

In-service Responsibilities for Clinicians

Purpose: To provide a structured procedure for in-service attendance & completion and provide a consistent approach to track agency and non-agency provided in-services

Requirements:

- Must complete 12 hours of in-service education per calendar year, including 6 hours of hospice education, if you see hospice patients.
- Must complete agency mandatory inservices.
- Mandated regulatory in-services must be completed. These include OSHA, Infection Control, Abuse & Neglect and Care of the Patient with Dementia.
- May complete any additional in-services – agency offered or off site offered as approved by clinical manager.

Responsibility:

Attends Mandatory in-services at branch that is convenient per schedule.
Sign the in-service attendance sheet to receive credit for attendance.

Makes up any mandatory in-service that is not attended.

Mandatory VNS in-services will be recorded and posted on the VNS website with handouts and post-test.

View the video and complete the post-test.

Submit the post-test to the Education Department for credit.

Home Care Institute:

HCI modules will be assigned to the clinicians.

The clinician will view the module and complete the post-test.

No documentation needs to be submitted for HCI modules.

Attendance at outside Agency sponsored in-services:

Submit proof of attendance with the document provided by the external agency/program to your clinical manager.

Once reviewed by clinical manager a copy is to be made and original given back to clinician.

On the top of the copy the clinical manager will write “Approved” with number of hours of in-service education this program equals.

The clinical manager will sign this copy and forward to Human Resources for entry into Employee In-service Tracking.