Policy to Ensure Ongoing ACHD Education of Inpatient Nursing Staff

Date Effective: MM/DD/YYYY
Type of Policy: Please indicate if this document is hospital policy or ACHD program policy/clinical guideline.

Purpose
Indicate why this policy is in place and the population that it benefits.

Policy Statement
State the actual policy to ensure ongoing education of inpatient nurses. This statement can be a brief overview of the nursing education policy, but please reference the general aspects of ACHD care that this training covers.

Procedures
Describe the specific procedures to ensure ongoing education for inpatient nurses and staff about ACHD and the specific challenges these patients face. This should include:
  - Number of FTEs devoted to nursing education
  - Relationship between children’s institution and adult institution (i.e., if care is provided at a children’s hospital and an adult hospital, do inpatient nurses at both facilities receive ACHD education?)
  - Frequency of nursing education
  - Structure of education (i.e., in-person meetings, online training etc.)
  - Any additional committees involved in nursing education

References
If applicable, please list any articles or other resources utilized to develop your institution’s education of inpatient nursing staff.

Required Signatures
This document requires signatures from specific personnel. Please note that we require signatures from ALL individuals listed below in order for the document to be valid:
  - Medical Program Director of ACHD
  - Director of Nursing (or equivalent)

Helpful Tips
Please upload any documentation or examples of the above policy to the “additional files” section of your application.

Section I: Inpatient Services. These documents should be labeled with “14” only in the title so that each policy/plan can be easily identified.