



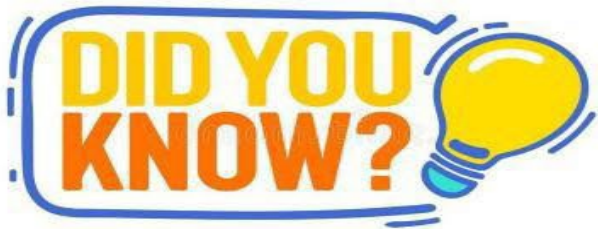
Professional Development Catalog

The Association of Medicine

Freeman Health System recognizes that preparing healthcare professionals to share a common vision across the health professions centered on a commitment to, first and foremost, meeting patients' needs as envisioned in the Quality Chasm Report (Institute of Medicine, 2001), is essential for all our programs and education provided to Freeman staff. We agree that "all health professionals should be educated to deliver patient-centered care as members of an interdisciplinary team emphasizing evidence-based practice, quality improvement approaches, and informatics" (IOM, 2006). As such, you can review the definitions of each core competency as they have been integrated into all educational offerings to ensure that we are focusing on educational efforts based on the recommendations from the National Association of Medicine.

Core Competency Definitions:

- ***Provide patient-centered care:*** identify, respect, and care for patients' differences, values, preferences, and expressed needs; relieve pain and suffering; coordinate continuous care; listen to, clearly inform, communicate with, and educate patients; share decision making and management; and continuously advocate disease prevention, wellness, and promotion of healthy lifestyles, including a focus on population health.
- ***Work in interdisciplinary teams:*** cooperate, collaborate, communicate, and integrate care in teams to ensure that care is continuous and reliable.
- ***Employ evidence-based practice:*** integrate best research with clinical expertise and patient values for optimum care and participate in learning and research activities to the extent feasible.
- ***Apply quality improvement:*** identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; design and test interventions to change processes and systems of care, with the objective of improving quality.
- ***Utilize informatics:*** communicate, manage knowledge, mitigate error, and support decision making using information technology.



Freeman employees receive more than \$2,500 worth of FREE courses depending on the requirements of their job description!

Course fee information

- Course costs are always \$0 for Full-time and Part-time Freeman employees who have the requirement listed in their job description and who meet required work hours.
- PRN employees who work 72 hours or more in a six-week period will be eligible to receive their required unit education for free.
- PRN employees who work 71 hours or less in a six-week period will be required to pay the "Non-Required Employee/Community Cost" as listed in each of the course descriptions in this catalog and will be eligible to take the course with paid hourly time.
- All employees without the course listed in their job description will pay the "Non-Required Employee/Community Cost" as listed in each of the course descriptions in this catalog without paid hourly time.



INFORMATION

Professional Development Department
Central Office – East Campus 2nd Floor (across from Radiology)
Department Hours
Monday-Friday 7:30am - 4:00pm
Closed Daily 12:30pm - 1:00pm
932 E. 34th Street
Joplin, MO 64804
417.347.5830 ph. 417.347.2520 fax

CLASSROOM LOCATIONS:

East Locations:

PDA 1: Annex building, lower level on East side
PDA 2-3: Annex building, lower level on West side
PDA 4-9: East hospital, 2nd floor, across from Radiology
PDC Conference Room: East hospital, 2nd floor, across from Radiology
PDC Simulation Lab: East hospital, 2nd floor, across from Radiology
Conference Rooms 1 E-3E: East hospital 1st floor by Dialysis
Computer Lab 4E: East hospital 1st floor

West Locations:

Professional Development Computer Training Room: West Campus, 1st floor between the cafeteria and the conference rooms

INSTRUCTIONAL METHODS:

Blended

Also known as hybrid or mixed-mode courses, these are classes where a portion of the traditional face-to-face instruction is replaced by web-based learning. Computer skills are necessary in this type of learning environment.

Instructor Led

These courses deliver classes in a traditional, classroom style focusing instruction on a face-to-face learning method.

Online

These courses deliver a series of lessons to a web browser or mobile device, to be conveniently accessed anytime, anyplace. Computer skills are necessary in this type of learning environment.

BOOK CHECK-OUT LOCATIONS:

East campus (central library): Located in the Professional Development Central Office. Hours are Monday-Friday, 7:30 am to 4:00 pm. All books are available at this location.

West campus: Located in HR – Human Resources. This location keeps the following books in limited supply: BLS for Healthcare Providers, ACLS, PALS, NRP and STABLE.

Neosho campus: Located in the Administrative offices. Please check with Neosho staff for days and hours of availability. This location keeps the following books on demand: BLS for Healthcare Providers, ACLS, and PALS.

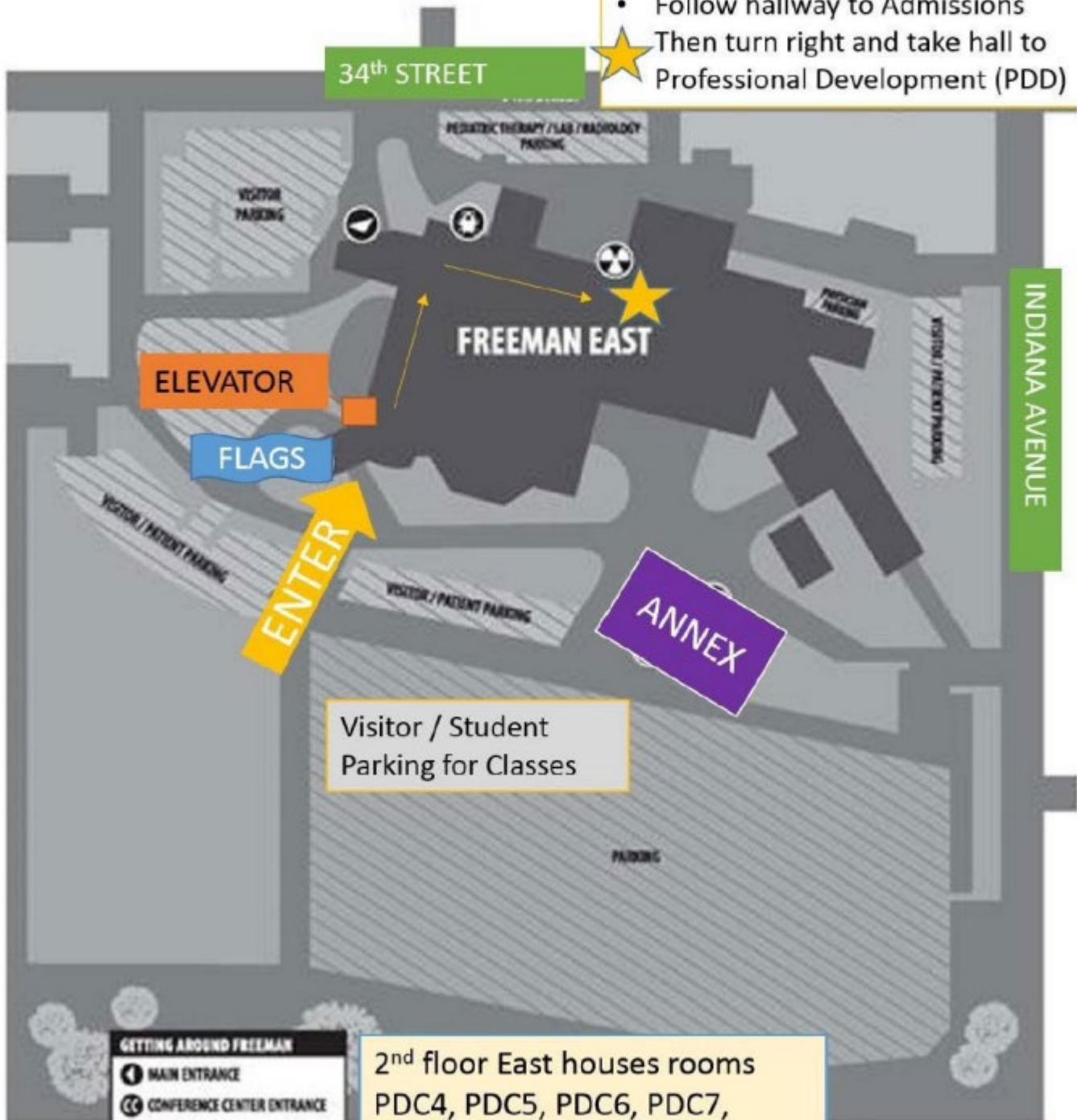
***If a location is out of a book, please come to central library for book checkout.

FREEMAN EAST CAMPUS

Health System

932 E. 34th Street, Joplin, MO 64804

- Park in South Visitor Parking,
- Enter at Flags (yellow arrow)
- You will be on 1st floor
- To your left, take elevator to 2nd floor
- Follow hallway to Admissions
- Then turn right and take hall to Professional Development (PDD)



Visitor / Student
Parking for Classes

- GETTING AROUND FREEMAN**
- ① MAIN ENTRANCE
 - ② CONFERENCE CENTER ENTRANCE
 - ③ EMPLOYEE EDUCATION
 - ④ PEDIATRIC THERAPY AND DEVELOPMENTAL CLINIC
 - ⑤ RADIOLOGY ENTRANCE
 - ⑥ SCREEN TEAM

2nd floor East houses rooms PDC4, PDC5, PDC6, PDC7, PDC8, PDC9, & SIM Lab.
1st floor East holds rooms 1E, 2E, 3E, & 4E.

Annex houses rooms PDA1, PDA2, PDA3

General Criteria for Freeman Course Participants

The general criteria listed below are the same for all mandatory and non-mandatory sessions.

- The participant must be available to attend the training on the given dates and arrive on time.
- The participant must contact their unit director for any course-related absence, as course scheduling is considered equal to any scheduled shift. Absences will follow the Course Agreement and Attendance Policy.
- Course Attendance must be approved by an individual's unit director or designee.
- No fees will be charged for Freeman Health System employees if it is written in their continuing education requirements per job description.
- All participants must be up to date with all their mandatory requirements i.e., e-learning and/or practical assessments, unless approved by their Manager or Team Leader.

LEARNING FACILITIES

- The campus offers comfortable training facilities that are conducive to learning. Participants need to dress for an air-conditioned environment.
- East Cafeteria and surrounding restaurants are available and provide refreshments at a reasonable cost.
- Freeman is a smoke-free site. Smoking is not permitted anywhere within hospital grounds. This includes all garden and car park areas.

TRAINING DELIVERY & ASSESSMENT

- All services offered are based on the principles of adult learning.

- All trainers hold relevant teaching/assessing qualifications and/or industry experience.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL may be applicable for certain programs; please contact the Professional Development office to discuss.

CERTIFICATION

Certificates of attendance will be housed in Workday for all current FHS employees.

DELINQUENT CERTIFICATION

Employees are responsible for tracking and maintaining current certification in all job required certifications. Employees who are delinquent in their certifications may be subject to administrative leave and/or appropriate level of corrective action. Current certification is determined by the certifying body and indicated on the card issued to the employee, as well as updated on employee transcripts.

GRIEVANCE

Customer complaints, appeals and grievances in relation to education and training will be handled by the Professional Development director.

Professional Development Scoring Rubric

Scoring Term	Definition	Reflection on Participants Transcript
Passed	Participant functions independently without supporting cues and successfully completes all learning objectives and skill requirements of the course. Attendance is followed per FHS policy & procedure.	Learning history shows "passed"
Failed	Participant fails to meet any and all criteria to successfully pass the course. Attendance is followed per FHS policy & procedure.	Learning history shows "failed"

PAYROLL DEDUCTION

Once you have enrolled in a program or course, you will be directed to agree to the Course Agreement and Attendance Policy in the "My Task" box, as well as any other relevant policies or documentation. Only after these steps are completed will your request be forwarded to your manager. This course aligns with Freeman Policy *only if you do not attend or are late to the class for which you are currently enrolled*. **Unexcused absences and late arrivals for courses will result in a \$65.00 fee.** Unreturned books and materials will result in a \$65.00 fee.

Please note that excused absences from primary supervisors must adhere to the attendance policy: The following list reflects examples of absences that may be considered as excused:

1. Approved Leave of Absence
2. Medical Leave
3. Family Medical Leave
4. Bereavement (funeral) Leave
5. Workers Compensation approved time off
6. Jury Duty

GENERAL OPEN LAB OFFERINGS

1. The following **COURSES** are available during General Open Lab:

- BLS, ACLS, PALS online
- S.T.A.B.L.E. online

2. The following **PRE – COURSE MODULES & ASSESSMENTS** are available during General Open Lab (these courses may require more than one enrollment to complete):

- TNCC
- NRP
- AWHONN
- CPI
- ASLS
- Instructor – Led ACLS, PALS

GENERAL OPEN LAB ENROLLMENT

General Open Lab may be used for completion of the items previously listed. Online courses *may not be completed* outside of the open lab classroom. Students may also complete transcript requirements in addition to optional courses, such as Microsoft Excel, with the approval of the employee's manager.

General Open Lab classes are a come and go session during the open hours of the classroom, allowing for completion of job required education. If you enroll in a General Open Lab class, it is your responsibility to provide yourself enough time to complete the course or pre – course assessment prior to the end of the classroom hours.



Courses Related to Behavioral Health

Non – Violent Crisis Training Skills (CPI)

With a focus on prevention, our core training program equips staff with proven strategies for safely defusing anxious, hostile or violent behavior at the earliest possible stage. It's been setting the standard for crisis prevention and intervention training for over 35 years and can help staff to reduce the risk of injury, comply with legislative mandates, meet regulatory/accreditation standards, improve staff retention, minimize exposure to liability and promote care, welfare, safety and security.

Comments: CPI renewal must be completed every 3 years.

Prerequisite: Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

Note: This course must be taken **within 2 weeks** of the online pre-course modules.

Instructional Method:

Blended **Non-Required**

Employee: \$50

***Must be currently employed by Freeman or Ozark Center. Course is not available for Community.

Supplies: Book with certification card



Non – Violent Crisis Training Skills (APS)

Do you work with exceptionally aggressive, violent or difficult-to-manage individuals? Applied Physical SkillsSM is an intensive program designed to enhance your ability to teach physical intervention strategies to staff within your organization. Taught within the context of the CPI philosophy of Care, Welfare, Safety, and SecuritySM, the program teaches that physical intervention should be used only as a last resort when an individual presents an imminent danger to self or others.

Comments: This course instructs in a hands-on technique. Strong physical stamina is required for this course.

Prerequisite: CPI Certification, Online Portion to be completed in a General Open Lab class prior to this class.

Note: This course must be taken **within 2 weeks** of the online pre-course modules.

Instructional Method: Blended

Non-Required Employee: \$50

***Must be currently employed by Freeman or Ozark Center. Course is not available for community

Supplies: Book with certification card



Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the start date of the course.

If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence.

Additionally, employees are encouraged to email professionaldevelopment@freemanhealth.com or call 417-347-5830 to notify Professional Development if they will not be in attendance.

Courses Related to Emergency Medicine

Helicopter Safety (1 hour)

In this seated class, students will tour both Helipad locations at Freeman West Campus and will learn about proper protective gear, how to approach the aircraft, location of emergency gas shut off and fire extinguishers. Students will have the opportunity for question/answer with the air medical crew and will have an opportunity to meet the Medflight Medical team and pilot.

Note: This class is required for the following staff at Freeman Health System: All new or transferred Emergency Room Registered Nurses, Nurse Technicians and Student Assistants. All new security staff, all new Cath lab staff, and all new ICU Charge Nurses.

Prerequisite: None

Instructional Method: Instructor – Led

Non-Required Employee/Community Cost: N/A

Supplies: N/A

Trauma Nursing Core Course (TNCC) (2day)

This 2-day course sponsored by the Emergency Nurses Association is the premier course for hospitals and trauma centers worldwide. The course empowers nurses with the knowledge, critical thinking skills and hands-on training to provide expert care for trauma patients. After successful completion of the course, participants will be able to perform rapid identification of life-threatening injuries, comprehensive patient assessment and enhanced intervention for better patient outcomes.

Comments: Successful completion of the course requires 80% or greater on the multiple-choice exam and 70% or greater on the skill station evaluation. Renewal of this course must be completed every four (4) years.

Prerequisite: Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

Instructional Method: Blended

Non-Required Employee/Community Cost: \$385

Supplies: Per ENA guidelines, books are to be picked up at least 30 days prior to the class date.

Per ENA guidelines, TNCC books must be picked up 30 days or more in advance of your scheduled class.

Books are available at the East Library. See page 3 for details and library hours.

Books may be reserved by calling 417.347.5830 prior to pick up.

AHA Advanced Stroke Life Support (ASLS) Hands on Session

The Advanced Stroke Life Support (ASLS) Blended Learning Course will educate healthcare professionals to identify, evaluate, and manage patients with stroke. Blended Learning means this course consists of an online, self-directed portion, followed by an in-person skills testing session with an ASLS Instructor.

In the online portion (which is done in a General Open Lab prior to coming to this hands-on session), learners follow a continuously adapting learning path that is personalized by their own inputs for their performance and their self-reported confidence levels.

In-person skills tests will challenge learners to apply the skills and knowledge obtained from the online portion to correctly perform neurologic exams, diagnose, and manage patients with strokes.

Comments: Renewal of this course must be completed every two (2) years.

Prerequisite: Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

Instructional Method: Blended

Non-Required Employee/Community Cost: \$250

Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the start date of the course.

If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence.

Additionally, employees are encouraged to email professionaldevelopment@freemanhealth.com or call 417-347-5830 to notify Professional Development if they will not be in attendance.



AWHONN Intermediate Fetal Heart Monitoring

This comprehensive 2-day instructor-led course is critical for enhancing and validating nurses and physicians' ability to interpret and respond to fetal heart monitoring tracings. Skills taught and knowledge assessed include maternal and fetal physiology, interpretation of fetal and uterine monitor tracings, evaluation of auscultated fetal heart sounds, Leopold's Maneuvers, placement of fetal spiral electrodes and intrauterine pressure catheters, and evaluation of and strategies for enhancing communication. The course is presented to approximately 15,000 clinicians a year and may be used as a competency assessment to validate the knowledge and skills of perinatal clinicians who utilize fetal monitoring and includes a post-test to assess participant knowledge.

Comments: Participant must have completed entry-level fetal monitoring education. This course is designed for clinicians who utilize fetal heart monitoring in the intrapartum setting. Course will be held at East Campus.

Note: Basic computer skills are necessary to complete this training. Must successfully pass pre-course exam prior to attending the course. The pre-course exam takes approximately 3.5 hours. All pre-course exams must be completed prior to the day of your scheduled course.

Prerequisite: Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

Instructional Method: Blended

Non-Required Employee/Community Cost: \$320

Supplies: Online access code and certification card, books and materials – given in General Open Lab Prior to class.

The S.T.A.B.L.E. Program (Online)

Based on a mnemonic to optimize learning, retention and recall of information, S.T.A.B.L.E. stands for the six assessment and care modules in the program: Sugar, Temperature, Airway, Blood pressure, Lab work, and Emotional support. A seventh module, Quality Improvement stresses the professional responsibility of improving and evaluating care provided to sick infants.

Comments: Online only

Note: Basic computer skills are necessary to complete this training.

Prerequisite: None

Instructional Method: Online

Non-Required Employee/Community Cost: \$250

Supplies: Online access code and certification card, books and materials.



Neonatal Resuscitation Program (NRP) Instructor – Led

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. NRP utilizes a blended learning approach, which includes online testing, online case-based simulations, and hands-on case-based simulation/debriefing that focus on critical leadership, communication, and team-work skills.

Comments: This is the hands-on portion of the course. Courses will be held at East Campus.

Prerequisite: Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

Instructional Method: Blended

Non-Required Employee/Community Cost: \$140

Supplies: Manual



Neonatal Resuscitation Program®

Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the start date of the course.

If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence.

Additionally, employees are encouraged to email professionaldevelopment@freemanhealth.com or call 417-347-5830 to notify Professional Development if they will not be in attendance.

Annual Competency Events as required by ACHC

Nurse Tech/Student Assist Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses on learning the material before class, with classroom time used to deepen the understanding through skill demonstration. To prepare yourself, your competency day transcript items must be completed prior to attending the event. Failure to complete the required in-services prior to the event will prevent admittance into the event as outlined in FHS policy.

Comments: Due to space limitations, participants must be scheduled in advance for their appropriate day and time slot to complete skill station assessments.

Prerequisite: Successful completion of assigned in-services related to event

Instructional Method: Instructor – Led with skills demonstration

Non-Required Employee/Community Cost: N/A

Supplies: Appropriate work attire is required. All supplies will be provided for return skill demonstration.

RN/LPN Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses on learning the material before class, with classroom time used to deepen the understanding through skill demonstration. To prepare yourself, your competency day transcript items must be completed prior to attending the event. Failure to complete the required in-services prior to the event will prevent admittance into the event as outlined in FHS policy.

Comments: Due to space limitations, participants must be scheduled in advance for their appropriate day and time slot to complete skill station assessments.

Prerequisite: Successful completion of assigned in-services related to event

Instructional Method: Instructor – Led with skills demonstration

Non-Required Employee/Community Cost: N/A

Supplies: Appropriate work attire is required. All supplies will be provided for return skill demonstration.

Courses for Risk & Patient Safety Education— Free CEUs

Med-IQ (Formerly ELM Exchange)

Med-IQ online courses are designed to provide Physicians/ Surgeons, Allied Healthcare Professionals and Registered Nurses a convenient opportunity to improve risk management and patient safety practices, while earning continuing education credit. To access a library of courses related to risk and patient safety, visit the website below.

Link: <https://hsg.med-iq.net/Security/Authentication/Login>



Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the start date of the course.

If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence.

Additionally, employees are encouraged to email professionaldevelopment@freemanhealth.com or call 417-347-5830 to notify Professional Development if they will not be in attendance.



New Hire Training for US, NT, SA, GN, LPN, and RN Positions

New Hire training for US, NT, SA, GN, LPN and RN positions
(previously called Patient Care Orientation - PCO)

Meditech™ Documentation Training Part I

Training of the Meditech™ documentation system used in the Electronic Health Record (EHR) of patients at Freeman Health System. Participants will learn and practice logging into Meditech, recognize and use the status boards to build patient lists, open the patient chart and review chart information, enter patient data on the worklist routine, write a note in the patient chart, and supply ordering for unit and patient needs.

Comments: This is a combined course instructing US, NT, SA, GN, LPN and RN positions.

Note: Basic computer skills are necessary to complete this training.

Prerequisite: None

Instructional Method: Instructor – Led

Supplies: PCO participant handbook will be provided.

Dates: Dates coincide with FHS new employee orientation.

Meditech™ Documentation Training Part II

Training of the Meditech™ documentation system used in the Electronic Health Record (EHR) of patients at Freeman. Participants will learn and practice new orders from the status board, place written, verbal and telephone orders; enter new admission patient data in the summary routine; enter new admission patient data in the worklist routine; document and edit interventions and assessments at admission. Participants will understand and document the following: end of shift summary; 24-hour chart review; medication review; transfusion administration recording; Foley care; Stroke care; MAR; plan of care; any transfer orders; and discharge processes.

Comments: This course is designed for RN positions only.

Note: Basic computer skills are necessary to complete this training.

Prerequisite: Meditech Training Part I

Instructional Method: Instructor – Led

Supplies: PCO participant handbook will be provided.

Dates: Dates coincide with FHS new employee orientation.

Non-Violent Crisis Training classroom and Skills (CPI)

With a focus on prevention, our core training program equips staff with proven strategies for safely defusing anxious, hostile or violent behavior at the earliest possible stage. It's been setting the standard for crisis prevention and intervention training for over 35 years and can help staff to reduce the risk of injury, comply with legislative mandates, meet regulatory/accreditation standards, improve staff retention, minimize exposure to liability and promote care, welfare, safety and security.

Comments: Online and skills portion will be completed on same day. Must be renewed every 3 years.

Note: Basic computer skills are necessary to complete this training.

Prerequisite: None

Instructional Method: Instructor – Led

Supplies: Book with certification card

Dates: Dates coincide with FHS new employee orientation.

Unlicensed Assistive Personnel (UAP)

Nursing Assistant (Unlicensed Assistive Personnel-UAP)

This course meets the CMS requirements for hospital unemployed Unlicensed Assistive Personnel. When completed, students will have earned 75 hours of classroom experience and 100 hours of clinical practicum.

Essential skills for basic patient care: Participants will participate in the training of basic patient care needs including, but not limited to: hand hygiene, bathing, oral care, and personal care of the hospitalized individual. Participants will be taught essential skills in a simulation-based scenario utilizing mannequins for learning and practice. Participants will perform a bed bath, oral care, shampoo hair, and change the linen of a bed-ridden patient.

Nutrition and elimination: Participants will participate in learning activities that focus on assisting patients with feeding, meal set up, accurate measurement of intake, and importance of nutrition and special diets in the hospital. Participants will be taught how to care for patients with catheters and other elimination devices used in healthcare settings. Simulation-based learning will demonstrate various needs and forms of elimination, specimen collection, and appropriate hygiene and skin care surrounding elimination needs.

Providing care for specific patient populations: Participants will participate in the care of the patient through the continuum of life as well as addressing the need for sensitivity and compassion in certain populations (example: ethnicity, race, religion, gender identity, sexual preference, cognitive impairment, psychiatric needs, and end of life care). Care of the patient requiring specific infection control needs (infectious disease isolation, reverse isolation in immunocompromised, use of appropriate personal protective equipment) is provided and participants will demonstrate the appropriate use of personal protective equipment.

Caring for the hospitalized patient: Participants will participate in the instruction on specific care that is provided to hospitalized patients including, but not limited to, hourly rounding, turning and positioning, skin care, measurement of vital signs, care of the patient with an IV, placement of telemetry lead wires, oxygen therapy, and specialty beds and equipment.

Patient safety in the hospital environment: Utilizing the Sim Lab, participants will observe for potential safety risks for all hospitalized patients. Simulation based learning and policy review involving patients on continuous observation, suicidal patients, confused patients, and patients experiencing emergencies will be demonstrated and practiced.

Teamwork and communication: This course uses video recording and playback of clinical patient scenarios in the Simulation Lab that focuses on communication skills. These attributes will be evaluated in the simulation lab in scenarios dealing with patients, families, visitors, and other staff members. Participants will be evaluated on demonstration of compassion, communication, teamwork, professionalism, and ownership.

All components of UAP Course: will be eligible to challenge Missouri State CNA exam on completion of course

Prerequisite: None

Instructional Method: Instructor – Led

Supplies: Participant workbook will be provided.

Dates: Please contact Human Resources for available course dates

Courses for Students & Graduate Nurses

Freeman Finale Program (4th Semester) – Various Departments

The Freeman Finale Program is an externship in which nursing students who are currently in their fourth semester of nursing school can work under the direct supervision of an RN preceptor. Finale participants will have the opportunity to complete up to fifteen 12-hour shifts with an RN preceptor. In this role, participants are exposed to the everyday tasks and responsibilities of a professional nurse. In the Finale role, participants can carry out tasks under the direct supervision of an RN preceptor as outlined per policy. Finale program participants are encouraged to complete simulation-based education on the unit in which they are employed as a SA. Simulation based educational opportunities will be based on common diagnoses and situations within the facility to assist participants with the management of care. Participants seeking employment in a specific unit as a graduate nurse should complete the Finale Program within that unit.

Program Instructor: Unit Onboarding Specialist

Date and Time: This nursing student opportunity is offered year-round. Apply today!

Freeman ICU Fellowship Program (4th Semester) and Freeman ED Fellowship Program (4th Semester)

The Freeman ICU or ED Fellowship Program is an externship in which nursing students who are currently in their fourth semester of nursing school can work under the direct supervision of an RN preceptor within the ICU/ED. ICU/ED Fellowship participants will have the opportunity to complete up to fifteen 12-hour shifts with an RN preceptor within the ICU/ED. In this role, participants are exposed to the everyday tasks and responsibilities of a professional nurse within the ICU/ED. ICU/ED Fellowship participants may carry out tasks under the direct supervision of an ICU/ED RN preceptor. Simulation based educational opportunities will be based on common diagnoses and situations within the ICU/ED to assist participants with the management of care of an ICU/ED patient. To be considered for an ICU/ED RN Residency position, participants must successfully complete the Fellowship Program within the ICU/ED.

Program Instructor: Unit Onboarding Specialist

Date and Time: This nursing student opportunity is offered year-round. Apply today!



American
Heart
Association®

AUTHORIZED
TRAINING
C E N T E R

American Heart Association®
Training

FREEMAN POLICY ALERT: Freeman Health System recognizes certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) through the American Heart Association. No other courses will be granted as course completion and/or be accepted for progressing from Basic Life Support to an advanced level.

Basic Life Support (BLS) – 4 class offerings

AHA BLS for Healthcare Providers (Instructor Led)

AHA's BLS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and Emergency Cardiovascular Care. The BLS course is designed to teach healthcare professionals how to perform high-quality CPR individually or as part of a team. Features: Course uses learning stations for practice of essential skills simulated clinical scenarios that encourage active participation. Hands-on class format reinforces skills proficiency. Classroom-based works well for learners who prefer group interaction and instructor feedback while learning skills.

Instructional Method: Instructor
Led

Non-Required Employee/Community Cost: \$165

Supplies: Participant Manual to be picked up prior to class.

AHA BLS Instructor Course

Becoming an American Heart Association instructor is easy after consulting with an American Heart Association Training Center to find out whether the Training Center (TC) is accepting new instructors and the TCC's (Training Center Coordinator) preferred course delivery. The steps are simple – get started today!

1. Be accepted by your local AHA Training Center before enrolling in an Instructor Course and have a completed Instructor Candidate Application on file with that Training Center.
2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline.
3. Successfully complete the discipline-specific classroom Instructor Course.
4. Successfully be monitored teaching your first course within six months of completing the discipline-specific classroom Instructor Course. Training Center Coordinators can require additional monitoring.

Students must purchase online key prior to coming to this course

Prerequisite: Current BLS Provider

Instructional Method: Blended

Non-Required Employee/Community Cost: \$225

Renewal Class cost: \$125

AHA Family and Friends (2 hours, not a certification)

This American Heart Association course teaches the lifesaving skills of hands-on CPR, adult CPR with breaths, child CPR with breaths, adult and child AED use, infant CPR, and mild and severe airway blocks for adults, children and infants. Skills are taught in a dynamic group environment using the AHA's research-proven practice- while-watching technique, which provides participants with the most hands-on CPR practice time possible.

Comments: No renewal is required with this course. Per American Heart Association, this course is geared towards administrative staff and/or the public.

Prerequisite: None

Instructional Method: Instructor – Led

Non-Required Employee/Community Cost: \$60

AHA Heartsaver Pediatric First Aid CPR AED (for Freeman Learning Center employees only)

The Heartsaver Pediatric First Aid CPR AED Course is designed to meet the regulatory requirements for childcare workers in all 50 U.S. states. It teaches child providers and others to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. The course covers child/infant CPR, child/ infant AED, child/infant choking, and pediatric first aid. Adult modules in CPR, AED and choking are optional.

Prerequisite: None

Instructional Method: Instructor – Led

Non-Required Employee/Community Cost: \$165

Supplies: Participant Manual



American
Heart
Association®

AUTHORIZED
TRAINING
C E N T E R

American Heart Association®
Training

FREEMAN POLICY ALERT: Freeman Health System recognizes certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) through the American Heart Association. No other courses will be granted as course completion and/or be accepted for progressing from Basic Life Support to an advanced level.

Advanced Cardiac Life Support (ACLS)

AHA ACLS (Instructor Led-2 day for new or expired certifications)

AHA's ACLS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and Emergency Cardiovascular Care. This course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

Comments: ACLS renewal must be completed every 2 years.

Prerequisite: ACLS online pre-test with a score of 70% or higher

Instructional Method: Instructor – Led

Non-Required Employee/Community Cost: \$225

Supplies: Participant Manual to be picked up prior to class.

AHA ACLS Instructor Course

The ACLS Instructor Course is designed to prepare instructor candidates to teach AHA instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA instructor teaching materials, ensure that participants meet learning objectives, offer participant coaching skills, provide an objective skills performance evaluation, and follow AHA instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses. Candidates who successfully complete the ACLS Instructor Course, followed by course monitoring, will receive an ACLS Instructor card, valid for two years.

Comments: ACLS renewal must be completed every 2 years.

Prerequisite: Current ACLS Provider certification

Instructional Method: Blended

Non-Required Employee/Community Cost: \$225

Renewal Class cost: \$125



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Pediatric Advanced Life Support (PALS)

AHA PALS (Instructor Led- 2-day)

The AHA's PALS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and ECC. This classroom, instructor-led course uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

Features:

Classroom-based courses work well for participants who prefer group interaction and instructor feedback while learning. Course includes realistic, clinical scenarios that encourage active participation – delivered through actual pediatric patient videos and lifelike simulations. Course is comprehensive and includes our systematic approach to assess and treat pediatric patients in emergency situations. Course uses a hands-on class format to reinforce skills proficiency. Co-branded with the American Academy of Pediatrics (AAP).

Comments: PALS renewal must be completed every 2 years.

Prerequisite: Must pass PALS online pre-test with a 70% or higher

Instructional Method: Instructor – Led

Non-Required Employee/Community Cost: \$225

Supplies: *Participant Manual* to be picked up prior to class.

AHA PALS Instructor Course

The PALS Instructor Course is designed to prepare instructor candidates to teach AHA instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA instructor teaching materials, ensure that participants meet learning objectives, offer participant coaching skills, provide an objective skills performance evaluation, and follow AHA instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses. Candidates who successfully complete the PALS Instructor Course, followed by course monitoring, will receive a PALS Instructor card, valid for two years. PALS instructors are then able to teach PALS Provider and HeartCode PALS Hands-on Sessions, as well as the PEARS Instructor-led Course.

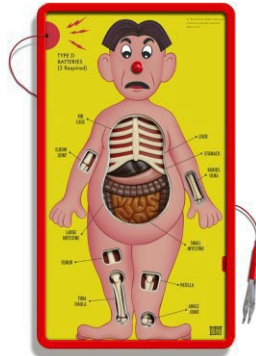
Comments: PALS Instructor renewal must be completed every 2 years.

Prerequisite: Current PALS Provider certification

Instructional Method: Blended

Non-Required Employee/Community Cost: \$225

Renewal Class Cost: \$125



Life Size Operation Guy



GloGerm Handwash Training, with Lotion

Professional Development has multiple items available for Freeman Health System employees to check out for educational purposes. If you need a manikin or other advanced items, don't hesitate to reach out to us at **347-5830** to see if we have something available to fit your needs.

We are here to help with the education of our staff throughout the health system!

THANK YOU!!!

Thank you to all our preceptors across The System!

By providing guidance and assistance, you allow new employees and students a better chance at success.

We appreciate everything you do!

Preceptor Application is ELECTRONIC!

The preceptor application is available through the Intranet.

From the Intranet homepage, locate the Resource Section on the top left side of the screen.

Click on “Preceptor Resources”.

Once the Preceptor Resources page loads, click “Electronic Preceptor Application”. Once this is completed, click “submit” to forward to leadership for further processing.

If you would like more information about the Preceptor Program, please refer to the Preceptor Program Policy (Number 247503) on the Intranet or call the Professional Development Department.

Professional Development Educators & Staff

Main Number: 417-347-5830

Name	Number	Title	Email
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The Role of an Onboarding Specialist

New Staff (New Hires & Transfers)

- Welcoming new staff to unit
- Rounding & working alongside new staff to address needs
- Conducting unit tours
- Assigning preceptors
- Maintaining *Unit Orientation Manual* and ensure distribution
- Overseeing *Orientation Checklists*
- Scheduling orientation & shadowing opportunities
- Interviewing prospective employees
- Assisting with unit recruitment

All Staff (Unit Secretaries, Nurse Technicians, Registered Nurses, Licensed Practical Nurses)

- Rounding on unit to address urgent patient needs, staff education needs, and identifying opportunities for education
- Conducting 1:1 training as needed with all staff on unit or SIM lab
- Developing a *Unit Learning Plan* for monthly education
- Attending unit meetings to address quick education needs
- Meeting with US, NT, RN, LPN position of *Academic Review* of employee transcript

Unit Resource For the following:

- Competency Day assignments
- Employee clinical skill development
- Employee soft skill development
- Proactively addressing unit education
- Serving as a mentor and advocate for all staff on unit
- Engaging employees in opportunities
- Addressing needs of employees working all shifts
- Developing & conducting unit FINAL courses for incoming new graduates

Onboarding Specialists are housed on these units: General Surgery/ Orthopaedics, Cardiac Medical Unit/Transitional Care Unit, Medical, Cardiology, Intensive Care Unit, Emergency Department, Maternal Child, and Adult & Geri Psych.