



Staff Training Policy

<b><u>Effective Start Date:</u></b> <u>01/01/2019</u>	<b><u>Reviewed/Revised:</u></b> 04/23/2019	<b><u>Prepared:</u></b> <u>Brittani Fowler/</u> <u>Program Manager</u>  <b><u>Revised by:</u></b> <u>Reyana Lindsey/</u> <u>Program Manager</u>
--	---	---

INSERVICE EDUCATION/STAFF DEVELOPMENT

**POLICY**

In-service training or continuing education programs will be provided and documented for employees. Programs will be appropriate to their responsibilities and to the maintenance of skills necessary to care for Agency clients.

**PURPOSE**

To assure employees delivering client care or services are provided with opportunities to develop and expand their knowledge appropriate to their responsibilities and to the maintenance of skills necessary to care for clients.

**SPECIAL INSTRUCTIONS**

- 1. When: *All staff members providing direct client care will attend in-service education programs i.e. Employee Training both at the time of hire and annually throughout the time of employment with FNHC.***
2. The Agency Manager or designee will assure that programs are offered as required. Ongoing programs will be offered as new equipment is introduced, new procedures are performed in the home setting, and/or new client populations are served.
3. Staff input will be sought regarding topics presented and others needed.
- 4. *Records on in-service education programs/employee training will be maintained and attendance will be documented along with the associated training agenda.***

5. Educational programs/employee training may be held in conjunction with vendors or other health care organizations. Employees who attend staff development programs outside the agency and submit documentation of attendance to be included in the employee's personnel record.

6. The agency will maintain the following documentation of in-service/staff development programs: a. Résumé or curriculum vitae of presenter b. Program subject, date, and content or summary c. Copy of handouts d. Program attendee names and titles

7. Agency will comply with in-service education requirements for HSW.

8. All employees must attend in-service programs/ employee training determined by the agency to be mandatory for all staff.

9. At the discretion of the agency, employees may attend training programs during the course of their workday and will be given time off with pay to attend such programs.

10. Training not sponsored or authorized by the agency may not be attended during the workday without the express approval of the agency.

11. Payment of registration fees and related expenses will be at the discretion of the agency with prior approval from the appropriate supervisor.

12. The 12-hour-per-calendar-year requirement for HSW in-services may be pro-rated according to the employee's date of hire and records maintained per calendar year.

Our employee trainings are selected from the following topics:

1. ***Abuse, Neglect and Exploitation of participants\****

2. ***Agency Quality Management Plan\****

3. Behavior Management

4. ***Blood borne Pathogens\****

5. Depression

6. Diabetes

7. End of Life

8. Heart Disease

9. Incontinence and Constipation

10. ***Infection Control\****

11. Lifting and Transferring

12. Malnutrition and Dehydration

13. ***Medical Device Reporting\****
14. Mental Illness
15. Nutrition
16. Oxygen Training
17. Pain Management
18. Personal Care/Skin Care
19. Psychosocial
20. Range of Motion and Positioning
21. ***Respiratory Disorders/Tuberculosis\****
22. Seizures and Strokes
23. ***Fraud and Financial Abuse prevention\****
24. ***Critical Incidents- how and when to report\****
25. ***Participant complaint resolution\****
26. ***Department- Issued policies and procedures\****

\* Mandatory

---

Signature

---

Date