



TO: Allied Health Professionals/Advanced Practice Professionals (AHP/APP)

Cc: Medical Office Practice Administrators

FROM: Connie Holder, Director/Medical Staff Services

RE: Joint Commission Standard Regarding AHP/APP Education

DATE: June 9, 2014

In compliance with Joint Commission Standards, all Allied Health Professionals are required to participate in educational activities at the same frequency as required by hospital employees. As CRMC requires annual employee education, it will be necessary for you to complete the annual educational activities assigned by the Medical Staff Office (MSO), no later than September 1, 2014.

INSTRUCTIONS:

- Go to <http://capitalregionalmedicalcenter.com/professionals/medical-staff-services/>
- Complete all topics under the heading "AHP/APP Annual Education"
 - Code of Conduct (copy attached to initial email sent with instructions for completing annual education requirements)
 - Emergency Codes
 - Flu Vaccine
 - Hand Hygiene Policy
 - HIPAA Privacy
 - CRMC Point of Contact List
 - TJC Contact Information
 - Completion Attestation

Once you have completed these assignments, please sign and date the Completion Attestation and return to the MSO by fax @850-325-7122 – NO LATER THAN SEPTEMBER 1, 2014. Failure to complete the assignments and return this attestation page may result in loss of privileges.

Please call the Medical Staff Office at 850-325-5363 or 850-325-5911, should you have questions or need assistance. Thank you for your cooperation in this matter.