This policy applies to:  
☑ Stanford Hospital and Clinics  
☑ Lucile Packard Children’s Hospital  

| Name of Policy: Medical Staff and Advanced Practice Professional (APP) Educational Requirements | Departments Affected:  
All Departments |

| Last Approval Date: Aug 2014 |

I. PURPOSE

The purpose of this policy is to outline educational requirements for all Medical Staff and non-employed Advance Practice Professionals (APP) as required by TJC, CA Title 22, and CMS.

II. DEFINITIONS

CA Title 22 – California State Regulations  
Health Stream – Online Educational Module  
NPSG – National Patient Safety Goals  
TJC – The Joint Commission  
Non-Employed Advanced Practice Professionals – Nurse Practitioner and Physician Assistants who are not employees of the hospital.  
MSSD – Medical Staff Services Department

III. POLICY STATEMENT

All members of the medical staff and advanced practice professionals (APP) are required to complete identified educational requirements upon initial appointment to the Medical Staff and annually, thereafter. The educational elements are included in the online health stream education system. If a practitioner is on both medical staffs, he/she can complete the LPCH educational modules only. The Medical Staff and/or Chief of Staff may add additional training modules deemed necessary.

The modules that are required include:

A. Medical Staff and APP Initial Orientation Module. These educational courses are required for all new applications. The times noted below are an estimate of time it takes to complete the module.

**LPCH - Medical Staff (Physician) Initial Orientation Module**  
LPCH - Med QA – (including Anticoagulation)  
LPCH - MD QA II  
LPCH - HIPAA Security  
LPCH - HIPAA Accounting of Disclosures  
LPCH - HIPAA Authorizations for Use and Disclosure  
LPCH - HIPAA Communications with Family Friends  
LPCH - HIPAA Minimum Necessary  
LPCH - Prevention of Hospital Acquired Infections – clinical  
LPCH – Prevention of Flu  
LPCH - Rapid Regulatory Training – Care Escalation  
LPCH - Environment of Care  
LPCH - Respiratory Precautions  
LPCH - Illness and Impairment Recognition issues  
LPCH – Clinician - Restraints and Seclusion  
LPCH – Cerner Training – assigned by Information Systems (LPCH IS)
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**SHC – Medical Staff (Physician) Initial Orientation Module**
- Stanford Medical - Med QA (including Anticoagulation)
- Stanford Medical - MD QAII
- Stanford Medical - HIPAA Security
- Stanford Medical - HIPAA Accounting of Disclosures
- Stanford Medical - HIPAA Authorizations for Use and Disclosure
- Stanford Medical - HIPAA Communications with Family Friends
- Stanford Medical - HIPAA Minimum Necessary
- Stanford Medical - Prevention of Hospital Acquired Infections – clinical
- Stanford medical – Prevention of Flu
- Stanford Medical - Rapid Regulatory Training (Environment of Care)
- Stanford Medical - Respiratory Precautions
- Stanford Medical - Illness and Impairment Recognition issues
- Stanford Medical – Clinician- Restraints and Seclusion
- Stanford Medical – EPIC Training – assigned by Information Technology (SHC IT)
- Stanford Medical – ICD Training

**SHC/LPCH – APP Initial Orientation Module**
- Electrical Safety
- Emergency Preparedness
- Hazard Communication
- Lifting and Transferring Patients
- LINKS CTP Provider Training 08 (LPCH ONLY)
- LPCH/SHC Physicians & AHP: Pain Management
- Patient Rights
- Preventing Slips, Trips and Falls in the Workplace
- SHC Quality Management & Patient Safety
- Standard Precautions: Blood borne Pathogens and Other Potentially Infections Materials
- Fire Safety Awareness and Response
- HIPAA Accounting Disclosures
- HIPAA Authorizations for Use and Disclosure
- HIPAA Communications with Family and Friends
- HIPAA IT Security
- HIPAA Minimum Necessary
- Introduction to HIPAA
- Transmission-Based Precautions: Airborne
- Workplace Violence

**IV. Physician and APP Annual Educational Modules:** These educational courses are required annually by all medical staff members and advance practice professionals.

**LPCH/SHC Medical Staff and APP Annual Education Module**

The Annual Educational information will be sent out annually via email to all medical staff members.
- LPCH - Prevention of Hospital Acquired Infections
- LPCH – HIPAA Annual Update and IT
- Stanford Medical - Prevention of Hospital Acquired Infections
- Stanford Medical – HIPAA Annual Update and IT Security
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V. **TARGETED EDUCATION MODULES:** These courses are required of only a portion of our medical staff, depending on the nature of their clinical activity.

- SHC Central Line Insertion Module – clinical – limited to members with privileges to insert central lines: 5 minutes
- SHC or LPCH Moderate Sedation Module – required for anyone who requests Sedation privileges at initial appointment or for the first time and every 2 years thereafter.

VI. **PROCEDURES**

A. The MSSD Coordinator will assign the initial orientation module to all new applicants. Modules must be completed prior to granting of initial privileges.

B. The MSSD Coordinator will maintain a copy of the health stream transcript in the applicant’s credentialing file.

C. The MSSD will assign annual educational modules to all medical staff and (non-employed) APP members in the first quarter of each calendar year. Practitioners will have 90 days to complete the annual modules.

D. A Practitioner who has not completed required educational modules within ninety (90) days of the initial notice will have all clinical privileges suspended. If successful completion is not achieved within ninety (90) days of the suspension, the Practitioner will be deemed to have resigned from the Medical Staff. Any such deemed resignation shall not entitle the Practitioner to the hearing and appeal rights under Article Seven of the SHC and/or LPCH Medical Staff Bylaws.

VII. **DOCUMENT INFORMATION**

A. Author/Original Date
   Debra R. Green, MPA, CPMSM, CPCS June 2011

B. Related Documents – Regulatory Standards – See attached appendix A

C. Gatekeeper of Original Document
   SHC and LPCH Medical Staff Online Policy Manual

D. Distribution and Training Requirements
   1. This policy resides in the Medical Staff Policy Manual of SHC and LPCH.
   2. New documents or any revised documents will be distributed to Administrative Manual holders. The department/unit/clinic manager will be responsible for communicating this information to the applicable staff.

E. Review and Renewal Requirements
   This policy will be reviewed and/or revised every three years or as required by change of law or practice.

F. Review and Revision History
   This is a new policy – June 2011 Administrative Clarifications 6/14-DG

G. Approvals
   SHC Credentials Committee, 8/11, 8/12
   SHC MEC, 9/11, 9/12, Aug 14
   SHC Board of Directors, 9/11, 9/12, Aug 14
   LPCH Medical Staff Leadership – July 2011
   LPCH Credentials Committee, 8/11, 6/12, Aug 14
   LPCH Policy Committee, 8/11, 8/12, Aug 14
   LPCH MEC, 9/11, 9/12, Aug 14
   LPCH Board of Directors, 9/11, 9/12, Aug 14
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## Appendix A
2011 SHC/LPCH Physician Regulatory Education Requirements

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<thead>
<tr>
<th>Requirement</th>
<th>Regulatory Reference</th>
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<tr>
<td>Reporting concerns to JC</td>
<td>APR.09.02.01 EP 1</td>
<td>Hospital determines the frequency.</td>
<td>Initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>01. The hospital educates its staff, medical staff, and other individuals who provide care, treatment, and services that concerns about the safety or quality of care provided in the organization may be reported to The Joint Commission.</td>
</tr>
<tr>
<td>LIPs role in EOC</td>
<td>EC.03.01.01</td>
<td>Initial orientation and annual update</td>
<td>Initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>EC 03.01.01 Staff and licensed independent practitioners are familiar with their roles and responsibilities relative to the environment of care.</td>
</tr>
<tr>
<td>LIP’s role in Infection prevention</td>
<td>IC.01.05.01 EP 7</td>
<td>Initial orientation</td>
<td>initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>07. The hospital has a method for communicating responsibilities about preventing and controlling infection to licensed independent practitioners, staff, visitors, patients, and families. Information for visitors, patients, and families includes hand and respiratory hygiene practices. (See also IC.02.01.01, EP 7) Note: Information may be in different forms of media, such as posters or pamphlets.</td>
</tr>
<tr>
<td>LIP implementation in infection prevention</td>
<td>IC.02.01.01 EP 7</td>
<td>Initial orientation</td>
<td>initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>The hospital implements its methods to communicate responsibilities for preventing and controlling infection to licensed independent practitioners, staff, visitors, patients, and families. Information for visitors, patients, and families includes hand and respiratory hygiene practices. (See also HR.01.04.01, EP 4; IC.01.05.01, EP 7) Note: Information may have different forms of media, such as posters or pamphlets.</td>
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<td>Influenza vaccine, non-vaccine control &amp; prevention measures and the diagnosis, treatment and impact of influenza</td>
<td>IC.02.04.01 EP 2</td>
<td>Hospital determines the frequency.</td>
<td>initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>02. The hospital educates licensed independent practitioners and staff about, at a minimum, the influenza vaccine; non-vaccine control and prevention measures; and the diagnosis, transmission, and impact of influenza. (See also HR.01.04.01, EP 4)</td>
</tr>
<tr>
<td>Illness and impairment recognition issues specific to physicians (at-risk criteria)</td>
<td>MS.11.01.01 EP 1</td>
<td>Hospital determines the frequency.</td>
<td>initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>01. Process design addresses the following issues: Education of licensed independent practitioners and other organization staff about illness and impairment recognition issues specific to licensed independent practitioners (at risk criteria).</td>
</tr>
<tr>
<td>Restraint policy</td>
<td>CMS 482.13(e)(11)</td>
<td>Hospital determines the frequency and also re-educates when the hospital policy changes.</td>
<td>initial</td>
<td>Document in the credentialing file that education was completed and there is a working knowledge of the policy. **</td>
<td>§482.13(e)(11) - Physician and other licensed independent practitioner training requirements must be specified in hospital policy. At a minimum, physicians and other licensed independent practitioners authorized to order restraint or seclusion by hospital policy in accordance with State law must have a working knowledge of hospital policy regarding the use of restraint or seclusion.</td>
</tr>
<tr>
<td>Assessing and managing pain</td>
<td>MS.03.01.03 EP 2</td>
<td>Hospital determines the frequency and also re-educates when the hospital policy changes.</td>
<td>Compliance through CA Medical Board Licensure</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>02. The hospital educates all licensed independent practitioners on assessing and managing pain. (See also RI.01.01.01, EP 8)</td>
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<td>Urgent response P&amp;P (RRT)</td>
<td>HR.01.05.03 EP 13</td>
<td>Hospital determines the frequency.</td>
<td>Initial</td>
<td>Document physician education. *</td>
<td>13. The hospital provides education and training that addresses how to identify early warning signs of a change in a patient’s condition and how to respond to a deteriorating patient, including how and when to contact responsible clinicians. Education is provided to staff and licensed independent practitioners who may request assistance and those who may respond to those requests. Participation in this education is documented.</td>
</tr>
<tr>
<td>Anticoagulation therapy</td>
<td>NPSG.03.05.01 EP 7</td>
<td>Hospital determines the frequency.</td>
<td>Initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>07. Provide education regarding anticoagulant therapy to prescribers, staff, patients, and families. Patient/family education includes the following: - The importance of follow-up monitoring - Compliance - Drug-food interactions - The potential for adverse drug reactions and interactions</td>
</tr>
<tr>
<td>Physician designated as a hospital epidemiologist</td>
<td>CA State SB 158 Sec 7.a</td>
<td>Participation in CME training program provided by the CDC, the Society for Healthcare Epidemiologists of America, or other recognized professional organization, offered training program.</td>
<td>Annual - CME Certification from Medical Director</td>
<td>Documentation of attendance shall be placed in the physician’s credentialing file.</td>
<td>SEC. 7. Section 1288.95 is added to the Health and Safety Code, to read: 1288.95. (a) No later than January 1, 2010, a physician designated as a hospital epidemiologist or infection surveillance, prevention, and control committee chairperson shall participate in a continuing medical education (CME) training program offered by the federal Centers for Disease Control and Prevention (CDC) and the Society for Healthcare Epidemiologists of America, or other recognized professional organization. The CME program shall be specific to infection surveillance, prevention, and control. Documentation of attendance shall be placed in the physician’s credentialing file.</td>
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<td>Prevention of transmission of HAI including but not limited to, MRSA and Clostridium difficile infection.</td>
<td>CA State SB 158 Sec 7b</td>
<td>Hospital determines the frequency.</td>
<td>Initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>SEC 7 (b) Beginning January 2010, all staff and contract physicians and all other licensed independent contractors, including, but not limited to, nurse practitioners and physician assistants, shall be trained in methods to prevent transmission of HAI, including, but not limited to, MRSA and Clostridium difficile infection</td>
</tr>
<tr>
<td>HAIs, MDROs and prevention strategies</td>
<td>NPSG.07.03.01 EP 2</td>
<td>Upon hire and annually thereafter.</td>
<td>Initial and annually</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>02. Based on the results of the risk assessment, educate staff and licensed independent practitioners about health care–associated infections, multidrug-resistant organisms, and prevention strategies at hire and annually thereafter. Note: The education provided recognizes the diverse roles of staff and licensed independent practitioners and is consistent with their roles within the hospital.</td>
</tr>
<tr>
<td>CLBSI, and importance of prevention</td>
<td>NPSG.07.04.01 EP 7</td>
<td>Upon hire, annually thereafter, and when involvement in these procedures is added to an individual’s job responsibilities.</td>
<td>Initially and annually</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>01. Educate staff and licensed independent practitioners who are involved in managing central lines about central line–associated bloodstream infections and the importance of prevention. Education occurs upon hire, annually thereafter, and when involvement in these procedures is added to an individual’s job responsibilities.</td>
</tr>
<tr>
<td>Prevention of surgical site infections</td>
<td>NPSG.07.05.01 EP 1</td>
<td>Upon hire, annually thereafter, and when involvement in surgical procedures is added to an individual’s job responsibilities.</td>
<td>Initially and annually</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>01. Educate staff and licensed independent practitioners involved in surgical procedures about surgical site infections and the importance of prevention. Education occurs upon hire, annually thereafter, and when involvement in surgical procedures is added to an individual’s job responsibilities.</td>
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<td>Alternate procedures to follow when electronic IS systems are down</td>
<td>IM.01.01.03 EP 3</td>
<td>Hospital determines the frequency.</td>
<td>Initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td></td>
</tr>
<tr>
<td>Waived testing, PPM and waived testing requiring use of an instrument</td>
<td>WT.03.01.01 EP 5</td>
<td>Waived testing (occult blood) and Instrument: Upon hire and annually. PPM (fern testing) At orientation and must have training regarding the use and maintenance of the instrument. The Laboratory Director determines the ongoing frequency of training for PPM.</td>
<td>As needed for those who perform Waive and PPM testing</td>
<td>The training on the use and maintenance of an instrument for waived testing is documented.</td>
<td></td>
</tr>
<tr>
<td>The hospital communicates in writing with each LPC regarding his or her role(s) in emergency response and to whom he or she reports during an emergency.</td>
<td>EM.02.02.07 EP 7</td>
<td>Hospital determines the frequency.</td>
<td>initial</td>
<td>Be prepared to show evidence that education was completed. *</td>
<td>The hospital trains staff for their assigned emergency response roles.</td>
</tr>
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