condition of employment, every psychologist will obtain a minimum of 18 hours of continuing education credit (of which at least 9 hours must meet Category A requirements as defined by the NC Psychology Board) during each 2-year renewal cycle.
2. Ethics training must be a part of the continuing education credits.

E. Social Worker

1. Licensed Clinical Social Workers must have 40 hours of continuing education credits approved by the North Carolina Social Work Certification and Licensure Board each two year license renewal cycle. Of that 40 hour requirement, a minimum of four (4) hours of continuing education must be focused on ethics during the two year renewal cycle.
2. Social Worker II must have 12 hours each calendar year of approved in-service and/or continuing education credit.

F. Pharmacist

1. Licensed pharmacists must have at least 15 hours of continuing education approved by the American Council of Pharmaceutical Education each year for license renewal.
2. Certified Pharmacy Techs must have 20 hours of contact continuing education every two years approved by the American Council of Pharmaceutical Education.

G. Medical Record Professionals

1. Registered Health Information Administrators must have at least 30 hours of continuing education units every two years
2. Registered Health Information Technicians must have at least 20 hours of continuing education units every two years.



5/31/08

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Discipline Leads