

# ANNUAL EDUCATION PLAN

LICENSED STAFF			
January	February	March	April
<p><b>Infection Prevention –</b></p> <ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Hand Hygiene</li> <li>• Standard and Transmission-Based Precautions</li> <li>• Environmental Cleaning, Disinfection, and Sterilization</li> <li>• Personal Protective Equipment</li> </ul> <p>Source - CMS &amp; CDC Offer a specialized, online Infection Prevention and Control Training For Nursing Home Staff in the Long-Term Care Setting <a href="https://www.train.org/cdctrain/training_plan/3814">https://www.train.org/cdctrain/training_plan/3814</a></p> <p><b>Medical Emergency –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> </ul>	<p><b>Fall Management – Risk Assessments, Interventions and Care Planning</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools for Fall Risk Assessments</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> <li>• Review Intervention Options</li> <li>• Review Elements of Clinically Pertinent Documentation</li> <li>• Review Resident-Centered Care Plans</li> </ul> <p><b>Behavioral Emergency –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> </ul>	<p><b>Skin Injury Management – Risk Assessments, Interventions and Care Planning –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review the Templates and Tools for Skin Assessments</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> <li>• Review Intervention Options</li> <li>• Review Elements of Clinically Pertinent Documentation</li> <li>• Review Resident Centered Care Plans</li> </ul> <p><b>Building Emergency – (e.g., Weather, Power Outage) –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure</li> <li>• Review Emergency Response</li> </ul>	<p><b>Wandering and Elopement Risk Assessments and Interventions (Including Elopement Drills) –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review the Templates and Tools for Wandering and Elopement Risk Assessments</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> <li>• Review Intervention Options</li> <li>• Review Elements of Clinically Pertinent Documentation</li> <li>• Review Resident Centered Care Plans</li> </ul> <p><b>Responding to Actual/Potential Violence –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure</li> <li>• Review Emergency Response</li> </ul>

May	June	July	August
<p><b>Abuse, Neglect, Exploitation, and Resident Rights –</b></p> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Policies and procedures</li> <li>• Recognition, Reporting and Response</li> <li>• Documentation</li> </ul> <p><b>Customer Service/Service Excellence</b></p> <ul style="list-style-type: none"> <li>• Service Standards</li> <li>• Responding to a Complaint</li> </ul>	<p><b>Clinically Pertinent Documentation (Medical Record and Care Plan) –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools</li> <li>• Examples of complete documentation</li> <li>• Examples of incomplete documentation</li> <li>• Examples of measurable and realistic care plan goals</li> </ul> <p><b>Infection Prevention</b></p> <ul style="list-style-type: none"> <li>• Medication and Sharps Safety</li> <li>• Respiratory Hygiene and Etiquette</li> <li>• Wound Management</li> <li>• Catheter Care</li> <li>• Intravenous Catheters</li> <li>• Handwashing</li> <li>• Personal Protective Equipment</li> <li>• Transmission-based Precautions</li> </ul>	<p><b>Nutrition and Hydration –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools</li> <li>• Review process for monitoring of meal consumption, weights, feeding assistance, dysphagia precautions, and Registered Dietician consult</li> </ul> <p><b>Depression and Suicide Risk</b></p> <ul style="list-style-type: none"> <li>• Assessment tools</li> </ul>	<p><b>Medication Administration –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Medication orders including verbal orders</li> <li>• Medication Administration Record</li> <li>• Medication Reconciliation</li> <li>• Safe Injection Techniques</li> <li>• Medication administration vis enteral feeding tubes</li> <li>• High-Risk Medications – common side effects</li> </ul> <p><b>Wound Care</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review the Templates and Tools for Wound Care</li> <li>• Wound Photography Protocol (if used)</li> </ul>

September	October	November	December
<p><b>Alzheimer's/Dementia care including recognition and management of challenging behaviors –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> <li>• Review Intervention Options</li> <li>• Review Elements of Clinically Pertinent Documentation</li> </ul> <p><b>Incident and Safety Event Reporting</b></p>	<p><b>Skills Fair (based on facility services)</b> The following are examples –</p> <ul style="list-style-type: none"> <li>• Restraint use (as applicable) and Restraint-Free Interventions</li> <li>• Safe lifts and transfers</li> <li>• AED protocols</li> <li>• IV insertion</li> <li>• Trach cares</li> <li>• Tube Feedings</li> <li>• Elopement drill</li> <li>• Fire safety and emergency preparedness</li> </ul> <p><b>Customer Service Skills and Service Standards</b></p>	<p><b>Change in Condition Response Including Recognition of Sepsis –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools</li> <li>• Review the Components of a Clinically Pertinent Assessment</li> <li>• Review Emergency Response Interventions</li> <li>• Review Elements of Clinically Pertinent Documentation</li> </ul> <p><b>Building Emergency Preparedness (e.g., Winter Storm)</b></p>	<p><b>Confidentiality/HIPAA; Advanced Directives; Informed Decision-Making; Resident Centered Care; Social Media Policy –</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedure Review</li> <li>• Review of Templates and Tools</li> </ul> <p><b>Building Safety and Security</b></p>

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