

“This was the second time I have attended one of her presentations and I learn something new each time to add to or clarify the competency packets we use.”~ Patricia Dodd, RN, Kindred Hospital Ontario

“Excellent presentation! I found it to be very helpful in my position with The Joint Commission changing almost everything.”~ Steve Prutchett, Barlow Respiratory Hospital

Developing, Measuring and Documenting Employee Competence

Date:

Thursday, August 12, 2010

Location:

**The California Endowment
1000 North Alameda Street
Los Angeles, CA 90012**

Description:

Hospitals are required to ensure that employees meet the Joint Commission competency requirements in meeting patient needs. This intensive one-day workshop provides in-depth explanations of the Joint Commission competency assessment standards, examples of compliance, and an opportunity for managers to develop and re-design the content of their department competency tools.

Learning Objectives:

Upon completion of the workshop participants will be able to:

- ✓ Define the components of the competency assessment and measurement process.
- ✓ Compare competency skills against the essential duties of a job description.
- ✓ Differentiate between competency and a job specific duty.
- ✓ Develop the high-risk, low-volume, or problem-prone competencies for each job description.
- ✓ Implement measurement and documentation tools that will meet the Joint Commission requirements.

Faculty

Emelda Latham, Human Resources Consultant, provides consulting services for hospitals and healthcare systems in the area of Human Resources strategic planning, recruitment and retention, employment, compensation, management training and development, Joint Commission and Human Resources legal compliance. Emelda has over 30 years of combined experience in Human Resources management, administrative and clinical nursing and management training in medium to large health care systems. Emelda has served as president of the Healthcare Human Resources Management Association of Southern California. Emelda holds a B.S. degree in nursing and a M.S. degree in healthcare administration from California State University, Los Angeles.

Recommend for:

Ancillary Support Managers/Directors
Nurse Managers/Directors

Tuition

This program is open to members of HASC

\$210 HASC Hospital Member Rate
\$185 HHRMAC/NLC Members

Payment must be received no later than **two weeks prior** to the program; your registration will not be confirmed until payment has been received. Later registrations will be accepted by credit card only.

Register by Fax

Fax your registration to (213) 482-8537.

Registration deadline is August 4, 2010. If you are planning to send a check, please fax your registration form to ensure that it is received before the registration deadline.

Checks should be made payable to HASC and mailed to:

Hospital Association of Southern California
Attn: Human Resources
515 South Figueroa Street, Suite 1300
Los Angeles, CA 90071-3300

Please note on check: 2175-149-000

Cancellation Policy

A \$25.00 non-refundable processing fee will be retained or invoiced for each cancellation. Cancellations must be made in writing by **July 30, 2010** and emailed to kochoa@hasc.org. Later cancellations and non-attending registrants are responsible for the entire registration fee and will be invoiced if payment is not received. **Fees are non-transferrable for other HASC seminars. Replacements are accepted at anytime.**

American with Disabilities Act

The Hospital Association of Southern California ensures that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services. If you require any of the auxiliary aids or services identified in the Americans with Disabilities Act in order to attend these programs, please call **(213) 538-0765**.

Agenda

8:30 – 9:00 a.m.

Registration/Breakfast

9:00 – 11:00 a.m.

- ❖ Management responsibilities in meeting the Joint Commission standards
- ❖ Joint Commission HR standards
- ❖ Competency definition
- ❖ Competency assessment process
- ❖ Developing job descriptions and competencies

11:00 – 12:00 Lunch

12:00 – 2:00 p.m.

- ❖ Developing job-specific competencies
- ❖ Documenting competencies
- ❖ What surveyors are looking for
- ❖ Common pitfalls
- ❖ Keys to success
- ❖ Q & A

Fee includes CEU's, lunch, parking and materials. **Please bring a copy of one your competency check list to the seminar.**

To ensure registration, fax your registration before mailing it with your payment.

Questions Contact:

Karen Ochoa (213) 538-0765 or
kochoa@hasc.org

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FAX COMPLETED REGISTRATION FORM TO (213) 482-8537 BY August 4, 2010

- \$210 HASC Hospital Member Rate
 \$195 HHRMAC/NLC Member Rate

Attendee Information

First Name _____ Last Name _____ Badge or Nick Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Continuing education sign-up:

ACHE Category, Type II Credit (4.0 hours)

BRN Credit: RN License Number _____

(Provider approved by the California Board of Registered Nursing. CEP #970, for 4.0 contact hours.)

Payment Method: MasterCard Visa American Express Check # _____

Card # _____ Exp. Date _____ Amount: _____

Cardholder Name (please print) _____

Cardholder Address: _____ City _____ State _____ Zip _____

Cardholder Phone: _____ Authorized Signature _____

Mail check to:

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I have read and understand the cancellation policy stated above. Signature _____