



## ADULT AND PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

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Monitoring System for Training, Competency and Record Keeping

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# **APBMT-COMM-020 MONITORING SYSTEM FOR TRAINING, COMPETENCY AND RECORD KEEPING**

## **1 PURPOSE**

- 1.1 To describe the process to assure that all personnel working in the pediatric and adult hematopoietic stem cell transplant and cellular therapy programs receive adequate orientation and annual training to perform the assigned functions.

## **2 INTRODUCTION**

- 2.1 This SOP is meant to cover processes for Duke Health. Employees reporting through the School of Medicine that also have clinical privileges and roles and responsibilities, also adhere to Duke Health safety and training as outlined in section 2.2.
- 2.2 Duke Health has a centralized orientation program that each new employee attends prior to assuming work responsibilities. At the end of the orientation program the employee is familiar with safety procedures including fire, chemical, biological and radiation. Additional orientation and training are conducted related to Hospital Emergency Incident Command System (HEICS), Health Insurance Portability and Accountability Act (HIPPA), blood borne pathogens and ergonomics. Each year every employee is required to review the hospital policies and procedures and complete on-line tests to validate knowledge.

## **3 SCOPE AND RESPONSIBILITIES**

- 3.1 All employees of the adult and pediatric transplant and cellular therapy programs are responsible for following this procedure.

## **4 DEFINITIONS/ACRONYMS**

- 4.1 HEICS Hospital Emergency Incident Command System
- 4.2 HIPPA Health Insurance Portability and Accountability Act
- 4.3 OESO Occupational & Environmental Safety Office

## **5 MATERIALS**

- 5.1 Written materials on Occupational & Environmental Safety Office website:  
<http://www.safety.duke.edu/>
- 5.2 Written equipment instructions and procedures

## **6 EQUIPMENT**

- 6.1 Computer Workstation
- 6.2 Procedure Manuals

## 7 SAFETY

### 7.1 NA

## 8 PROCEDURE

### 8.1 Training for Transplant Program Directors, Attending Physicians and Advanced Practice Providers

- 8.1.1 Duke University Hospital credentialing office maintains the credentials, educational requirements and clinical privileges for each of the adult and pediatric program directors, attending physicians, and advanced practice providers. Staff may access information verifying staff privileges and specialties on the Duke Intranet website: <http://vwp-echoweb.dhe.duke.edu/echonet/privportal/msldir.asp?id=DUMC>

The adult and pediatric programs directors, attending physicians, and advanced practice providers are evaluated yearly for their appropriate skills (see related SOPs for training and competency: APBMT-COMM-022 *Adult and Pediatric Blood and Marrow Transplant Programs' Training for Physicians*, APBMT-COMM-023 *Physician Training for Transplant Program Director and Attending Physicians Checklist*, and APBMT-COMM-024 *Nurse Practitioner Physician's Assistant Training Checklist*).

- 8.1.1.1 Documentation for skills training is kept in the respective program files.

### 8.2 Nursing

- 8.2.1 A representative from Human Resources or Nurse Recruitment schedules all employees to attend hospital or medical center orientation.
- 8.2.2 Documentation of attendance is recorded in the employee's hospital electronic education record.
- 8.2.3 Nursing employees have the initial attendance and annual competencies documented in hospital electronic education record.
- 8.2.4 Each year the employee is required to review the safety standards, and complete the required on-line modules and obtain a passing grade on the associated online tests. Documentation of these activities are stored in the electronic education record.
- 8.2.5 The Occupational & Environmental Safety Office (OESO) office keeps a record of employee compliance with the safety system and reports of compliance can be obtained electronically as needed and at minimum-annually.
- 8.2.6 Nursing employees receive email notification when safety standards, life support and license renewal need to be updated.
- 8.2.7 The supervisor at the individual's worksite is responsible for new employee training and orientation to specific procedures and job duties.

- 8.2.8 Training, continued education and continued competency for selected procedures are performed and documented annually in the employee personnel file.
- 8.2.9 Expert users demonstrate new equipment use and a competency test is completed and placed in the employee file.
- 8.3 Employee files contain:
  - 8.3.1 Job description including responsibilities and qualifications
  - 8.3.2 Evidence of required licensure/certification
  - 8.3.3 Electronic educational record, which includes the following:
    - 8.3.3.1 Dates attended centralized Duke Hospital orientation
    - 8.3.3.2 Evidence of departmental orientation including evidence of content related to patient safety
    - 8.3.3.3 Evidence of initial validation of competencies
    - 8.3.3.4 Annual required education as outlined below
  - 8.3.4 End of orientation evaluation
  - 8.3.5 Annual PPS
  - 8.3.6 Annual skill/competency revalidations
  - 8.3.7 Annual required education
    - 8.3.7.1 OESO Training
    - 8.3.7.2 Corporate compliance
    - 8.3.7.3 Restraint (if applicable)
    - 8.3.7.4 Transfusion (if applicable)
    - 8.3.7.5 Other required education i.e. life support

## **9 RELATED DOCUMENTS/FORMS**

- 9.1 APBMT-COMM-022 Adult and Pediatric Blood and Marrow Transplant Programs' Training for Physicians
- 9.2 APBMT-COMM-023 Physician Training for Transplant Program Director and Attending Physicians Checklist
- 9.3 APBMT-COMM-024 Nurse Practitioner Physician's Assistant Training Checklist

## **10 REFERENCES**

- 10.1 OESO website <http://www.safety.duke.edu/>
- 10.2 Duke Intranet website: <http://vwp-echoweb.dhe.duke.edu/echonet/privportal/msldir.asp?id=DUMC>
- 10.3 Duke University Safety Manual

10.4 FACT Standards Current Edition

10.5 Duke University Hospital Human Resource Guidelines for Personnel Files

## 11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
06	S. McCollum	<ul style="list-style-type: none"><li>- Cellular therapy scope added to document</li><li>- Acronyms defined throughout</li><li>- Section 2: updated to clarify Duke Health Scope</li><li>- Section 8.1 and references section: link updated for privilege verification</li></ul>

## Signature Manifest

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