

**SAFETY: Training**

**OAR 309-049-0095(2)**

**POLICY:**

It is the policy of the program that each employee participate in competency based training in order to be able to support the individuals living in the program, encourage increased working knowledge for employees around areas related to Developmental Disabilities, and meet the requirements of the OAR's.

**PROCEDURE:**

Pre-service Training

Prior to beginning independent work with any person with developmental disabilities in this program, new staff will participate in at least four (4) days of training which include at a minimum:

1. Review of policies and procedures (including mandatory abuse reporting and individual rights, values, SOCP mission statement, etc.)
2. Safety and health information pertinent to the program in general and each home specifically (both client and staff)
3. Oregon Intervention System (OIS) certification from a certified program trainer in homes where behavior intervention is needed and/or where an employee will work in a home where behavior intervention is needed
4. Universal Precautions
5. First Aid and Cardio Pulmonary Resuscitation (CPR) (unless currently certified and can show a current card) from a recognized training program
6. Training specific to individual needs of person's living in assigned home (behavior or medical)
7. "Buddy" time with a staff previously trained and experienced in the home
8. The Oregon Core Competency Review process:
  - a. Initial before working unassisted
  - b. 30 Day Review
  - c. 90 Day Review
  - d. Transfer Competency when moving from one home to another

Staff is expected to maintain competency in these areas. When situations arise where expectations are not met, the Site Manager with the following options available will evaluate them:

1. Previous training and offer additional training;
2. Work environment/specific situation to determine if some adjustment is needed;
3. Possible waiver of specific competency documented in personnel file; and/or
4. Begin progressive discipline up to and including termination of employment.

### Annual Training

After the initial pre-service training, each employee will spend a minimum of 12 hours yearly in training. The following is a list of program-mandated training (some annually and some certified trainings by expiration date of certificate\*):

1. Mandatory Abuse Reporting
2. CPR/1<sup>st</sup> Aide\*
3. OIS\* & monthly OIS reviews (as needed in homes with behavior intervention)
4. Universal Precautions
5. Code of Conduct
6. SAIFer Driver (one time only)
7. Van Training (one time only)
8. HIPAA Training (one time only)
9. Transfer Core Competency (only used when transferring from one home to another.
10. House specific training
11. Mandated training by DHS/DAS on schedule required

### Methods of Training

Staff training methods to be used is direct training by the Site Manager, Agency Program Trainer or other staff/consultants as designated by the interdisciplinary team, video, modeling and observation, group activities, etc. Direct observation may include (but is not limited to) participating in activities with an experienced staff/client, reviewing client records and program protocols or policies, etc. Competencies of staff are determined by direct observation, demonstration of skills and interview.

It is the expectation of the program that whenever training occurs trainers will:

1. Use a variety of training methods (as listed above) if at all possible to support all types of adult learning styles
2. Whenever possible make every effort to assure that the learning environment is free from disruptions and distractions

It is the expectation of the program that the trainees will:

1. Whenever possible, be given the opportunity for input into their training needs, etc.
2. Have to opportunity to ask questions to provide clarity for themselves as needed during training sessions
3. Sign off that they have received the training specified

### Training Documentation

Each home should have the following system in place to keep track of staff training needs:

1. A notebook set up by calendar year that contains all materials trained by month and the original signature sheets for the individual training.
  - a. If the training topic is specific to the client and the document is kept in their individual/residential books, a reference to the document can be made in the notebook and the actual document (ie. ISP, BSP or other archived documents) kept in the client's book if desired. Examples would be ISP/BSP, etc. The rule of thumb would be if the client document as you train it would be archived, it wouldn't need to be in the curriculum book. If the document would be discarded when an update is put into place (ie. A protocol or schedule), a copy of the document trained must be in the curriculum book for cross-reference purposes to the signature of the employee.
  - b. If you are training from an program standard curriculum notebook (ie. Medical Curriculum, OIS, CPR/1<sup>st</sup> Aide, Documentation Training, etc.) the curriculum can be kept in a clearly marked notebook separate from this one. Be sure the "copyright" date of the curriculum is clearly indicated on the staff signature sheet (ie. OIS 2002, Medical Curriculum 11/02, etc.). This way it will be clear exactly what you taught and what updates were would be included in the training session.
2. A notebook or folder set up by employee name or computer file that contains the Yearly Cumulative Training Record for each person. These documents must be readily available to the Agency Program Trainer/Program Rep. 1/Site Manager and should be updated at the end of each month at a minimum to assure they are current. These are filed into the Personnel File no later than February 1<sup>st</sup> of the new year. Minimum documentation requirements are listed on the form accompanying this policy.
3. The Yearly Cumulative Training Record must be, at a minimum, reviewed and signed by the employee before they are filed in section six (6) of the employee's Personnel File. If there is more than one page, each page must be signed. The employee can initial each box as trained. If this is

done, just as with other documentation in the program, a signature must be at the bottom of the page to identify the initials.

4. The Site Manager is responsible to assure the employee Personnel File is kept current and the Agency Program Trainer/PR1 is responsible to set up and maintain training records and complete the yearly cumulative training records for employees and forward to the manager for filing.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director