

HEALTH SERVICES QUALITY IMPROVEMENT IMPLEMENTATION GUIDE

EXERCISE ELEVEN

SUBJECT: HEALTH SERVICES TRAINING RECORD

PURPOSE: The purpose of this exercise is to assist units in developing a system for the documentation of in-service training and certifications of health services personnel. Improved documentation of in-service training and certification will serve to highlight the importance of continuing education as a tool to enhance the quality of patient care, and to develop a more competent clinical staff. It will also assist clinic managers in utilizing personnel in clinical areas for which they are most qualified by education and training.

DISCUSSION: Every clinic must designate in writing a Health Services Training Coordinator (HSTC) who will be responsible for coordinating clinic in-service training and maintaining the unit's health services training record. Enclosure (1) provides a sample format for designating the HSTC. This individual should report to the Chief, Health Services Division, keeping him or her apprised of Health Services training activities. The HSTC should serve as the liaison to the command's training officer.

A Health Services Training Record must be established to document training conducted within the clinic. In-service training attendance sheets (Enclosure 2, side A) can be utilized to document this training. These should also include an outline on the material covered as prepared by the presenter (Enclosure 2, side B). Each two-sided form will provide a permanent record of subject matter covered, as well as attendance. A separate section of the training record (Enclosure 3) should be used to record and update personnel certifications such as CPR, ACLS, and EMT training. This section should include certification expiration dates with copies of current certificates attached for all personnel. The HSTC is responsible for ensuring that assigned personnel obtain recertifications prior to expiration date. This method of maintaining training records will allow the HSTC to immediately ascertain and verify the training background of all assigned health services personnel. If required by the command training officer, the HSTC may also be required to provide appropriate documentation of in-service training for inclusion into the Coast Guard Training Folder (CG-5285) for health services personnel.

The HSTC will also monitor satisfactory completion of the Health Services Technician Practicum Guide for all personnel assigned to the clinic directly upon graduation for HS "A" School. These guides are to be maintained on file for a period of three years following the technician's graduation, for review during MLC Quality Assurance Site Survey.

ACTION: All units will designate, in writing, a Health Services Training Coordinator who is responsible for developing and maintaining a training record to document in-service training provided to health services personnel and to record certifications. This record should consist of two parts:

PART I: In-Service Training Attendance Sheets and Presentation Outline

PART II: Personnel Certification Record

These should be maintained on the right and left sides of a single folder. Samples of forms for this required documentation are included as enclosures (2) and (3). These may be copied and used in whole or part to meet this requirement. These records are subject to inspection during MLC Site Surveys.

ENCLOSURE (1) Sample Letter of Designation for Health Services Training Coordinator

(2) Sample Health Services Division In-Service Training Record
Side A: Attendance
Side B: Presentation Outline

(3) Sample Health Services Personnel Certification Record

HEALTH SERVICES IN-SERVICE TRAINING RECOORD

CLINIC NAME: _____

DATE/TIME CONDUCTED: _____ to _____

TITLE: _____

PRESENTER: _____

ATTENDANCE:

- | | |
|-----|-----|
| 1. | 21. |
| 2. | 22. |
| 3. | 23. |
| 4. | 24. |
| 5. | 25. |
| 6. | 26. |
| 7. | 27. |
| 8. | 28. |
| 9. | 29. |
| 10. | 30. |
| 11. | 31. |
| 12. | 32. |
| 13. | 33. |
| 14. | 34. |
| 15. | 35. |
| 16. | 36. |
| 17. | 37. |
| 18. | 38. |
| 19. | 39. |
| 20. | 40. |

TRAINING COORDINATOR SIGNATURE: _____

HEALTH SERVICES PERSONNEL CERTIFICATION RECORD

CERTIFICATION

EXPIRATION DATE

BASIC CARDIAC LIFE SUPPORT (CPR):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ADVANCED CARDIAC LIFE SUPPORT (ACLS):

- 1.
- 2.
- 3.
- 4.

EMERGENCY MEDICAL TECHNICIAN (EMT):

- 1.
- 2.
- 3.
- 4.
- 5.

OTHER:

* Additional sheets may be attached for additional names

LETTER SENT TO THE FOLLOWING:

1. SUPPORT CENTER NEW YORK
2. SUPPORT CENTER ELIZABETH CITY
3. SUPPORT CENTER PORTSMOUTH
4. SUPPORT CENTER BOSTON
5. SUPPORT CENTER NEW ORLEANS
6. BASE MIAMI BEACH
7. AIR STATION CAPE COD
8. AIR STATION MIAMI
9. AIR STATION CLEARWATER
10. AIR STATION TRAVERSE CITY
11. AIR STATION BORINQUEN
12. RTC YORKTOWN
13. COAST GUARD YARD
14. TRAINING CENTER CAPE MAY
15. ACADEMY
16. ATC MOBILE
17. COMMANDANT (G-CAS-6) (HQ CLINIC)