

 <b>Seniors and People with Disabilities</b>  <b>State Operated Community Program (SOCP)</b> Policies and Procedures	Supersedes: 5.009 April 23, 2003	Policy Number: (New #) 2.010
	Effective Date: July 1, 2004	
	Approval Signature:	
Subject: Training		

**REFERENCE:**

OAR 411-325-0160  
SOCP Policy #3.001 (Behavior Intervention), #4.004 (Medical Administration)  
#5.010 (Vehicle and Drivers)

**POLICY:**

SOCP will assure that employees participate in competency-based training so that they are able to effectively support the individuals living in the program by increasing their working knowledge of topics related to the individuals living in the home and developmental disabilities.

<b>Responsibility</b>	<b>Action</b>
Service and Training Manager	Assure current curriculum information is available for use at each home where specific curriculum is not provided (e.g. Medication Administration Curriculum, food handling expectations, HIPAA, abuse training, etc.).

**PRE-SERVICE TRAINING**

Prior to beginning independent work with any individual living in SOCP, new employees will participate in at least four (4) days of training.

<b>Responsibility</b>	<b>Action</b>
Trainer/ Behavior Specialist, Program Rep. (or designee for Medical Homes)	Provide all training identified on the Pre-Service Training Record (Attachment A) to each new employee.  Train Core Competency (Attachment F) before working unassisted, 30 & 90-day intervals.  Train employees transferring into a home must have asterisk (*) items completed using the same training for (Attachment A) and the Transfer Core Competency form (Attachment E).  Assure each employee in the home has been trained one time in SAIFer Driver (within 30 days of hire if class available).

<b>Responsibility</b>	<b>Action</b>
Vocational/Day Specialist	Train each employee on day/employment responsibilities before they support individuals in the home in this area.
Site Manager	Assure New Employee Orientation Packet is completed within the timeframes designated (Attachment B: New Employee Orientation Checklist)

## **ONGOING STAFF TRAINING**

After the initial pre-service training, each employee will spend a minimum of 12 hours yearly in training.

<b>Responsibility</b>	<b>Action</b>
Trainer/ Behavior Specialist, Program Rep. (or designee for Medical Homes)	<p>Train or schedule training for each employee in the following areas to assure competency and certification for the essential functions of their job (some annually and some certified trainings by expiration date of certificate*):</p> <ol style="list-style-type: none"> <li>1. CPR/First Aid*</li> <li>2. DHS Information Security Awareness Policy (AS-090-004)</li> <li>3. Earthquake drill (due to Safety Office between April 1-15)</li> <li>4. Fire Extinguisher use (verbal PASS review acceptable)</li> <li>5. House specific training (includes but not limited to: physical management, nutritional management and behavior management)</li> <li>6. In home OIS reviews (Attachments C/D: Instruction Records) per OIS standards</li> <li>7. Individual ISP's/BSP's, protocols, etc.</li> <li>8. Mandated training by DHS/DAS on schedule required</li> <li>9. Mandatory Abuse Reporting</li> <li>10. Medication Administration Curriculum* (demonstrate competency every 2 years after initial training)</li> <li>11. OIS* (based on behavior needs of individuals in the home)</li> <li>12. Transfer Core Competencies as scheduled</li> <li>13. Universal Precautions</li> </ol>
Vocational/Day Specialist	Train each employee in the areas of independence, productivity and integration as it applies to each individual living in the home.
Site Manager	<p>Review the SOCP Code of Conduct with each employee annually and obtain his/her signature.</p> <p>Assure all VISA (SPOTS) cardholders go through DHS mandated training every 2 years.</p>

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:

1. Previous training and offer additional training;
2. Work environment/specific situation to determine if some adjustment is needed;
3. Discipline up to and including termination of employment.

## METHODS OF TRAINING

Staff training methods used are direct training by the Site Manager, Trainer/Behavior Specialist, Program Representative, Vocational/Day Specialist or other staff/consultants as designated by the ISP team, video, modeling and observation, group activities, audio tapes, 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.

<u>Responsibility</u>	<u>Action</u>
Any staff providing training	<p>Use a variety of training methods (as listed above) if at all possible to support all types of adult learning styles.</p> <p>Whenever possible make every effort to assure that the learning environment is free from disruptions and distractions.</p> <p>Provide opportunity for clarifying questions and/or answers.</p>
Any trainee	<p>Gives input as to their training needs to their Site Manager, Trainer/Behavior Specialist or Vocational/Day Specialist.</p> <p>Asks questions during training sessions to provide clarity for information they do not understand.</p> <p>Sign off that they have received the training specified (Attachment G Instruction Record or other designated sign-off form).</p>

## TRAINING DOCUMENTATION

Each home will 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 individual client and the document is kept in medical or program books, a reference to the document can be made in the notebook and the actual document (e.g. ISP, BSP or other archived documents) kept in the medical or program book if desired. If the document would be discarded when an update is put into place (e.g. protocol or schedule), a copy of the document trained must be in the curriculum book and cross-referenced with the signature of the employee.
  - b. If you are training from an program standard curriculum notebook (e.g. 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 that the “copyright” date of the curriculum is clearly indicated on the staff signature sheet (e.g. OIS Manual, Medical Administration Curriculum, etc.). It will be clear exactly what you taught and what updates were 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 (Attachment F) for each person. These documents must be readily available to the Trainer/Behavior Specialist, Program Rep. and Site Manager. They will be updated at the end of each month at a minimum to assure they are current. These are filed into the house 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 house 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. Include specifically on the Yearly Cumulative Training Record information on training of the Code of Conduct, 1<sup>st</sup> Aid/CPR, OIS and Universal Precautions. If these are not documented, you cannot purge the certificates at the time of replacement with the current one.

<b>Responsibility</b>	<b>Action</b>
Trainer/ Behavior Specialist	Set up and maintain training records and complete the yearly cumulative training records for employees and forward to the manager for filing.
Site Manager	Keep the employee Personnel File current.

- Attachment A: Pre-Service Training Record
- Attachment B: New Employee Orientation Checklist
- Attachment C: Instruction Record – Manual Restraints
- Attachment D: Instruction Record – Evasions/Escapes
- Attachment E: Core Competencies – Transfer
- Attachment F: Core Competencies
- Attachment G: Instruction Record
- Attachment H: Yearly Cumulative Training Record
- Attachment I: Temporary OIS/CPR/First Aid & Abuse Certificate

## State Operated Community Program

■ See “Form Search Directions” at beginning of binder.

Check the “Forms Server” for the most current version as forms are updated regularly.

## 2.010 Training forms list

Attach	DHS #	Name:	Date	Mandatory/Tool
A		Pre-Service Training Record <i>(REPLACE with 2011 Core Comps)</i>	04/05	Mandatory
B	2402	New Employee Orientation Checklist <i>(REPLACE with 2011 Core Comps)</i>	12/09	Mandatory
C	4609	Instruction Record Monthly: Manual Restraints	(04/07)	Mandatory
D	4610	Instruction Record Monthly: Evasions/Releases	(04/08)	Mandatory
E	4585	Transfer Core Comps <i>(REPLACE with 2011 Core Comps)</i>	(03/10)	Mandatory
F-1	4585	Central Training Core Comps <i>(REPLACE with 2011 Core Comps)</i>	(03/10)	Mandatory
F-2	4585	In-House Training Core Comps <i>(REPLACE with 2011 Core Comps)</i>	(03/10)	Mandatory
NEW	4585	Central Training, InHouse, Nurse Client relationship <i>NEW section in 2011 Core Comps</i>		
G	4562	Instruction Record	(12/08)	Mandatory
H		Yearly Instruction Record	(07/04)	Mandatory
I		Temporary Certification OIS/CPR/First Aid and Abuse Training	(07/04) (03/10)	Mandatory
Tool	4666	New Staff Nurse Training and Schedule <i>(Nurse Training FAX)</i>	(08/09)	