



**University Hospital
Education Coordinating Council (ECC)
Training Assessment Form**

Introduction: The ECC is charged with coordination of housewide educational activities.

Please submit your Training Assessment Form well in advance of the anticipated training date. This will ensure adequate response time in the event that ECC has recommendations for you.

When should a Training Assessment Form be submitted?

The ECC requires completion of the Training Assessment Form prior to implementation of new products/equipment/processes/initiatives that requires housewide education and training (ie. smallpox education, HIPAA education, emergency cart, etc.).

Does department/Service Line specific education require a Training Assessment Form?

A Training Assessment Form is not necessary if the training is specific to a Service Line or department (i.e. periop services is training staff on new equipment, PM&R is training on a new lift, etc.)

What does the ECC do with the Training Assessment Forms?

The ECC will use the information provided to place your initiative on the training calendar. This allows the ECC to see the “big picture” regarding the various training initiatives taking place. In addition, we will provide guidance and serve as a resource for you in planning your training program.

Submit plan to:

Education Coordinating Council, Attn: Barbara Riggall, ext. 4-4964
Organizational Training and Development, JH – Rm 713

NOTE: All questions on the form should be complete before submitting to the ECC. Contact Barb Riggall or ECC members with questions on completing the form.

1. Submitted by:	
2. Phone:	Date:
3. Identify lead person for initiative (note: if the education is “clinical” then the lead should be a clinical person):	
4. Implementation team name:	
5. Projected timeline for implementation:	
6. Describe intended audience for this training: Be as specific as possible – using ALL STAFF would imply that this is a housewide training initiative that all employees, both clinical and non-clinical must complete. Examples of specific: RN's who draw blood, Operating Room staff, all secretaries in UH, etc.	

12. List desired objectives (be specific) and evaluation plan (how will you know that the objective has been met?). Please indicate if you need assistance with identifying the objectives and a member of Organizational Training will contact you:

Objective

Evaluation plan

13. Describe method(s) for conducting training (ie. self study, videos, posters, etc.) and available training resources to assist in conducting the training (some educational methods/resources may be decided by the Service Line Administrator/Leadership Team) - be as specific as possible:

14. Recommended Length of training:

15. Indicate who will be the contact/person to distribute training materials (ie. clinical educators, email to PSD's, SLA, etc.).

16. Are additional resources needed to carry out this training? If so, indicate what resources:

17. Do you have any questions that you would like us to respond to?

For ECC Use Only

Date Reviewed by the ECC:

Further action recommended by the ECC before education can move forward:

Person and date contacted to review ECC discussion:

Date training will start:

Assigned ORACLE Tracker Code:

Other ECC Comments: