

TRAINING REQUIREMENTS

Applicability: This policy applies to all Oak Hill employees.

A. As a condition of employment, employees of Oak Hill must comply with the following training requirements:

1. Each newly hired or rehired employee must successfully complete New Employee Orientation (NEO). Except in situations of critical staff shortages as determined by the Director of Human Resources and the appropriate department head, each new employee must complete NEO prior to actual commencement of work. In no circumstances may an employee work directly with program participants for longer than thirty (30) days without completing NEO.
2. Following NEO, each new employee must complete site-specific training within the department or at the work site for which he/she has been hired. The site-specific training shall be focused on providing the employee with the requirements of the job that are unique to that program. This site-specific training must be performed by the location supervisor at the program. In order to be able to work at such location or work site, this training must be completed to the satisfaction of the supervisor, who must review and document that the employee has demonstrated the competencies necessary for working at that location. The supervisor shall maintain appropriate documentation relating to such site-specific training.
3. Each new employee who is required to dispense medications to program participants as part of his/her job duties and responsibilities shall be a licensed professional pursuant to Connecticut state law or become certified to dispense medications pursuant to the regulations and procedures of the Department of Developmental Services (DDS) as a certified non-licensed personnel (CNP). See Medication Certification Policy.
4. Each employee who works directly with or is responsible for program participants must remain current on all training requirements listed in Schedule A. Oak Hill also requires each such employee to attend any training sessions or meetings necessary to comply with statutory, regulatory and policy requirements as well as to meet the needs of any program participants.
5. Unless excused by a department head, all other Oak Hill employees must remain current on all the training modules listed in Schedule B. Oak Hill reserves the right to require all such employees to receive additional training based on the needs of the agency.

6. Each employee is responsible for ensuring that he/she is current on all training requirements. An employee who allows any of his/her required training to lapse or expire shall be subject to layoff and, in such case, shall be recalled to the first available training module needed to ensure that his/her training is current.
 7. Each employee returning from a leave of absence is required to be current in all required training prior to returning to work.
- B. Except as provided under the Medication Certification Policy, employees who are not on layoff shall be compensated for the time spent on all training programs and modules required under this policy.
- C. Except for site-specific training, all training must be scheduled through the Staff Development Department. An employee is expected to complete the necessary training modules during the ninety-day period preceding their expiration date. The Human Resources Department is responsible for scheduling newly hired employees for NEO. The manager or other designated person is responsible for scheduling any site-specific training.
- D. Employees are expected to arrive for all training sessions and other meetings on time and remain until the session or meeting is completed. As circumstances warrant, any training sessions or meetings may end early or run late Oak Hill reserves the right to
1. refuse admission to any employee who arrives late;
 2. ask employees who engage in disruptive behavior to leave such session or meeting; and
 3. refuse admission to any employee who is on a work restriction for any reason other than training requirements who has not provided documentation from Human Resources that he or she has been cleared to complete training.

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SCHEDULE A

The following is a list of required training modules for all new employees hired to work directly with or be responsible for program participants.

After completion of NEO, each such employee must complete the following retraining or recertification in the various modules within the time frames indicated below:

<u>TRAINING MODULES</u>	<u>TRAINING REQUIREMENTS</u>
Welcome to Oak Hill	One time only
American Red Cross Adult and Child CPR	Annual
American Red Cross First Aid	Every two years*
Physical/Psychological Management Techniques	Annual
Infection Control/Blood borne Pathogens	Annual
Signs and Symptoms of Illness (includes Head Injury Protocol)	Every two years
Orientation and Mobility	NEO only
Human Rights and Abuse/Sexual Abuse Prevention	Annual
Defensive Driving	One time only
Passenger Assistance Techniques	One time (renewed through Tie Downs)
Tie Downs Training	Annual (beginning one year after NEO)
Driver Improvement Safety	Every two years
Back Safety	Annual
Drug Free Work Place	Annual (campus or work site)
DDS_Water Safety Program	Annual (campus or work site)
DDS Fire Safety	Annual (campus or work site)
Temperature Measurement	One time only
Pulse Measurement	One time only
Respiration Measurement	One time only
Nail Care	One time only
Health Management	One time only
Personal Care	One time only
Positive Behavioral Supports	One time only
Mealtime Guidelines	Annual
DDS Medication Certification	Annual on-site, Recertification every 2 years

Employees holding Public Service Licenses must also complete annually a Driver Safety Training module that is appropriate for the endorsement held by each employee.

Any Oak Hill Department Head, Program Supervisor, Manager or Registered Nurse (RN) may require additional training requirements at a work site or departmental level including, but not limited to, New Manager Training, Effective Supervision, Fire Emergency, Policy & Procedure, Head Injury Protocol, Habilitative Routines of the Residents, Behavioral Programs and Client Specific Health Needs.

As the need arises, each supervisor or other qualified individual may require retraining for an employee or group of employees in any area at intervals or time frames other than those listed above.

SCHEDULE B

Infection Control	Annual
American Red Cross Adult and Child CPR	Annual
Physical/Psychological Management Techniques	Annual
American Red Cross First Aid Basics	Every two years
Human Rights and Abuse/Sexual Abuse Prevention	Annual

* NOTE: Any employee who currently holds a three-year First Aid card will not be required to renew the training until the expiration of the three-year period.

Cross-reference: Medication Certification Policy

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