

## **Staff Education Policy**

CURRENT AS OF 07/04

### **SUBJECT: Prioritization of On-going Educational Programs Offered by Staff Education Services, University of Kentucky Hospital**

**Policy:** On-going educational programs offered by Staff Education Services will be approved by the Training Council according to guidelines developed and accepted annually by the Training Council. This list of programs will be sent forward to the Quality Integration Council and Hospital Administration for final approval

#### **Guidelines:**

- A.** Programs will be identified from an assessment of learning needs. All programs selected from the list of learning needs must include the ability of the program to prepare participants to more effectively assist the institution in meeting its mission and vision.

Examples of Needs Assessments:

Surveys

Results of Quality Improvement Monitoring Activities

Learning Needs Assessment from Performance Reviews

Findings of Risk Management Activities

Mandated topics by the government, accrediting agencies,  
University or hospital

Customer satisfaction concerns

Multiple requests from staff, management and administration

- B.** Programs must be applicable to individuals in multiple service areas/settings.
- C.** Programs mandated by the University, accrediting agencies, or the government bodies will receive high priority. Committees or groups currently providing educational programs that meet these criteria will continue to provide this education. Staff Education Services will serve as the center for the coordination of these programs.
- D.** Other programs that meet the criteria of Guidelines A and B will be prioritized based on the availability of fiscal, environmental and instructional resources

Priorities will be set at the annual Training Council Retreat and then forwarded to Hospital Administration and the Quality Integration Council for final approval