

	POLICIES & PROCEDURES MANUAL
SECTION 4 – HUMAN RESOURCES POLICY #HR-A19	SUBJECT: Mandatory Training
APPROVED:  <hr/> Executive Director	DATE APPROVED: August 2006 DATE REVISED: September 2009, February 2011, June 2011, February 2017, September 2017, January 2018, January 25, 2020, July 23, 2022

POLICY STATEMENT

Community Living Prince Edward will provide employees with the necessary training to promote quality of support for people in keeping with CLPE policies, FOCUS Accreditation, legislative and MCSS guidelines.

PROCEDURE

Note: Consideration will be given to any previous training and certification that employees may have obtained prior to or during their employment with CLPE.

- ❖ All employees are expected to attend the mandatory and site-specific training as scheduled.
- ❖ CLPE will provide employees with as much notice as possible of the upcoming training dates to assist with them in making plans to attend.
- ❖ If you are unable to attend the training for which you have been scheduled, you are required to contact your manager to arrange an alternate date for mandatory training. This is the responsibility of each employee to follow-up with this notification.
- ❖ If you are unable to attend the alternate mandatory training or site-specific mandatory training date, you will not be eligible to work until such time as you have successfully completed the mandatory training.

1. **Mandatory Training:** All employees will be required to participate in and successfully complete:

“New Employee Orientation” – All new employees will participate in the *“New Employee Orientation”* which is inclusive of but not limited to:

- ❖ Quality Assurance
- ❖ QAM – MCSS Compliance
- ❖ Human Resources
- ❖ Accessibility Training
- ❖ Health and Safety
- ❖ Policy and Procedures
- ❖ Abuse Awareness and Prevention
- ❖ Medication Orientation
- ❖ Person and Site Specific
- ❖ First Aid and CPR Training - Training requirements include participation in the initial 2-day certification program and after 3 years participation in a one-day recertification. Following this, on a rotational basis, every three (3) years, participation in one and two-day cycles is required.
- ❖ NVCPI Training – Employees will participate in a 2-day certification training within 30 days of hire and a refresher program biannually thereafter. Employees are required to review and sign off on the NVCPI policy annually.
- ❖ WHIMIS – As part of the *“Orientation Program”*, employees will participate in WHIMIS Training and successfully complete the required test. Refresher training will be required on an annual basis.
- ❖ Fire Extinguisher Training – As part of the *“New Employee Orientation Program”*, employees will review the Fire Extinguisher DVD and be oriented to the location of all Fire Extinguishers at their work venues. Refresher training will be required annually thereafter.

- ❖ Fire Safety Training - As part of the *“New Employee Orientation Program”*, employees will receive training on fire evacuation procedures.
- ❖ Quality Enhancement Training – All employees will participate in QE Training upon hire. Employees will receive information annually about ongoing quality improvement measures.
- ❖ MCSS Quality Assurance Measures Training Requirements – Upon hire, all employees will be required to review the QAM DVD. Annually thereafter, all employees will be required to review the Abuse, Rights and Confidentiality Policies as well as the organization’s Mission, Goal and Vision.
- ❖ Abuse and Neglect Training – Upon hire, all employees will participate in *“Abuse Awareness and Prevention”*. Employees are required to review and sign off on the Abuse Policy and take a refresher training test annually.
- ❖ Medication Administration Training – All employees are required to participate in the site-specific *“New Employee Orientation”*. Any employee, who does not have their Applied Medication Certificate, will be required to participate in the Medication Administration Course prior to being eligible to administer medications. If the pharmacology or practicum experience is greater than 3 years then the employee would be required to participate in the full Medication Administration Training.
- ❖ Nutrition Training – All employees will review the nutrition DVD during the new employee training, familiarize themselves with individual preferences and the dietary requirements of all the people they are supporting as well as the Canada Food Guide.
- ❖ Safe Food Handling – Upon hire, all employees will be required to participate in safe food handling training and complete the corresponding test.
- ❖ Emergency Preparedness – Upon hire all employees will review the Emergency Preparedness Plan and annually thereafter, as identified in the Health and Safety Annual Review Checklist.
- ❖ Workers' Responsibility Under the Health and Safety Act – All employees will be oriented to the information and expectations during the *“New Employee Orientation Training”*.
- ❖ Accessibility Training – In accordance with current legislation, all employees will be required upon hire and for all current employees receive training in accessibility customer services by DVD, reading resource materials, reviewing organizational policy, and completing a corresponding test.

2. Person and Work Location Mandatory Training: This training will be determined by the individual needs of people we support and the requirements of each work venue.

Person and work location specific mandatory training may include but is not limited to the following:

- a) Diabetic Training
- b) Suppository and Enemas
- c) Behavior Prevention and Intervention
- d) Oxygen Use
- e) Accessible Vehicles
- f) Accessible Equipment and Assistive Devices
- g) Nutrition and Dietary Needs
- h) Wound Care
- i) Communication
- j) Seizure Management
- k) Epi – Pen Training
- l) Physiotherapy
- m) Controlled and Delegated Acts
- n) Other training, as required.

Retraining in some of the above areas may be required. The schedule and the time of review will be determined by the employer based upon the requirements the training and needs of people we support.

3. **Annual Policy Review and Training:** Employees will be required to participate in an annual review of targeted policies, successfully complete any required readings and/or quizzes, and sign the corresponding sign-off forms. Policies will include but not be limited to requirements as outlined in CLPE Policies and Procedures, MCCSS Compliance Measures, and FOCUS Accreditation. A record of this will be stored in the Employees Personnel file.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.