



Developing, Measuring & Documenting Employee Competence

When:

Tuesday, November 14, 2017
Registration: 8:30 a.m.
Program: 9:00 a.m.– 2 p.m.

Where:

Moseley-Salvatori Conference Center
Good Samaritan Hospital
Magnolia Room
637 S. Lucas Street
Los Angeles, CA 90017

Class size is limited to 35 registrants.

Contact:

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

Sponsored by:

Hospital Association of Southern California

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

- 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?

This program is intended for:

- Ancillary Support Managers/Directors
- Nurse Managers/Directors

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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 a.m. – 12:00 p.m.

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

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

About the Speaker

Emelda Latham, RN, MS

Human Resources Management Consultant

Emelda Latham, MS, RN, 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, Joint Commission and human resources legal compliance. She has more than 30 years of combined health care experience in human resources management, administrative and clinical nursing and management training.

Register Online	http://www.event.com/d/15q166/4W
Fax Registration Form	(213) 482-8537
Mail Registration	<p>Make check payable to:</p> <p>Hospital Association of Southern California Attn: Karen Ochoa 515 South Figueroa Street, Suite 1300 Los Angeles, CA 90071 GL Code: 2175-116-000</p>
Register by	<p>Payment must be received no later than two weeks prior to the program. Valid payment information must be received with your registration.</p>
Cancellations	<ul style="list-style-type: none"> • All cancellations must be requested in writing and confirmed by HASC at least two weeks prior to class start date and will be subject to a \$50 processing fee per cancelled session. • Cancellations received after the two-week deadline and non-attending registrants will be invoiced for the entire registration fee. • Substitutions are accepted at any time for this program but will not be processed until full payment has been received. Fees are non-transferrable for other HASC seminars.
Tuition	<ul style="list-style-type: none"> • \$265 for association members. • \$315 for Non-Acute Stakeholders • This program is open to members of the Hospital Association of Southern California.
Special Needs or Questions	<p>For ADA assistance or general registration questions, contact Karen Ochoa at (213) 538-0765 or kochoa@hasc.org</p>

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 637 S. Lucas Street
 Los Angeles, CA 90017

Registration: 8:30 a.m.; Event Time: 9 a.m.—2 p.m.

Registration fees include continental breakfast, lunch and meeting materials.

- \$265 HASC Member Rate
- \$315 Non-Acute Stakeholders

First Name: _____ **Last Name:** _____ **Preferred Name:** _____
Title: _____
Organization: _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: (____) _____ **Email *required*:** _____

ACHE Credit; 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.

BRN Credit: RN Lic. No. _____ (Provider approved by the California Board of Registered Nursing. CEP #970 for 4 contact hours.)

IMPORTANT REMINDERS

- Registration deadline: **Tuesday, October 31, 2017**
- Valid payment information must be received with your registration.
- Mail and make check payable to: HASC, Attn: Karen Ochoa, 515 South Figueroa St., Ste. 1300, Los Angeles, CA 90071.
- Fax registration form to (213) 482-8537

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