POLICY and PROCEDURE

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| ***Title:******Training Guidelines for Staff*** | | |
| ***Issued By: Corporate*** | | |
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Policy:

In alignment with public health law 483.95 ongoing education and competency-based training will be a mandatory and routine part of the facility culture to maintain standard quality control and address any newly identified areas requiring staff education.

The facility will develop, implement, and maintain effective training programs for all new and existing staff including contract workers and volunteers. The Training will address the specific needs of the resident population as outlined in the facility assessment. The Training will incorporate any Quality Improvement issues identified through the QAPI program and as recommended by the Quality Assurance Committee.

Procedure:

1. Specific areas of mandatory education have been identified for all existing employees on a yearly and as needed basis, as well as for all newly hired employees during orientation. These areas include:

* Residents’ Rights
* Effective and Professional Communication
* The QAPI program and the process for Quality Improvement
* Infection Prevention and Control
* Fire Safety
* Abuse Prohibition
* Emergency Preparedness
* Cultural Diversity /Sexual Harassment Workplace violence
* Compliance and Ethics
* Accident Prevention/ Resident Supervision
* Behavioral Health Training to include Substance use Disorders, Post Traumatic Stress Disorder, and/or history of trauma

1. The Certified Nurse Aides will be provided with specific training in accordance with Facility Assessment and identified areas for Quality Improvement. The Nursing Assistant training will include competency-based performance for identified areas. (*Refer to Mandatory Training for Certified Nursing Assistants.)*
2. Licensed Nurses will receive training and competency-based performance for identified areas. (*Refer to Mandatory Training for Certified Nursing Assistants.)*
3. The facility will incorporate various methods in the training of staff to include online courses, didactic classroom lecture, conferences, community available programs, and training modules.
4. The facility will acknowledge the native language of staff members and attempt to accommodate training sessions as indicated.
5. Training and education will incorporate any new guidelines as directed by the NYSDOH CMS, CDC and other pertinent evidenced training will be incorporated into the Facility Training Program as needed.
6. The Quality Assurance committee with feedback form the QAPI Program will continue to review and recommend new Training for staff when indicated.
7. The Staff Training will be reviewed in accordance with the Facility Assessment and QAPI activities to ensure that all areas of resident care and needs are addressed with any changes in resident population.