

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
MEETINGS AND IN-SERVICE EDUCATION**

Effective Date: June, 2010

Cross Referenced:

Reviewed Date: 04/12

Revised Date:

Policy No: 7.007

Origin: Cardio Pulmonary

Authority: Cardio/Pulmonary Manager

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- Staff meetings will be held at least once per month, medical center acuity pending. They serve as a format to communicate changes in departmental and hospital-wide policy and procedure; to provide an open forum for all staff to express their opinions, concerns, and suggestions; to promote upgrading of our services; and to discuss performance improvement measures, goals and plans.
- All staff members must attend. However, with the realization that not everyone is able to attend each meeting, a written summary of the meeting minutes will be available to every staff member.
- In-service lectures and presentations will be made available to promote continuing education of all our staff members. They will be aimed at providing information on the most current modalities and equipment related to the management of sleep-disorder patients.
- All in-service and staff meeting participation is kept on record in each staff member's file on their education log. Every staff member is required (per AASM and BRPT guidelines) to obtain 10 hours of continuing education per year. This requirement may be fulfilled through in-service attendance, conference participation, independent journal review, and departmental meetings.