

[Official Institution Logo]



## 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.