

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	515
		Original Date	07/14/1993
		Revised Date	07/10/2014
	Department: Personnel	Continuing Education	

POLICY:

Certified Nursing Assistants (CNAs) will be provided with at least 12 hours of inservice yearly.

PROCEDURE:

1. Inservices will be scheduled and the administrative assistant will keep a log of minutes for each employee.
2. The attendance record will be reviewed at least annually and discussed during the employee evaluations. The 12 hours required for training is determined from the date of hire and annually thereafter.