

CENTRAL CARE POLICY TRAINING

SUBJECT:	TRAINING
ANNUAL REVIEW MONTH:	June
RESPONSIBLE FOR REVIEW:	Director of Central Care
LAST REVISION DATE:	August 2010

POLICY:

All staff will receive work-related training during the first thirty days of their job.

REFERENCE: 290-5-35-.14 Personnel Rules and Regulations for personal Care Homes. Community Living Arrangement Rules.

PROCEDURE:

- A. The Staff Development Department at Central State Hospital and Central Care Community Homes will provide training and orientation to staff that will include the following:

- Mission, Vision, and Values
- Performance improvement Overview
- Term, Conditions, & Ethics in Workplace
- Safety Emergency Preparedness
- Human Rights, Ethics and Confidentiality
- Cultural Issues in Providing Treatment
- Basic Aspects of Mental illness
- Basic Aspects of Mental Retardation
- Substance Abuse and Dependency
- Dual Disorders
- Suicidal and Homicidal Precautions
- Infection Control/Standard Precautions
- Signs and Symptoms of Illness
- First Aid
- Person to Person Skills
- Therapeutic intervention
- Cardiopulmonary Resuscitation
- HIPPA

- B. Additional training will also be provided specifically for Personal Care Homes/Community Living Arrangements. This will include a two-day training to teach staff how to manage aggression from consumers, reporting procedures, and implementation of other Central Care procedures to include:

Mental Health Overview
Mental Retardation Overview
Seizures/S&S of Illness/changes in Consumer's condition;

Central Care staff members providing supervision of self-administration of medications will be trained by a licensed nurse during orientation prior to supervising self-administration of medications. Competencies of each staff member's training will be documented and placed in the staff member's personnel file. A Registered Nurse will review the policy and protocols annually and the staff members' competencies will be tested and documented by a Registered nurse annually thereafter.

- This staff training will include the purpose of the consumer's medication including the risks and benefits;
- Identifying and responding appropriately to adverse reactions to medications, supplements or foods;
- The rationale for ensuring timely receipt of medications;
- Documentation medications changes or discontinued by a physician;
- Proper storage of medication;
- Proper disposal of outdated, unused or mislabeled medications;
- Information about medication errors, error-prone situations, and strategies to prevent such medication errors and instructions on proper documentation and reporting of medication errors.

The Registered Nurse will have overall supervision and monitoring of these protocols.

Documentation/Writing Progress Notes
Personal Home Rules/Community Living Arrangements Rules
Administration:
Services
Staffing
Personnel
Admission/Admission Agreement
Consumer Files
Consumer Rights
Medications/Self-Administration Policy/Procedure
Procedures-

Change in Consumer Condition
 Death of a Consumer
 Immediate Transfer of a Consumer
 Discharge or Transfer of a Consumer
 Investigating Deaths and Serious Incidents
 Nutrition and Safety of Food
 Emergency Procedures for the CC Community Homes
 Physical Interventions Techniques
 Wheelchair Orientation
 Cardiopulmonary Resuscitation/AED
 First Aid

- C. Staff will also receive training specific to the client's other needs and the home environment. This will be conducted by the Team Leader and include:
- Emergency evacuation procedures;
 - Medical and social needs and characteristics of the resident population;
 - Give a copy of the long-term Abuse Reporting Act
- D. The on-site manager and other houseparents will complete 16 hours of continuing education each year in areas of mental retardation, legal issues, physical maintenance, fire safety, rights, Medical Protective Devices and/or Adaptive Supportive Devices (if indicated) or other topics as needed or determined by the Director of Central Care.
- E. Staff working in Adult Mental Health Homes must complete training through Essential Learning online that fulfills qualifications to become a paraprofessional.
- F. Staff working in Developmental Disabilities Homes must complete training through College of Direct Support online to become Direct Support Professional.

APPROVED BY:

 George Harris, LCSW

TITLE: Director of Central Care **DATE:** _____