

Subject: EDUCATION & TRAINING		Issued By: ADMINISTRATION	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 313	Issue Date: June 30, 2005	Revised Date: May 30, 2008	Effective Date: June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #313 and original Education & Training Policy dated 2-23-76 and updated as of 6-30-2005 and USC Expenditure Policies and Procedures dated 5-1-08 located here: <http://policies.usc.edu/policies/expmanual050108.pdf>.

PURPOSE

To establish uniform guidelines governing what is considered by HRA to be appropriate education and training for Staff Members, Volunteers, Students, Independent Contractors, and Research Participants and/or their families.

POLICY

HRA shall promote training and education programs for Staff Members, Volunteers, Students, Independent Contractors and Research Participants and/or their families that will directly or indirectly benefit HRA and/or USC. Staff Members will be provided with all necessary education and training required to give high-quality care to Research Participants within clinical trials.

GUIDELINES

1. **EDUCATIONAL PROGRAMS MUST BE CONSISTENT WITH PRACTICE GUIDELINES & COMMUNITY STANDARDS:** Educational programs and activities for care-giving Staff Members, Volunteers, Students and Research Participants, and/or their families shall be consistent with professional practice guidelines and community standards for each healthcare discipline;
2. **TRAINING MUST BE CONSISTENT WITH A PLAN OF CARE OR WITH A SPECIFIC JOB:** Research Participants and/or their families shall receive information and training that is consistent with a plan of care. Staff Members, Volunteers, Students and/or Independent Contractors may receive education and training that pertains to a specific job duty. Lifestyle counseling may also be provided when appropriate or required;
3. **INITIAL ORIENTATION:** Staff Members, Volunteers, Students, and/or Independent Contractors must complete an initial orientation on HRA's goals and vision. For more information, please see HRA's New Staff Orientation Policy located here: <http://www.health-research.org/files/Orientation.pdf>;

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4. **HIGHEST PRIORITY GIVEN TO PROGRAMS WHICH DEVELOP AND IMPROVE STAFF MEMBER COMPETENCIES:** Supervisors shall continuously conduct ongoing assessments of individual Staff Members' capabilities as they relate to specific job responsibilities. Educational programs designed to develop and improve Staff Member competencies in accordance with regulatory requirements will be given the highest priority;
5. **HEALTH AND SAFETY AWARENESS ALSO PROMOTED:** HRA will also promote health and safety awareness programs that are facility-wide, environmentally-focused, and individually-monitored;
6. **PAYMENT OF TUITION AND FEES DIRECT FROM HRA TO INSTITUTION:** Payments to an institution other than USC for undergraduate, graduate, or certificate tuition – and/or any other types of fees for such education and training – are permitted only when preapproved by HRA's President & CEO and supported by a valid business purpose. Tuition and fee payments are not considered taxable income to the trained individual if the training and/or education have a business purpose, and if the related fees are paid directly from HRA to the institution providing the education and/or training. Tuition and/or fees should always be paid directly by HRA to the institution via an advance Check Request/Purchase Requisition, unless other arrangements have been made with HRA's President & CEO.

RESPONSIBILITY

HRA's President & CEO
 All Staff Members
 All Medical Staff
 All Nursing Staff
 Anyone Who Has Direct or Indirect Contact with Research Participants

PROCEDURE DOCUMENTATION

USC's Nursing Structure Standards
 USC's Medical Staff Manual
 USC's Area/Service Operation Manuals



HEALTH RESEARCH ASSOCIATION

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POLICY

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REFERENCES

California Code of Regulations, Title 22, 70721(a), 70707
Los Angeles Administrative Code, Section 5.40.110