



2022 Professional Development Catalog

The Association of Medicine

(formerly Institute 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 of 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 for 2022

- Course costs are always \$0 for regular Freeman employees who have the requirement listed in their job description.
- 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 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, as well as take the course with unpaid 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
417.347.2520 fax

CLASSROOM LOCATIONS

PDA 1 : Annex building, lower level on East side
PDA 2-3: Annex building, lower level on West side
PDA Break Room: Annex building, top level
PDC 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 1 st floor by Dialysis
Computer Lab 4E: East hospital 1 st floor

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 in 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 the Nursing Resources Office (by cafeteria) and is open 24/7. This location keeps the following books in limited supply: BLS for Healthcare Providers, ACLS, and PALS.

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.

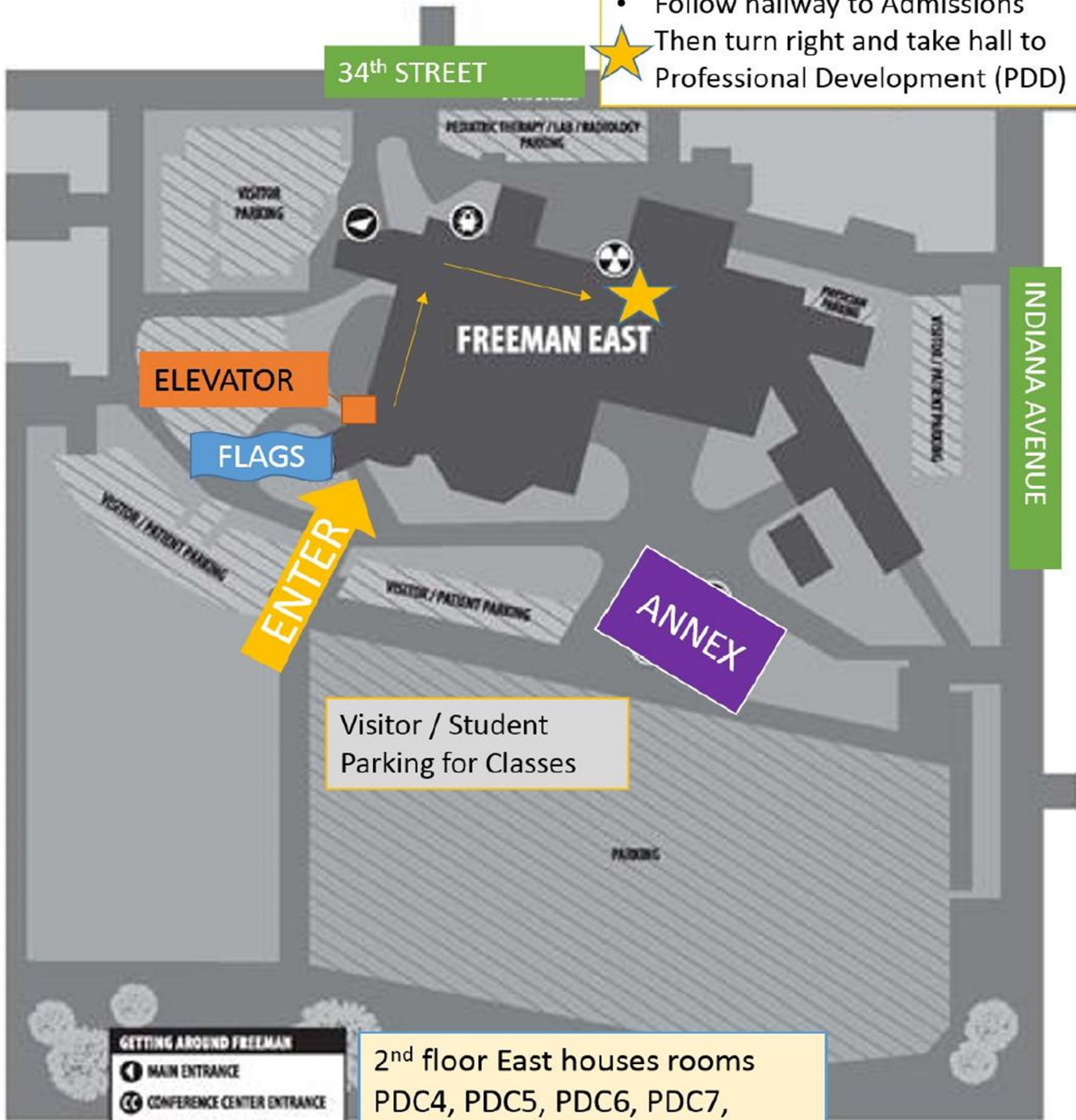
If a location is out of a book please come to central library for book checkout.

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

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

- 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

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.
- 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 as long as 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 issued on request and kept in employee file in the Professional Development 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. | Negates Delinquency under Continuing Education Requirement |
| Failed | Participant fails to meet any and all criteria to successfully pass the course. Attendance is followed per FHS policy & procedure. | Continuing Education Requirement shows Delinquent |
| No-Show (Excused) | Participants who do not attend or are late to class due to the following, as stated in FHS Attendance Policy: Approved leave of Absence including Medical leave of absence including Medical Leave or Family Medical Leave or Family Medical Leave: Scheduled and approved PTO; Jury Duty; Workers Compensated Time Off; Bereavement leave. Documentation is supported in email by the Unit Director/Manager. | Continuing Education Requirement shows Delinquent |
| No-Show (Not Excused) | Participants who do not attend or are late to class who fall outside of the parameters of a "No Show-Excused" absence. Documentation is supported in email by the Unit Director/Manager or Unit Director/Manager fails to respond in the appropriate timeframe as stated in FHS policy & procedure. | Continuing Education Requirement shows Delinquent. Course fee of \$65 is relayed to accounting. PDD tracks book return within 30 days and generates an additional \$65 fee if no return. |

PAYROLL DEDUCTION

Once you have enrolled in a course, you will be directed to sign-off on the payroll deduction agreement form. This form 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. Once you have read through the agreement, click the "I have read and agree to the waiver above" button to finalize course enrollment. Please note that excused absences from primary supervisors must adhere to the attendance policy. The following list reflects examples of absences that are considered to be excused:

Approved Leave of Absence including Medical Leave and Family Medical Leave/Bereavement (funeral) Leave/ Workers Compensation approved time off/Scheduled and approved Paid Time Off (PTO)/Jury Duty

PAYROLL DEDUCTION AGREEMENT.

The Payroll Deduction Agreement is used in lieu of a deposit to guarantee attendance and return of any loaned library materials.

By signing this agreement, you are consenting to a payroll deduction of \$65.00 if you DO NOT attend the class, and the reason for the absence is not excused per criteria below.

Attendance Policy:
Attendance is the responsibility of the individual employee. Employees are to arrive five to ten minutes PRIOR to the start time of a class. Arrangements for excused absences must be approved through the employee's primary supervisor in the following manner:

1. Employee contacts primary supervisor to disclose missed absence in course.
2. Employee's primary supervisor approves or denies the absence.
3. If an absence is approved, the employee's primary supervisor will contact the Professional Development Department to deactivate the payroll deduction. This must be completed on or before two weeks after the course was scheduled and missed.

Important! In order to inactivate the payroll deduction you must un-enroll 48 hours prior to the course or in the case of certification courses, 7 days prior to the start of the course.

For employees wishing to unenroll from a course due to scheduling conflicts, you must un-enroll 48 hours prior to the course or in the case of certification courses, 7 days prior to the start of the course.

Due to the vital nature of hospital service, it is imperative to continue to offer education related services in spite of severe weather conditions. As such, employees are asked to attempt to report to class as scheduled. However employees must view their own safety as primary, particularly if travel is discouraged by local law enforcement.


In general, inclement weather guidelines are as follows:

- Employees canceling class attendance related to a weather emergency must do so through their primary supervisor in order to gain approval for removal of missed attendance fee.
- Instructors canceling class attendance related to a weather emergency must do so through approval from the Professional Development Director with the utilization of PTO

I AGREE TO HAVE \$65 PER MISSED CLASS WITHHELD FROM MY NEXT CHECK AT Freeman Health System. I ALSO AGREE TO RETURN ANY LOANED MATERIALS WITHIN ONE WEEK OF THE COURSE OR I WILL BE CHARGED \$65 THROUGH PAY ROLL DEDUCTION TO REPLACE THE MATERIAL.

Clicking on "I AGREE" below validates that I have read and agree with the terms of this agreement.

I have read and agree to the waiver above.



Course schedule

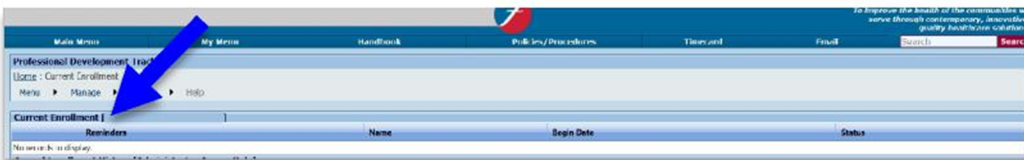
Individual course schedules can be viewed by: Main Menu —> Education —> Course Enrollment, which will take you to the screen below.

Once in the Course Enrollment screen, go to Menu —> View your Current Enrollment



The screenshot shows the 'Professional Development Tracker' interface. A blue arrow points to the 'View Your Current Enrollment' option in the 'Menu' dropdown. Below the menu, a table displays current enrollments:

| Education Category | Begin Date | End Date |
|--------------------|------------|------------|
| Clinical | 1/1/2015 | 12/31/2017 |
| Clinical | 12/1/2016 | 12/31/2017 |



The screenshot shows the 'Current Enrollment' screen. A blue arrow points to the 'View Your Current Enrollment' menu option in the 'Menu' dropdown. The screen displays a table with columns for 'Name', 'Begin Date', and 'Status'.

Professional Development Department Payroll Deduction Authorization for Education Course Enrollment Fee



Professional Development

932 East 34th Street | Joplin, MO 64804 | 417.347.5830
freemanhealth.com

Full time and part time employees who have successfully completed their probationary period of 120 days are eligible to use payroll deduction for FHS provided education courses as listed in the Professional Development Department course catalog. **PRN and temporary** employees may pay course fees using cash or check. Employees must show valid employee identification to utilize payroll deduction and enroll to a course. The deduction will occur in **TWO CONSECUTIVE PAY PERIODS PRIOR TO COURSE BEING HELD.**

Upon receipt of this completed form, Professional Development staff will process the course enrollment. Course fee includes attendee's seat in class, student course materials, and if applicable a certification card for successful course completion. No refunds will be given for missed classes, however the option to reschedule is available.

Any employee who leaves employment with Freeman Health System before the balance is paid will have the entire deduction withheld from their final paycheck. The purchaser is responsible for paying any unpaid balance in full by cash, check, or credit card. Unpaid debts to the system are subject to collection efforts.

By signing below, I am certifying that I have read and agree with the statement above and authorize Freeman Health System to deduct from my compensation the amount of \$_____ for receipt # _____ purchased from Freeman Professional Development, in accordance with the payroll deduction policy.

By signing below, I attest that I understand this is a voluntary deduction agreement, and upon written request I can cancel this deduction coming from my paycheck, but that in no way relieves me from the legal obligation of the amount owed.

*****ALL LINES MUST BE COMPLETED TO PAYROLL DEDUCT*****

Take completed form to Professional Development for processing and course enrollment.

First Name (Please print legibly) Middle Initial Last Name

Department Name: _____ Department phone ext.: _____

Employee ID Number: 1234 _____ Personal phone: _____

Course Name: _____ Course Fee: \$ _____

Employee Signature: _____

Date: _____ Circle Your Employee Type: Freeman Employee or Ozark Center Employee

***** Below Section for Professional Development Department Use Only *****

Date & Time of Course: _____
(Must be after minimum of 2 pay periods for fee payment processing)

PDD Staff Signature: _____ Date: _____

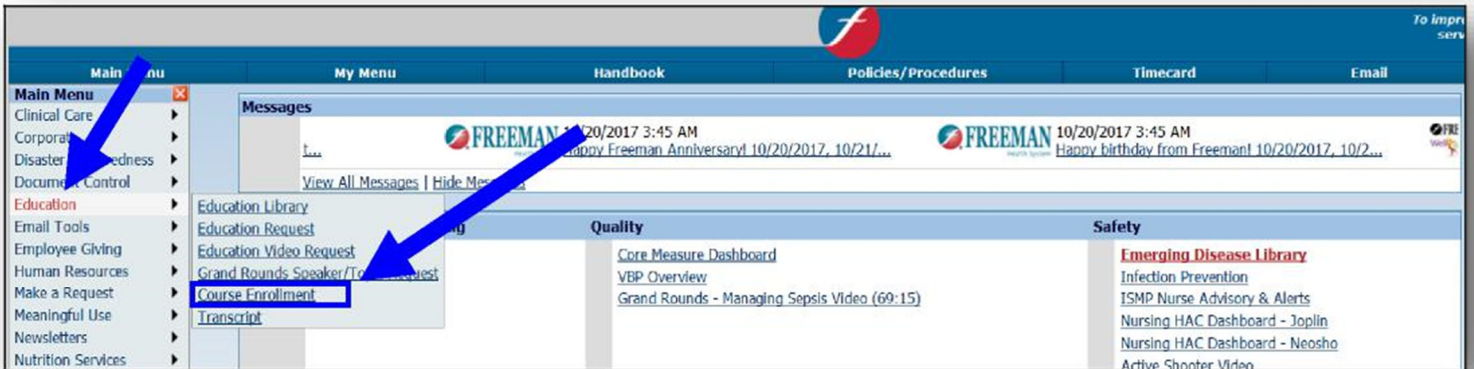


How to Enroll in Classes

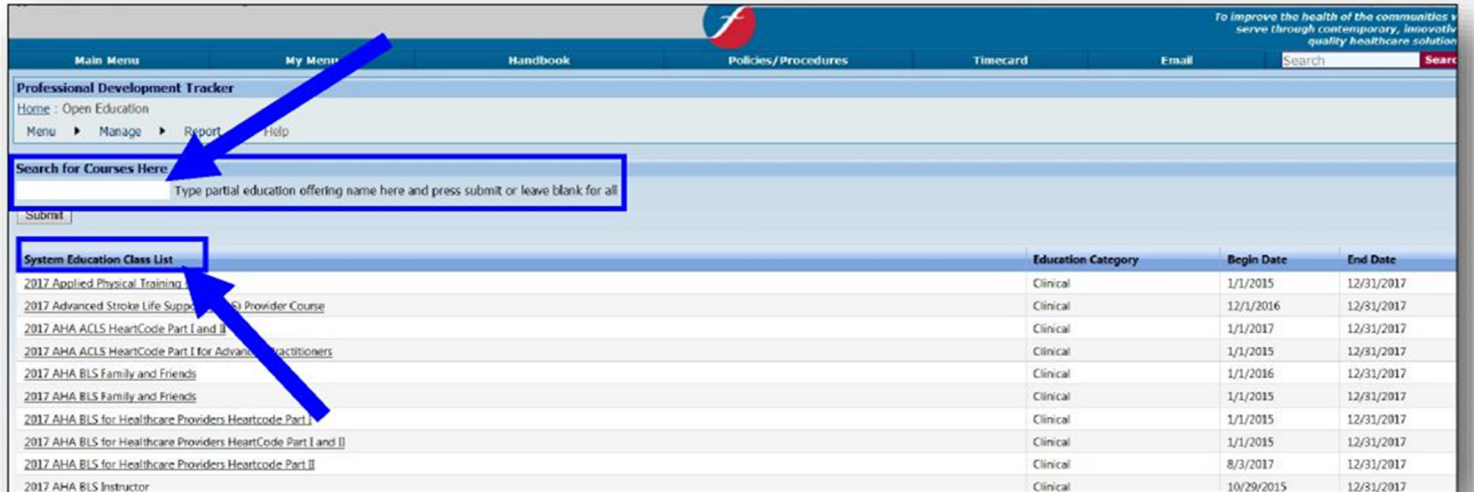
If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence.

To enroll in classes, start by logging into the Freeman Intranet.

Go to the Main Menu —> Education —> Course Enrollment



This will take you to Professional Development Tracker where you may search for a class or choose from the comprehensive list



After choosing a course, you will be taken to the full schedule of classes available for the 2021 calendar year. Once you choose a date and time, click "Enroll in Course" to complete course enrollment.





The Role of an Onboarding Specialist

New Staff (New Hires and Transfers)

- Welcoming new staff to unit
- Rounding and working alongside new staff to address needs
- Conducting unit tours
- Assigning preceptors
- Maintaining *Unit Orientation Manual* and ensure distribution
- Overseeing *Orientation Checklists*
- Scheduling orientation and 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 positions for *Academic Review* of employee transcript.

Unit Resource for the following:

- Competency Day assignments
- Employee clinical skill development
- Employee soft skill development
- Proactively addressing unit educations
- Serving as a mentor and advocate for all staff on unit
- Engaging employees in opportunities
- Addressing needs of employees working all shifts
- Developing and conducting unit FINALE 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.



Clinical Excellence

Courses Related to Behavioral Health

Nonviolent Crisis Intervention® Training (8 hours)

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: None **Instructional Method:** Seated

Instructors: Mistey Eby, LBSW

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

Supplies: Book with certification card

Nonviolent Crisis Intervention Renewal (4 hours) This is a foundational refresher course that reviews basic core concepts to strengthen skills in the application of the principles of Nonviolent Crisis Intervention. It reinforces understanding with proven strategies for safely defusing anxious, hostile or violent behavior at the earliest possible stage.

Prerequisite: Initial Certification in CPI **Instructional Method:** Seated

Instructors: Mistey Eby, LBSW

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

Supplies: Book with certification card

Applied Physical Skills™ (APS) (6 hours) Do you work with exceptionally aggressive, violent or difficult-to-manage individuals? Applied Physical Skills™ 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 Security™, 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 **Instructional Method:** Seated

Instructors: Mistey Eby, LBSW

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

Supplies: Book with certification card

Courses for Skill Development

Phlebotomy Skill Development This course teaches common phlebotomy practices for adults and children. Participants learn how to safely and effectively draw blood using venipuncture and capillary puncture methods plus finger sticks or heel sticks for young children and infants. Swab collection procedures will also be reviewed. This course is required for any new phlebotomist working at Freeman Health System.

Prerequisite: None **Instructional Method:** Seated

Instructors: Laboratory Staff

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

Supplies: Participant workbook and clinical supplies provided.

Dates: Phlebotomy courses coincide with the Tuesday following General Hospital Orientation. **Please contact the director of the Laboratory to enroll in course.**

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 of any new staff to 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:** Seated

Instructors: Lorraine Porter, RN in partnership with Medflight

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

Supplies: N/A

Courses Related to Emergency Medicine (continued)

Trauma Nursing Core Course (TNCC) Pre-Course Modules

Trauma Nursing Core course (TNCC) is a course that teaches critical thinking and clinical decision-making in the care of the trauma patient. The focus is on the primary and secondary survey and initial intervention. There are individual chapters for special populations, including the older adult, bariatric patient, the pediatric patient, the patient who has experienced interpersonal violence, and the pregnant trauma patient.

Technical Requirements: Adobe Flash Player 10.3 or later, and one of the following browsers: Windows: Internet Explore 8 and later, Microsoft Edge (latest version), Google Chrome (latest version); HTML5 Windows: Google Chrome (latest version); Mac: Safari 7 and later, Google Chrome (latest version); Mobile: Safari in Apple iOS 7 and later, Google Chrome (latest version) in Android OS 4.1 and later.

Prerequisite: None

Instructional Method: Online

Instructors: Susan Garrison, RN, BSN

Required Employee Cost/Non-Required Employee/Community Cost: included with TNCC Course Cost

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, empowers nurses with the knowledge, critical thinking skills and hands-on training to provide expert care for trauma patients. At 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.

Prerequisite: Successful completion of Pre-Course Modules

Instructional Method: Blended

Instructors: Chris Hoag-Apel, RN; Susan Garrison, RN, BSN and FHS adjunct instructors

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$385

Supplies: RN candidates with successful completion with received the ENA TNCC 4 year provider verification card. Per ENA guidelines, books are to be picked up at least 30 days prior to the class date.

Per ENA guidelines, TNCC and ENPC 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.

patients in the hospital, including prevention of medical complications, rehabilitation in the acute setting, the diagnostic evaluation, secondary stroke prevention strategies, and discharge planning for the patient and family. This course is appropriate for both new and experienced providers, particularly nurses and physicians who work in the emergency departments, stroke unit, and stroke unit equivalents.

Prerequisite: None

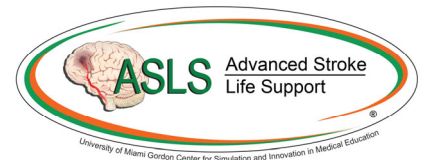
Instructional Method: Seated

Instructors: Sharlyn Splean, RN and various adjunct instructors

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$0

Supplies: ASLS Participant Manual which is available during the class—must be returned after class completion.



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

AWHONN Intermediate Fetal Heart Monitoring (2 day)

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: This course assumes that the participant has completed entry-level fetal monitoring education and is designed for clinicians who utilize fetal heart monitoring in the intrapartum setting.

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

Prerequisite: Introduction to Fetal Heart Monitoring

Instructional Method: Seated

Instructors: Gina Anderson, RN; and Marcia Chesney, RN

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$300

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

The S.T.A.B.L.E. Program (1 day)

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 series of modules focus on the quality of improving and evaluating care provided to sick infants.



Comments: Courses will be held at East Campus

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

Prerequisite: None

Instructional Method: Seated

Instructors: Rhonda Mattingly

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$140

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

Neonatal Resuscitation Program (NRP) Provider Part I

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 online exam is to be completed prior to the Part II (skill demonstration)

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



Prerequisite: None

Instructional Method: Online

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$140

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

Neonatal Resuscitation Program (NRP) Provider Part II

Successful completion of NRP Part I is required prior to enrollment in this course.

Prerequisite: NRP Part 1

Instructional Method: Instructor Led

Instructors: Jennifer Meyer, RN; Minette Woolven, NNP-BC; Rebekah Liles, RRT

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$140

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

Annual Competency Events as required by HFAP

NT/SA Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses learning the material before class, with classroom time used to deepen the understanding through skill demonstration. In order 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. If you cannot attend during your designated day and time slot, immediately contact your Unit Director and the Professional Development Department.

Note: This event has been moved to West campus conference rooms for 2022.

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

Instructional Method: Seated with skill demonstration

Instructors: Professional Development Department

Required Employee Cost: \$0

Non-Required Employee/Community Cost: N/A

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

RN Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses learning the material before class, with classroom time used to deepen the understanding through skill demonstration. In order 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. If you cannot attend during your designated day and time slot, immediately contact your Unit Director and the Professional Development Department.

Note: This event has been moved to West campus conference rooms for 2022.

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

Instructional Method: Seated with skill demonstration

Instructors: Professional Development Department

Required Employee Cost: \$0

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 course. Check Freeman policy for more details at the following link:

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



Patient Care Orientation

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: Seated

Instructors: Dan Belnap, MS

Required Employee Cost: \$0

Non-Required Employee/Community Cost: N/A

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 on 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 US and RN positions only.

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

Prerequisite: Meditech Training Part I

Instructional Method: Seated

Instructors: Dan Belnap, MS

Required Employee Cost: \$0

Non-Required Employee/Community Cost: N/A

Supplies: PCO participant handbook will be provided.

Dates: Dates coincide with FHS new employee orientation.

Safe Patient Handling and Use of Lift Equipment

Students will observe and discuss the indications for use, and usage of hydraulic lift equipment including, but not limited to, Opera™, Tenor™, Encore™, Steady™, Maxi-Slide™, and Med-Sled™.

Providing Care for Specific Patient Populations

Caring for patients who have specific physical, emotional, spiritual, and social needs requires special training in these individual needs. This course addresses care of the patient through the continuum of life as well as addressing the need for sensitivity and compassion in certain populations (examples: ethnicity, race, religion, gender identity, sexual preference, abuse victims, cognitive impairment, or behavioral health).

Administration of Medications and Blood Transfusions

All policies and procedures for administering medications and blood transfusions are introduced and practiced through simulation with mannequins in the Clinical Simulation Lab.

Caring for Patients with Infections and Isolation Precautions

This course provides education and training of policies and procedures from the Freeman Health System Infection Prevention Guidelines. Students will provide care to mannequins in the simulation lab with identified infections that necessitate various types of personal protection wear, ranging from standard precautions to droplet protections. Students will engage in selecting the appropriate type of protective wear including gowns, mask, gloves, etc.

Care of the Patient in Seclusion or Restraints

This learning session introduces the policy for restraints and/or seclusion in Freeman Health System. The objective of this session is to ensure patient safety by defining the interdisciplinary team's roles and responsibilities in the care of the patient in the restraints.

Teamwork in Patient Care

Students will participate in scenarios in the Clinical Simulation Lab and use of video playback review to examine interpersonal skills in communication and compassion. This course focuses on building a teamwork system to improve collaboration and communication. Communication and teamwork skills are essential to the delivery of quality health care and to preventing and mitigating medical errors, patient injury and harm. Group discussions regarding patient engagement and peer to peer communication will be conducted based on video review. There will be some didactics, but mainly this course will be interactive and engaging.

Note: Participant performance will be evaluated using the Freeman 5 Star Promise.

Patient Safety in the Hospital Environment

Using Clinical Simulation, patient safety measures are identified and reviewed. Students will be guided to locate and understand potential safety risks to patients and visitors via simulation learning through use of clinical simulation scenarios.

All components of PCO:

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

Prerequisite: None

Instructional Method: Seated

Primary Instructor: Kelli Blanton, MSN, RN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: N/A

Supplies: PCO Participant workbook will be provided.

Dates: Dates coincide with FHS new employee orientation.

FREEMAN POLICY ALERT

All clinical staff from the following units will attend PCO: ICU (Joplin and Neosho); CVICU; Cardiology: Transitional Care unit; Cardiac Medical Unit; General Surgery; Ortho/Neuro; Emergency Department (Joplin and Neosho); Medical; Adult-Geriatric Behavioral Services; Float Pool; Acute Rehab Unit; Maternal Child; Admit Discharge Lounge, and Neosho Acute Care. Staff must attend all four consecutive days of PCO. Exceptions will be made when the standard work week is interrupted by a recognized holiday.

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 class-room 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 focus 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:

Prerequisite: None

Instructional Method: Seated

Primary Instructor: Kelli Blanton, MSN, RN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: N/A

Supplies: Participant workbook will be provided.

Dates: Please contact HR for course dates.

Courses for Students & Graduate Nurses

Freeman Health Academy Finale Program (4th Semester)

The Freeman Health Academy (FHA) 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 a registered nurse preceptor. Finale participants will have the opportunity to complete up to seven 12-hour shifts with a registered nurse 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 a registered nurse preceptor as outlined per policy. FHA 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 FHA Finale Program within that unit.

Program Instructor: Unit Onboarding Specialist and Kassie Acuff, RN, MSN

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

Freeman Health Academy ICU Finale Program (4th Semester)

The Freeman Health Academy (FHA) ICU 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 a registered nurse preceptor within the ICU. ICU Finale participants will have the opportunity to complete up to seven 12-hour shifts with a registered nurse preceptor within the ICU. In this role, participants are exposed to the everyday tasks and responsibilities of a professional nurse within the ICU. ICU Finale participants may carry out tasks under the direct supervision of an ICU registered nurse preceptor. Simulation based educational opportunities will be based on common diagnoses and situations within the ICU to assist participants with the management of care of an ICU patient. In order to be considered for an ICU RN Residency position, participants must successfully complete the FHA Finale Program within the ICU.

Program Instructor: Janay Jones, RN, BSN

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



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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) (Joplin and Neosho Locations)

AHA BLS for Healthcare Providers (Open Lab) The American Heart Association's HeartCode Complete allows learners to fully complete their BLS training at their own pace, with courses delivered through the RQI Partners' own RQI1Stop platform. The program delivers detailed debriefing after each online learning module and real-time audio and visual feedback during skills sessions to ensure learners are receiving the highest-quality training possible. After completing their assigned course, learners earn an AHA eCard valid for two years. By combining comprehensive online learning with hands-on skills practice and testing, HeartCode Complete delivers consistent, quality resuscitation training across a healthcare organization at a pace that is right for every individual.

Comments: BLS renewal must be completed every 2 years.

Note: Basic computer skills are necessary to complete this online training. This course is designed as an open lab, meaning employees may come and go within the start and end time for class to complete the AHA education.

Prerequisite: None

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$165

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

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

Instructors: Susan Garrison, RN, BSN; Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$165

Supplies: Book with certification card

AHA BLS Instructor Course- Joplin Location 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. Disciplines include ACLS, BLS, PALS, PEARS and Heartsaver®.
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 class.

Comments: BLS renewal must be completed every 2 years.

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

Prerequisite: BLS Instructor Card

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$225

Supplies: At the completion of the course the student will receive a certification card.



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Basic Life Support (BLS) Continued

AHA BLS Instructor Renewal Course– Joplin Location BLS Instructors must attend updates as required within the previous 2 years of their cards expiration date. Updates may address new course content or methodology and review Training Center, regional and national ECC information.

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

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

Prerequisite: BLS Instructor Card

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$110

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

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

Advanced Cardiac Life Support (ACLS)

syndromes (ACS).

Comments: ACLS renewal must be completed every 2 years.

Instructional Method: Instructor Led

Instructors: Susan Garrison, RN, BSN; Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

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

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$225

Supplies: Book with certification card

AHA ACLS (Instructor Led Renewal-1 day) AHA's ACLS Course has been updated to reflect new science since 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. This advanced course highlights the importance of 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.

Note: Must pass ACLS online pre-test with a 70% or above

Instructional Method: Instructor Led

Instructors: Susan Garrison, RN, BSN; Rebecca Crawford, RRT, BA, Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$225

Supplies: Book with certification card

AHA ACLS (Open Lab) the American Heart Association's HeartCode complete allows learners to fully complete their BLS training at their own pace, with courses delivered through RQI Partners' own RQI1Stop platform. The program delivers detailed debriefing after each online learning module and real-time audio and visual feedback during skills sessions to ensure learners are receiving the highest-quality training possible. After completing their assigned course, learners earn an AHA eCard valid for two years.

Note: Basic computer skills are necessary to complete this online training. This course is designed as an open lab, meaning employees may come and go within the start and end time for class to complete the AHA education.

Prerequisite: None

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA, Kasandra Acuff, RN, MSN

Required Employee Cost: \$0

Non-Required Employee/Community Cost: \$225

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



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Pediatric Advanced Life Support (PALS)

AHA PALS (Instructor Led- 2-day course for new or expired certifications) 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 above.

Instructional Method: Instructor Led

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$225

Supplies: Includes participant manual.

AHA PALS (Instructor Led Renewal-1 day renewal course) This American Heart Association workshop is designed to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. This program is designed for physicians, nurses, paramedics, and respiratory therapists, who either direct or participate in resuscitation of an infant or child, whether in or out of the hospital. The update course is for those who have had PALS within the last 2 years.

Comments: PALS renewal must be completed every 2 years.

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

Instructional Method: Instructor Led

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$225

Supplies: Includes participant manual.

AHA PALS (Open Lab) The American Heart Association's HeartCode Complete allows learners to fully complete their PALS training at their own pace, with courses delivered through RQI Partners' own RQI1Stop platform. The program delivers detailed debriefing after each online learning module and real-time audio and visual feedback during skills sessions to ensure learners are receiving the highest-quality training possible. After completing their assigned course, learners earn an AHA eCard valid for two years.

Note: Basic computer skills are necessary to complete this online training. This course is designed as an open lab, meaning employees may come and go within the start and end time for class to complete AHA education.

Prerequisite: None

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$225

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

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

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$225

Supplies: Book with certification card.

AHA PALS Instructor Renewal 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

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$110

Supplies: Book with certification card.



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Courses for Advanced Practitioners & Physicians

AHA ACLS HeartCode Complete Part I and II
AHA BLS HeartCode Complete Part I and II
AHA PALS HeartCode Complete Part I and II

HeartCode® is a self-directed, comprehensive eLearning program that uses eSimulation technology to allow participants to assess and treat patients in virtual healthcare settings.

Comments: Renewal must be completed every 2 years.

Note: Must pass online pre-test with a 70% or above.

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN or Rebecca Crawford, RRT, BA; Kasandra Acuff, RN, MSN

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** Call Professional Development at 347-5845

Supplies: Book with certification card after successful completion on both Part I and Part II courses

Courses for Computer Skill Building

Microsoft® Excel 2013 Excel 2013 tutorial is a quick and easy interactive program to help you learn the essential features of Microsoft Excel 2013. This is a self-paced program to guide you from start to finish without any prior knowledge of Excel nor spreadsheet experience. In just a few sessions, you will be able to create a spreadsheet with graphs, charts and more. In addition, you will learn Flash Fill and VLOOKUP function and more.

Lesson 1: Getting Started with Excel

Lesson 2: Basic Operation

Lesson 3: Worksheet Formatting

Lesson 4: Formulas and Functions

Lesson 5: Editing Graphics

Lesson 6: Chart Design

Lesson 7: Data Lists and PivotTable

Lesson 8: Automating Tasks with Macro

Lesson 9: Keyboard Shortcuts and Helpful Hints

Comments: Employees that utilize Excel in their daily role at FHS are encouraged to participate in these courses. Excel must be installed on your work computer to qualify for any Excel course.

Note: Must enroll into a General Open Lab to completed this course. Basic computer skills are necessary to complete this training.

Prerequisite: None **Instructional Method:** Seated

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** N/A

BLS Specialty Courses

AHA Family and Friends (2 hours, not a certification) This American Heart Association course teaches the lifesaving skills of adult hands-on, 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 for the general public; not appropriate for healthcare providers.

Prerequisite: None

Instructional Method: Blended

Instructors: Susan Garrison, RN, BSN; Rebecca Crawford, RRT, BA, Kasandra Acuff, RN, MSN

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$20

Supplies: Book with course participation card.

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.

Comments: No renewal is required with this course. Per American Heart Association, this course is for the general public; not appropriate for healthcare providers.

Prerequisite: None **Instructional Method:** Blended

Instructors: Susan Garrison, RN, BSN; Rebecca Crawford, RRT, BA, Kasandra Acuff, RN, MSN

Required Employee Cost: \$0 **Non-Required Employee/Community Cost:** \$165

Supplies: Book

Open Computer Lab

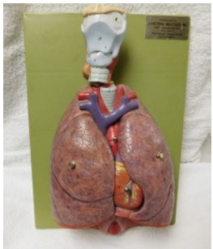
General Computer Labs Open Lab sessions are offered for employees to complete job required education. Open lab may also be used for completion of education on transcript including in-services with approval from employee's manager.

Comments: Enrollment and approval by manager is required.

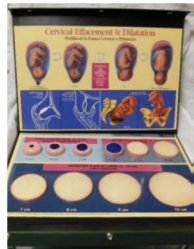
Note: Basic computer skills are necessary.

LENDING LIBRARY

Looking for an education item to borrow for a Freeman-sponsored presentation or event? Check out our inventory below to see if anything fits your needs!



3D Lung Model



3D Cervical Effacement /Dilation Board



Smoked Foot Kit



A New Way of Seeing Your Food



Health Careers Bingo



Tobacco Body Count



3D Female Pelvic Model



Lung Display:
Smoker vs Nonsmoker



Sew Fat Vest



Smoke Free 4 Me Box



Smokers Lung



3D Heart Model



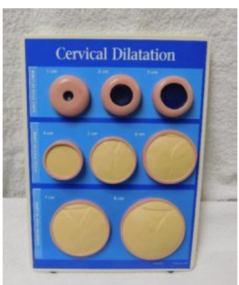
Empathy Lung Simulator



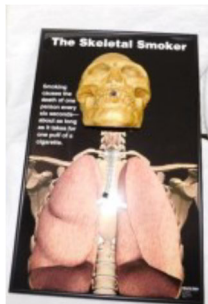
Full Size Skeleton



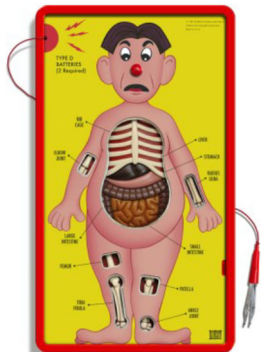
Death Breath Display



3D Cervical Dilation



The Skeletal Smoker



Life Size Operation Guy
(located in Market-
ing)



GloGerm Handwashing Training with Lotion

To reserve an item through Professional Development
Call: 417.347.5830
Pick Up: East Campus Professional Development Department

FREEMAN MENTORSHIP PROGRAM

Utilizing the Missouri Hospital Association (MHA) curriculum, Freeman Health System has launched a Mentorship Program pilot at this time. Freeman Health System aims to utilize the Mentorship Program as a tool to assist new incoming nurses by providing a Mentor who has the knowledge and experience of not only the healthcare field, but the Freeman facilities. Building this relationship is one of the various keys to success in healthcare. Mentors and mentees will be provided resources to utilize and build rapport throughout their commitment during the program. If you are interested in becoming a Mentor, please contact the Professional Development Department to get started

TODAY!

Preceptor Application is now ELECTRONIC!

Yes, you read that correctly! The preceptor application is now available through this 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!

Thank you !

Thank you to the preceptors on these units for your dedication and hard work in the orientation of our new hire or transfer employees. We couldn't do it without your help and guidance!

ICU, Cardiology, CMU, TCU, General Surgery, Orthopedics, Emergency, Medical/Oncology, Maternal Child, Adult & Geri Psych, Admission, Pre-Op, PACU, OR, Pharmacy, Dialysis, Patient Accounts, Professional Support, Provider Based Clinical Operations, Cardiac Cath Lab, Sterile Processing, Central Services, Heart and Vascular Institute, Admit/Discharge Lounge, Physical Rehab

Professional Development Educators & Staff

Main Number: 417-347-5830

Director: Ashley Hopkins

| Name | Number | Title | Email |
|---------------------------|--------------|--|------------------------------|
| Kassandra Acuff, RN, MSN | 417.347.2554 | Clinical Student Coordinator | KLacuff@freemanhealth.com |
| Daniel Belnap, MS | 417.347.7311 | Educator, Meditech Specialist | DDBelnap@freemanhealth.com |
| Kelli Blanton, RN, MSN | 417.347.5628 | Clinical Orientation Specialist | KCBlanton@freemanhealth.com |
| Kristan Chester, RN, BSN | 417.347.4189 | Onboarding Specialist II, Gen Surg/Ortho | KRChester@freemanhealth.com |
| Rebecca Crawford, RRT, BA | 417.347.2512 | RT Educator II | RLCrawford@freemanhealth.com |
| Ashley Hopkins | 417.347.6608 | Professional Development Director | ADhopkins@freemanhealth.com |
| Lilly East | 417.347.5845 | Enrollment and Records Specialist | LCEast@freemanhealth.com |
| Mistey Eby, BSW | 417.347.4425 | Behavioral Health Educator & Onboarding Specialist | MLEby@freemanhealth.com |
| Ashton Eckley | 417.502.4076 | Onboarding Specialist, CMU/TCU | ACEckley@freemanhealth.com |
| Susan Garrison, RN, BSN | 417.347.2509 | Educator II | SRGarrison@freemanhealth.com |
| Courtney Holloway, RN | 417.347.3114 | Onboarding Specialist, Cardiology | CAHolloway@freemanhealth.com |
| Janay Jones, RN, BSN | 417.347.4435 | RN-Onboarding Coordinator | JMJones@freemanhealth.com |
| Karria Kritikos, RN, BSN | 417.347.5865 | Onboarding Specialist II, Maternal Child | KAKritikos@freemanhealth.com |
| Lorraine Porter, RN | 417.347.4572 | Onboarding Specialist, Emergency | LIPorter@freemanhealth.com |
| Heather Workman, RN, BSN | 417.347.3823 | Onboarding Specialist II, Medical | HSWorkman@freemanhealth.com |



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