

The use of the seal below confirms that this activity meets HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.



Developing, Measuring & Documenting Employee Competence

When:

Wednesday, Sept. 18, 2019
Registration: 8:30 a.m.
Program: 9 a.m. - 2 p.m.

Where:

Moseley-Salvatori Conference
Center — Good Samaritan
Hospital
Location: Sycamore Room
637 S. Lucas Street
Los Angeles, CA 90017

Contact:

Leticia Salcido
(213) 538-0737
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Cost:

\$270 HASC Hospital Member
\$330 Non-Acute Stakeholder

Sponsored by:

Hospital Association of
Southern California

Description

Stay on target with The Joint Commission competency requirements for meeting patients' needs.

This intensive one-day workshop, presented by the Hospital Association of Southern California, provides in-depth explanations of The Joint Commission competency assessment standards, detailed examples of compliance, and opportunities for managers to develop and redesign the content of their department competency tools.

Course Objectives

At the end of this course 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.

Who Should Attend?

Directors and managers responsible for ancillary support, human resources or nursing departments.

Faculty

Emelda Latham, RN, MS
Human Resources Management Consultant

Emelda Latham provides human resources consulting services for medium to large hospitals and health care systems in the areas of human resources strategic planning, human resources operations management, merger management, management training, and The Joint Commission and human resources legal compliance. She has more than 30 years of combined health care experience in human resources management, and in administrative and clinical nursing and management training.

Agenda

Wednesday, September 18, 2019

8:30 – 9 a.m.	Registration/Breakfast
9 – 11 a.m.	<ul style="list-style-type: none"> • Management responsibilities in meeting The Joint Commission standards • Joint Commission HR standards • Competency definition • Competency assessment process • Developing job descriptions and competencies
11 a.m. – noon	Lunch
Noon – 2 p.m.	<ul style="list-style-type: none"> • Developing job-specific competencies • Documenting competencies • What surveyors are looking for • Common pitfalls • Keys to success • Q & A

Bring a copy of one of your competency tools to the seminar.

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637 S. Lucas St., Los Angeles, CA 90017
Sycamore Conference Room

Registration: 8:30 a.m.; Event time: 9 a.m. - 2 p.m.

Register online: www.cvent.com/d/w6qd7b/4W

Registration fees include continental breakfast, lunch and meeting materials.

\$270 HASC Hospital Member (per registrant)

\$330 Non-Acute Stakeholder (per registrant)

First Name: _____ **Last Name:** _____ **Nickname:** _____

Title: _____

Organization: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Email (required):** _____

Continuing Education Signup:

ACHE Credit: The Hospital Association of Southern California is authorized to award 4 hours of pre-approved ACHE Qualified Education credit for this program toward advancement, or recertification, in the American College of Healthcare Executives. Participants in this program who wish to have the continuing education hours applied toward ACHE Qualified Education credit must self-report their participation. To self-report, participants must log into their MyACHE account and select “My Education Credit” to log hours earned.

HRCI Credit: This activity has been approved for 4 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®)

BRN Credit: License # _____ (Provider approved by the California Board of Registered Nursing, CEP #970 for 4 contact hours.)

IMPORTANT REMINDERS

- Registration deadline: **September 4, 2019**
- Valid payment information must be received with your registration.
- Make check payable to: HASC, 515 S. Figueroa St., Suite 1300, Los Angeles, CA 90071
- Fax registration form to (213) 538-0987.
- You may be photographed or videotaped at this event. HASC reserves the right to use these items in promotional, marketing, educational and other materials.

CANCELLATION

- Meeting cancellations received by September 4 are refundable, minus a \$50 service fee. After September 4, refunds will not be granted nor provided for no-shows. We welcome substitutions at any time. Fees are non-transferable for other HASC programs.

SPECIAL NEEDS or QUESTIONS

- Americans With Disabilities Act (ADA): Please call Leticia Salcido at (213) 538-0737.