



Education Expo

January 2025

Inside this Issue:

General Information	2
Mandatory, Essential, and Optional Education/ Training Policy Review	3
Classroom Locations	4
In-Person Class Offerings	5-8
Equipment Rodeo	9-10
Healthstream Class Offerings	11-13
Daily Class Schedule	14-19

Dates:

January 6, 15, 22, 24, 27, & 29

Time:

See Schedule for Class Times

****You need to choose your class time in Healthstream****

Location:

CRMC East Campus
2600 East 18th Street

MORE INFORMATION:

Contact Erin Vigil
(O) 307-996-4515
erin.vigil@crmcwy.org



Cheyenne Regional
Medical Center

Educational Expo is designed for the purpose of ensuring Clinical Staff receive timely education to address mandatory requirements or elective education that adds value to clinical practice.



Due to unforeseen circumstances class schedules could change.

The most up-to-date schedule can be found at:

[Hospital Intranet](#)>

[Departments](#)>

[Clinical Education](#)>

[Education Expo](#)

Registration/Schedules

- You will be assigned the courses that you are required to attend; however, you need to log-in to Healthstream and choose the course time that works best for your schedule.
 - Please refer to the brochure and daily class schedule to plan your day.
 - Our goal is to assist you in meeting your course requirements in one day if you desire to do this.
- To sign-up for an optional class, please go to the catalog in Healthstream and search for the course that you would like to take. Then please select the specific class time you would like to attend.
- To search for courses in Healthstream you can search using the displayed titled in this brochure.

Cancellations/No Shows

- **If you have registered for a class and are unable to attend that session, please drop your enrollment in the class to free up your seat for someone else to register.** If it is less than 24 hours prior to the start of the class, please notify Clinical Education that you are dropping your class by calling: (307) 996-4734.
- You must provide notice that you will not attend a class a minimum of 2 hours prior to your registered class(es). If you do not provide notice, this will be reported to your unit manager and counted as a no show.

Parking/Attire/Evaluation

- Please park in the designated parking lots at the CRMC East Campus
- Course Participants should follow the hospital professional appearance policy. For education you should wear Business Casual or Scrubs. Workout clothing, shorts, hats, and other casual wear is not appropriate attire.
- Please take the time to fill out the course evaluations. Suggestions will be used to plan future Expo events and offerings. We welcome all feedback and routinely make changes based on the feedback we received.

Questions:

- For additional assistance with your schedule or other questions please contact Erin Vigil at: Erin.Vigil@crmcwy.org or (307) 996-4515
- If you have concerns about scheduling your classes, please talk to your manager or educator.

Mandatory, Essential, and Optional Education/Training Policy

Policy # 04.06.001

- This policy helps staff understand their obligations for training and educational events at Cheyenne Regional.
- Please refer to the policy for full definitions and understanding of consequences for failing to meet the training requirements.
- Training and Educational events are defined as either:
 - Mandatory
 - Essential
 - Optional
- All Course Titles in the Brochure will indicate if they are Mandatory, Essential, or Optional
- Education is offered with the understanding that each employee is accountable to become and remain proficient within their area of practice.
- Exceptions:
 - Staff on FMLA have 10 calendar days from their return to work date to complete mandatory education and training.

Mandatory

- **Definition:**
 - Learning events or certifications that are required to maintain as part of an employee's job description.
 - Learning events or competencies required to meet regulatory compliance with governing agencies to maintain accreditation and/or hospital policy.
 - Agency staff are required to meet the mandatory requirements.
- **Consequences for failing to meet Mandatory Education and Training:**
 - Employee will issued a suspension and placed on unpaid leave. The Employee will not be allowed to work, utilize PTO, or accumulate any further pay until the Mandatory Education/Training is completed
 - If not completed within 10 calendar days after the due date requirements, the employee may be officially terminated
 - Employee may be responsible for any fees associated with the course (includes internal and external courses)

Essential

- **Definition:**
 - Learning events necessary to maintain patient safety and ensure staff are performing within optimal standards per their role.
 - Learning events that alerts staff to ongoing policy updates, procedures, and new equipment.
 - Agency staff may not be required to participate in Essential Training, based on managers assessment of how the new equipment or protocols will impact the agency staff member's practice.
- **Consequences for failing to meet Essential Education and Training:**
 - The consequences for failing to meet Essential Education/Training shall follow Policy # 4.04.001 Corrective Action, based on the leader's evaluation of the circumstances
 - Individuals who miss Essential Education/Training are required to make up education as offered.

Optional

- **Definition:**
 - Education that staff can choose to participate in or not.
 - This type of training and education may be used to enhance current knowledge on a subject or as part of an employee's professional development.
 - Cheyenne Regional is not required to pay for this training or time away for training. Please see the policy for further information.

East Campus Classroom Locations

Basement Classrooms

Take elevators or stairs by coffee shop to Basement floor. When you get off elevators (or out of stair well) take a left. All classrooms will be down this hallway. This is the same level if you park in the east parking lot and enter through the dock doors

Grand Teton	At the end of the hallway on the left
Warren	Half way down hall to the right (there are two doors to this classroom)

1st Floor Classrooms

When you come in the main entrance go past the check-in desk. Continue until the hallway comes to a "T" on the tile floor. Take a right. Go through the door that is on the left side of the elevators.

Capital	Turn left, Go to the end of the hallway, take a right and this room will be the <u>first</u> room on the left
Cottonwood	At the "T" mentioned above (under 1st floor classrooms) turn left, then turn right, the classroom will be the 4th door on the right side of the hallway (near the old ambulance bay)
Crow Creek Crossing	Turn left, This is the 2nd room on the left side of the hallway
East MPR (Multi-Purpose Room)	Continue straight ahead through the lobby area and through the door. The MPR is the large room on the right hand side of the hallway.
Gannett Peak	Turn left, This is the last classroom on the right side of the hallway
Meadowlark	Turn left, This is the 2nd classroom on the right side of the hallways (between Wrangler and Gannett Peak)
Legion Park Computer Lab	Turn left, Go to the end of the hallway, take a right and this room will be the <u>second</u> room on the left
RQI	Enter the East Multipurpose Room Hallway. About half-way down the hall, take a right and go to the very back room.
Simulation Lab	***Don't go through door to the left of the elevators as stated above*** Door to Sim lab is between the vending machines in the elevator lobby
White Buffalo Computer Lab	Turn left, This is 1st room on the left side of the hallway
Wrangler	Turn left, This is the 1st classroom on the right side of the hallway

In-Person Class Offerings

The classes on the following pages may not be offered on Expo days, but are a part of this education cycle that we want you to be aware of.



Mandatory and Essential Classes:

- These have been assigned in your Healthstream account under the “To Do” tab.
- Please check dates, times, and locations in Healthstream and enroll in a class that works for you.
- Please unenroll from classes if you cannot attend. *****No Shows will be reported to unit managers*****

Optional Classes:

- These classes are available in Healthstream for pre-registration.
- To sign-up for these courses, look for the program title in the catalog section of Healthstream using the name listed.

Respiratory Protection & N95 Mask Fit Testing—Mandatory

This course is designed to provide a competency assessment on the use of the CAPR devices and fulfills the annual requirements for N95 mask fit testing.

- **All staff are required to attend regardless of when you completed your last mask fit testing/training (even those completed in December)**
- **You will need to complete your online health survey prior to attending.**
- *Agency staff that will extend should attend*
- *Facial hair must be shaved prior to attendance for staff wishing to wear an N95*
- *You should not eat, drink, or smoke 30 minutes prior to attending the course. (This could cause you to not pass your fit testing)*
- *If you do not wear a PAPR/CAPR frequently, we encourage you to attend the live training that will be available at this time.*
- *There will be an online course that will be separate from the live course, you must complete both the in-person mask fit testing and the online module.*
- *If you need to attend expo for other events, please attempt to complete your N95 Mask Fit Testing and Respiratory Education at the East Campus to allow others that do not need to come to Expo to complete theirs at the West Campus.*
- *All staff that were hired in 2024 or prior will need to complete a mask fit testing.*

***** Please Note:** Staff that are not medically cleared for N95 through Occupational Health will not be eligible to fit test on the same day and may require medical clearance through your PCP. Please bring a letter of clearance with you to your Mask Fit appointment if you know that you will need this.

*****Please sign up for a time slot in HealthStream and complete pre-activities prior to coming*****

Approximate time to complete: 45 minutes

Mandatory for:

- RNs, LPNs, Medics, CNAs, Techs from inpatient areas, ARU, ALL Resource, Dialysis, and the ED.
- BHS staff that provide direct patient care
- Staff required to provide patient care in Periop services, SDS, PACU, and OR
- PT/OT/Speech
- Pharmacists
- Lab
- Care Clinic
- Cardiopulmonary and EKG
- Medical Imaging/ Radiology
- Cardiac Cath Lab/ Cardiac Services
- Housekeeping
- ARR
- Providers
- Case Managements/ Social Workers
- Chaplains
- Davis Hospice
- Security
- Financial Navigators
- Patient Access
- Bio Med
- Any staff from ancillary departments that would be required to enter an isolation room

N95 Mask Fit Testing Dates

East Campus	West Campus
January 6, 15, 22, 24, 27, 29	January 10, 13, 20, 21, 31

In-Person Class Offerings

The classes on the following pages may not be offered on Expo days, but are a part of this education cycle that we want you to be aware of.

Basic EKG—Mandatory

This course will review normal cardiac anatomy, physiology, and electrical conduction through the heart. Participants will learn to identify and relate waveforms to the cardiac cycle; will review and utilize a systematic process when interpreting rhythm strips; and discuss characteristics of abnormal rhythms.

This class is offered once a month, several months each year. This offering falls on a non-expo day. For mor questions about this class please contact Colleen Rodgers or Jessica Buchholz.

*****Only Offered Jan 9th—which is a non-expo day*****

Approximate time to complete: 4 Hours

Mandatory for:

- Tele RNs within 6 months of hire
- Nurse Residents: This class is required for Nurse Residents during their Residency Year. If you have not yet taken this class, this Expo offering is an opportunity for you take it.

Optional for:

- Any clinical staff member that would like to learn more about EKG's

Malignant Hyperthermia Simulation—Mandatory

Staff will learn how to recognize and treat/manage with malignant hyperthermia (MH). This training will review the signs and symptoms of MH, equipment and medications that need to be obtained for treatment of MH, and how to manage the patient. Staff will participate in a simulation event at the West Campus and then will participate in a debrief session. For staff unable to attend the simulation event, a make-up assignment will be assigned after the live simulation events have ended.

*****Held at West Campus on Non-Expo Days*****

Sign-up in Healthstream for Simulation Event—Please review possible course offerings for your area

Approximate time to complete: 60 Minutes

Mandatory for:

- Staff that work in the OR, PACU, SDS, ICU, ED, Cath Lab; Pharmacist, L&D, WCS Charge Nurses, OB Techs, ARRs

Stroke Basics with NIHSS Certification Course—Mandatory

This live course will discuss the evolution of a stroke, clinical manifestations, and current treatments. Learners will also complete NIHSS certification. If you are required to have an NIHSS Certification, you are required to attend one of these classes in person. We are no longer accepting any other NIHSS Certification at CRMC (Agency Staff exempted).

This class is offered once every month. This offering does not fall on an Expo day but within an Expo Month. For more questions about this class please contact Erin Vigil.

***** Only Offered Jan 14th —which is a non-expo day*****

Approximate time to complete: 3 Hours

Mandatory for:

- RNs or Medics from ICU, ED, SONU, or Resource that have an upcoming expiration for NIHSS certification
- LPNs from SONU
- ARRs
- New hires to the above areas needing this certification.

In-Person Class Offerings

<p><u>6 Rights to the Rescue: Heroes of Safe Medication Administration Part 2—MAKE-UP—Essential</u></p> <p><i>Please complete the Healthstream Module for 6 Rights to the Rescue: Heroes of Safe Medication Administration: Part 1 prior to attending this class.</i></p> <p>CRMC has experienced an increase in the number of occurrence reports that are submitted regarding medication administration. In this interactive class, the learner will work through potential causes for medication errors, legal ramifications of medication errors, apply the 6 rights of medication administration, and practice using resources to promote safe medication administration.</p> <p style="text-align: center;">***Only offered on Jan 15th & Jan 24th***</p> <p>Approximate time to complete: 1.5 Hours</p>	<p>Essential for:</p> <ul style="list-style-type: none"> Staff that did not complete the live training in the Sept Expo— you will have this assigned in your Healthstream if you are required to attend. <p>Optional for:</p> <ul style="list-style-type: none"> Staff hired after Sept 1st that did not attend in the Sept Expo
<p><u>Limb Loss—Wound Care and Wrapping (CARF 2025) - Mandatory</u></p> <p>Staff will review care considerations for a patient with limb loss including wound care, assessment and the importance of correct wrapping technique. Tips and tricks for wrapping a residual limb will be reviewed. Each discipline will perform hands-on competencies specific to their role pertaining to the care of a patient with limb loss.</p> <p>Approximate time to complete: 45 Minutes</p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> RNs, Agency RNs, Manager, CNAs, Rehab Techs, PTs, OTs, PTAs, COTAs, and STs on ARU <p>Optional for:</p> <ul style="list-style-type: none"> Resource RNs and CNAs that float to ARU
<p><u>PALS Mega-Code—Mandatory</u></p> <p>This event is for staff that are currently enrolled in PALS RQI. Staff will participate in a Pediatric Megacode and debriefing to refresh the clinical applications of the PALS algorithms and equipment and reinforce concepts related to team dynamics during a code.</p> <p style="text-align: center;">***If you are unable to find a time to sign-up for please contact Erin Vigil ***</p> <p>Approximate time to complete: 60 Minutes</p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> All Staff enrolled in PALS RQI <p>OPTIONAL for:</p> <ul style="list-style-type: none"> ED Medics or other staff that hold a PALS certification that are not currently enrolled in PALS RQI

“A dream doesn’t become reality through magic; it takes sweat, determination and hard work.”

~ Colin Powell

In-Person Class Offerings

<p>SONU Bridging: Orthopedics—MAKE-UP—Essential</p> <p>Orthopedic nursing can be overwhelming with the many different procedures and precautions to remember. This course equips nursing staff with knowledge of skills required to take care of the most complex orthopedic patients. Learners can expect to learn about musculoskeletal anatomy, the pathology of the various orthopedic disorders, and how to provide high-quality care to any patient with an orthopedic condition.</p> <p style="text-align: center;">*** Only Offered Jan 15th***</p> <p>Approximate time to complete: 2 Hours</p>	<p>Essential for:</p> <ul style="list-style-type: none"> Staff that did not complete the live training in the Sept Expo—you will have this assigned in your Healthstream if you are required to attend.
<p>Spinal Cord Injury—Patient Education (CARF 2025) - Mandatory</p> <p>This course will discuss patient education considerations for the patient diagnosed with spinal cord injury. Documentation of education each shift and upon discharge is an important aspect of care. Learners will explore the new rehabilitation education template in EPIC and demonstrate competency documenting individualized patient education for the patient diagnosed with a spinal cord injury.</p> <p>Approximate time to complete: 45 Minutes</p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> RNs, Agency RNs, Manager, CNAs, and Rehab Assistants on ARU <p>Optional for:</p> <ul style="list-style-type: none"> Resource RNs that float to ARU
<p>Stop the Bleed—MAKE-UP—Essential</p> <p>Stop the Bleed is a course that provides the participants with basic hemorrhage/bleeding control training. In the course, participants will review what hemorrhaging looks like and then discuss what techniques can be used if someone is hemorrhaging. After the short presentation, participants will then get a chance to practice wound packing and tourniquet application during the hands-on portion of the course.</p> <p style="text-align: center;">*** Only Offered Jan 15th & 29th***</p> <p>Approximate time to complete: 1 Hour</p>	<p>Essential for:</p> <ul style="list-style-type: none"> Staff that did not attend during the Sept Expo. <p>Optional for:</p> <ul style="list-style-type: none"> All other staff

“Doing something for yourself gives motivation, but doing something for others gives meaning.”

~Maxime Lagace

In-Person Class Offerings

Equipment Rodeo—Drop-in Booth—Essential

- **We will be closing the Equipment Rodeo:**
 - **For the day @ 3:00 pm**
 - **Please plan to arrive early enough to complete your activities before closing.**
- The self-Study options will be open from 7am—3pm
- The Instructor Led Stations will be closed for 30 minutes each day for the instructor to have lunch.

Stop by before or after your classes to learn some new equipment and refresh your knowledge on existing equipment or process changes.

Self-Study: *(Educators available as needed to assist)*

- Code Cart Scavenger Hunt
- Lucas Review
- IC Green
- Intubation Skills Station
- PAPR/CAPR
- Nurse Residency Poster Presentations—Required to review 2 poster boards

Instructor Led Learning Event:

- PCA Pump
- ICU Medical Supply

*****You must scan your badge at each booth for you to obtain credit for attending—Make sure to bring your badge.*****

Approximate time to complete: 30-90 minutes

******Time required depends on your specific requirements******

Please see the next page for requirements



“Limitations only live in our minds. But if we use our imaginations, our possibilities become limitless.”

~ Jamie Paolinetti

HealthStream Class Offerings



If HealthStream class offerings are required for you to complete, they will be assigned to you in your HealthStream account starting on **January 1st.**

<p><u>Annual Healthstream Modules</u></p> <p>We heard your concerns about getting so many annual modules with limited time to complete them every May. We will be rolling out most of your annual modules (Regulatory and Clinical) in January and you will have until June 30th to complete them. Some modules will have a delayed roll-out and you may see additional modules added to your Healthstream between January and April. Having your modules starting in January will allow you to complete on days you are low censused or as time permits. Some of the required checklists will be available now; however, we will provide an opportunity for you to complete your required checklists at the May Expo.</p> <p>***Modules are assigned according to your specific role***</p> <p>Approximate time to complete: Varies depending on role</p>	<p><u>Required for:</u></p> <ul style="list-style-type: none"> • ALL Staff
<p><u>Blood Product Administration Module (BPAM) - EPIC Updates in Blood Product Administration—Essential</u></p> <p>This E-Learning module will review the new workflow, including the new screen icons staff will see when a blood product is scanned. Additionally, the module will review the steps to take if a staff member encounters an error message when scanning a blood product.</p> <p>Approximate time to complete: 20 Minutes</p>	<p><u>Essential for:</u></p> <ul style="list-style-type: none"> • RNs in ED, IR, Cath Lab, L&D, MBU, NICU, Peds, ICU, ARR's, ARU, 3-2, 6-2, 7-2, 8-2, Resource, PACU, Dialysis, and AIC
<p><u>Clinical Opioid Withdrawal —ESSENTIAL</u></p> <p>This course will review the new protocol for Clinical Opioid Withdrawal. The goal is to provide support to patients with opioid dependency and their withdrawal symptoms. In addition, the focus will be on discharge to not only provide adequate education, but to validate that follow through on outpatient appointment. Providers will now be able to order buprenorphine without a x-waiver for our patients with opioid use disorders. The nurses will implement order sets based on an assessment to determine the amount of buprenorphine to administer.</p> <p>Approximate time to complete: 60 Minutes</p>	<p><u>Essential for:</u></p> <ul style="list-style-type: none"> • RN, LPN, and Medics on 3-2, 6-2, 7-2, 8-2, ICU, ED, BHS, Resource, CM, L&D, MBU, NICU, Peds, ARU, ARR, and Pharmacists <p><u>Optional for:</u></p> <ul style="list-style-type: none"> • Any other RN or LPN

“Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.”

~ Mark Twain

<p><u>Health Literacy—DEI (CARF 2025) —Mandatory</u></p> <p>This course will discuss patient education considerations for the patient diagnosed with spinal cord injury. Documentation of education each shift and upon discharge is an important aspect of care. Learners will explore the new rehabilitation education template in EPIC. They will demonstrate competency documenting individualized patient education for the patient diagnosed with spinal cord injury.</p> <p>Approximate time to complete: 45 Minutes</p>	<p><u>Mandatory for:</u></p> <ul style="list-style-type: none"> RNs, Agency RNs, Manager, CNAs, Rehab Techs, Clinical Liaisons, Case managers, Social Workers, Program Director, COTA, OT, PT, PTA, ST, Rehab Services Manager <p><u>Optional for:</u></p> <ul style="list-style-type: none"> Staff that float to ARU
<p><u>Fire Safety in the OR—Mandatory</u></p> <p>This training is a required annual training for staff working the perioperative setting. Staff will learn about the elements of a fire risk assessment and the three parts of the fire triangle. They will be able to describe the actions that will prevent surgical fires and how to manage a fire in the perioperative setting.</p> <p>Approximate time to complete: 20 Minutes</p>	<p><u>Mandatory for:</u></p> <ul style="list-style-type: none"> RNs in the OR, Cath Lab, IR, Cardiovascular Tech, Surgical Tech, Anesthesia Tech, Perioperative CNA, Cardiac Cath, All WCS Staff, Respiratory Therapists, Anesthesia, and Perioperative Services departments
<p><u>Malignant Hyperthermia —Mandatory</u></p> <p>Staff will learn how to recognize and treat/manage with malignant hyperthermia (MH). This training will review the signs and symptoms of MH, equipment and medications that need to be obtained for treatment of MH, and how to manage the patient.</p> <p>Approximate time to complete: 30 Minutes</p>	<p><u>Mandatory for:</u></p> <ul style="list-style-type: none"> RNs, LPNs, and Medics on SONU, ICU, WCS, ED, ARRs Pharmacists Staff that work in the OR, PACU, and SDS
<p><u>Practice Made Easy: Knowing Your Resources at CRMC—Essential</u></p> <p>Staff cannot possibly know and have skill in performing every skill that may be required during patient care. Therefore, it is essential that staff know how to access their resources in directing them how to provide safe patient care. In this learning event, staff will explore their resources available at Cheyenne Regional. Locating organizational protocols on tasks and skills through the use of EBSCO will be practiced. Identifying medication safety through the use of MicroMedex will also be discussed. Finally, reviewing new evidence through the use of OVID will also be explored.</p> <p>Approximate time to complete: 30 Minutes</p>	<p><u>Required for:</u></p> <ul style="list-style-type: none"> All RNs, LPNs, and Medics <p><u>Optional for:</u></p> <ul style="list-style-type: none"> All other staff

“Learning is not attained by chance; it must be sought for with ardor and diligence.”
~Abigail Adams

<p>Plum Pump 360 Updates—Essential</p> <p>This learning module will review the changes in functionality with the most recent firmware upgrade to the IV Pumps.</p> <p>Approximate time to complete: 10 Minutes</p>	<p>Essential for:</p> <ul style="list-style-type: none">• RNs, LPNs, and Medics on 3-2, 6-2, 7-2, 8-2, Peds, L&D, MBU, NICU, ICU, ED, OR, PACU, SDS, Cath Lab, AIC, IR, VAT, Dialysis, ARR, Resource, ARU
<p>Question, Persuade, Refer (QPR) Training—Optional</p> <p>This module has been updated to reflect information about suicide in Laramie County and Wyoming. The suicide rates in Wyoming are above the national average and there is a zero suicide initiative to help reduce our suicide rates. The QPR module will review information on how to respond when someone indicates that they are contemplating suicide.</p> <p>Approximate time to complete: 60 Minutes</p>	<p>Optional for:</p> <ul style="list-style-type: none">• All hospital employees at CRMC
<p>Respiratory Protection E-Learning Module—Mandatory</p> <p>This module will review the various respiratory protection devices utilized at Cheyenne Regional Medical Center to include surgical masks, N-95 Masks, PAPRs, CAPR's, and isolation gear. This course will review how to use them, and when to use them. Additionally, it will review the various types of respiratory contagious illnesses and what Personal Protection Equipment is required for each illness.</p> <p>Approximate time to complete: 60 Minutes</p>	<p>Mandatory for:</p> <ul style="list-style-type: none">• All hospital employees at CRMC that are required to complete N95 Mask Fit Testing (<i>see page 5 for a full listing</i>)

Embrace Change

“If you believe it will work out, you’ll see opportunities. If you believe it won’t, you will see obstacles.”

~ Wayne Dyer

