Wood County Board of Developmental Disabilities PROCEDURE

Procedure #:02-ALL-ALL-0495 (AD)Subject:Staff DevelopmentEffective Date:02-12-96Last Revision:10-06-2022

Person Responsible: Human Resources Coordinator

Approvals/Date: Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

<u>General Orientation</u> - The program-wide orientation is mandatory for all full-time, part-time, substitute and temporary employees prior to beginning employment. List of orientation topics can be found in Appendix A.

<u>Initial Facility Orientation</u> - That department/facility specific orientation that is required prior to independent performance of job duties. <u>In-service Coordinator</u> - That individual who is primarily responsible for organizing an internal in-service or training session. This may be the presenter or one of the presenters or a different individual with only organizational responsibilities.

<u>Mandatory</u> – All Mandatory Training must be completed before new hire start date or expiration date. If training is not completed by the date specified offer of employment is rescinded.

<u>Source</u> - The primary heading under which a training session is entered into computer records. These categories will assist in retrieving the entered information. These categories include Personnel, Mandatory, Ongoing, and Alerts. These categories are then divided into topics.

<u>Topic</u> - The particular areas within each Source in which a training session is entered into computer records. These topics will serve to assist in retrieving the entered information. These topics are listed per Source in Staff Development Appendix B.

<u>Training</u> - Sessions designed to instruct employees in areas including, but not limited to the performance of their jobs; new or revised policies and procedures; the use of new equipment; increased job safety; individual programming; areas required by various regulatory agencies; specific training techniques; personnel issues; and areas of concern and changes within their field of expertise. These sessions may occur internally within the WCBDD or externally. Training will be provided, where necessary, by certified trainers. CPR and first aid are examples of training which is provided by a person with proper certification.

Internal - These trainings are internally within WCBDD. Examples of these include CPR/First aid and Positive Supports First.

INTERNAL:

- 1. The In-Service Coordinator will fill out and have signed by all persons who attend the training, the Internal Staff Development Training Report, form 03-ALL-ALL-0334.
- 2. The In-Service Coordinator will forward the original report/attendance sheet to the Human Resources Department.
- 3. If a completion certification is granted, the employee will upload the training/certification to Relias Learning to serve as their personnel file.

EXTERNAL:

- 1. An employee request of leave for staff development must be submitted using the Request to Attend External In-Service form 03-ALL-ALL-0083 (only if there is a cost for the training) to the employee's immediate supervisor, at least 14 days prior to date of external training.
- 2. Reimbursement shall be based upon the following schedule as appropriate:
 - A. Registration fees may be limited to a maximum of the membership rate per elected training session. Reimbursement for registration fees for Board required training sessions will be subject to approval by the Department Director.
 - B. Lodging, meal, and auto mileage expenses may be reimbursed at the Board approved rate.
- 3. Upon return from an external training session the employee must complete the Request to Attend External In-Service form 03-ALL-ALL-0083 together with an Expense Reimbursement Sheet form 03-ALL-ALL-0084 to his/her supervisor for review and approval. The Expense Reimbursement Sheet must be completed according to Expense Reimbursement procedure 02-ALL-ALL-0297 (FS), within 10 days of return from training session.
- 4. Attendee is responsible to ensure that documentation of attendance at all external training sessions are uploaded to Relias Learning to serve as employee's personnel file, within 30 days of session.
- 5. If a Wood County Board of Developmental Disabilities employee is a presenter at any external training session and a stipend is offered the employee shall give the stipend to the Board unless that employee is on an approved personal leave day, leave without pay, vacation day, or non-workday. The employee can negotiate the cost of registration and/or accommodations in place of receiving a stipend.

GENERAL:

- 1. Participation and attendance in staff development activities scheduled during regular work hours shall be at the discretion of administration or supervisor.
- 2. Regularly scheduled staff meetings will be held within each division/department. Attendance is required for all employees within the division/department.
- 3. If CEU's are requested for trainings within staff meetings, a copy of agenda will be sent to Human Resources prior to the training. After the training is completed, the minutes of the training will be sent to Human Resources for CEU documentation.

Reference: OAC 5123:2-2-01; OAC 5123:2-9-14; OAC 5123:2-9-15; OAC 5123:2-9-16; OAC 5123:2-9-17; OAC5123:2-9-44

Procedures: 02-ALL-ALL-0297 (FS)

Forms: 03-ALL-ALL-0083

03-ALL-ALL-0084 03-ALL-ALL-0334

Attachments: Appendix A – General Orientation, Appendix B – Staff Development

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APPENDIX A – General Orientation

Overview of WCBDD	*Mission, Vision, Values, Principals, Goals
	*Organizational Structure
Staff Information	*Cultural Diversity and Personal Sensitivity
	*Effective Communication
	*Person-Centered Philosophy and Practice
	*Principals of Positive Intervention Culture
	*The Role of Direct Staff in Creating a Positive Culture
	*Transportation Safety (Program Specific)
	*Key Policies, Procedures, and Work Rules
Ergonomics	Ergonomics
Consumer Related Procedure	Service and Support
	Rights of Individuals
	Misappropriation
	HCSB Waivers
	Human Rights Committee
	Confidentiality
	Grievance and Due Process
	Abuse/Neglect
	UIR/MUI
	Unplanned Hospitalization
	Known Injury
	HIPAA
	Behavior Support
	*Ethical and Professional Conduction and Practice
	*Success Plans and Intervention Strategies
	*Success Plan Review and Human Rights Committee
	*Development of Individual Service Plans
	*Roles and Responsibilities of Team Members
Fire Inservice	Fire Safety
Emergency Response	OSHA Washing Osfith
	Weather Safety
	Lockdown
	Hazard Communication
	Attack or Hazardous Material
	Lock Out Tag Out
	MSDS
	*Building/Site-Specific Emergency Response Plans
Health Related Information	General Nursing Roles
	Communicable Diseases
	DNR
	Employee Illness
	Signs and Symptoms of TB
	Bloodborne Pathogens
	Universal Precautions
	Hepatitis B Vaccine
	*Signs and Symptoms of Illness or Injury and Procedure for Response
Alerts	Health and Welfare Alerts

Human Resources	EEO/EEO Discrimination
Procedures	ADA/ADA Grievance
	Reasonable Accommodations
	Sexual Harassment
	Drug Free Workplace
	Substance Abuse
	Violence in the Workplace
	EAP
	Employee Benefits
	Corrective Action
	Grievance
	Holiday Pay
	Program Closing
	Vacation
	Personal Leave
	Sick Leave
	Other Benefits
	*Avoiding Conflicts of Interest
	HIPPA General Rules for Disclosure of Protected Health Information –
	Policy 01-ALL-ALL-0125
	County Commissioners' Association of Ohio Deferred Compensation Plan
	Ohio Public Employees Deferred Compensation Program
	College Advantage – A 529 Savings Plan
	Smoking Policy – Policy 01-ALL-ALL-0051
	Auditor of State Fraud Reporting System
	Abuse Registry Information
	Employee Rights and Responsibilities Under the Family and Medical Leave Act

^{* =} Requirements for OAC 5123:2-9-14, OAC 5123:2-9-15, OAC 5123:2-9-16, OAC 5123:2-9-17, OAC 5123:2-9-44

APPENDIX B – Staff Development

CERTIFICATION &
PERSONNEL SOURCES
TO BE ENTERED BY HR
DEPARTMENT ONLY

SOURCE: CERTIFICATION

TOPIC:

Behavior Shaping Instructor Bus Driver Pre-Service CPR/FA Instructor

Lifeguard Nurse

Occupational Therapy 1
Occupational Therapy 2

Other School 1 School 2 School 3 School 4

School Bus Driver Service & Support 1 Service & Support 2 Social Work

Superintendent

SOURCE: PERSONNEL

TOPIC:

Abuse Registry
Abuse Registry Notice
Affidavit of Felony
Affidavit of Felony - Bus
BCI

BCI CDL

Corporate Compliance Plan

Diploma

Driver's Abstract
Driver's License
Drug Testing
Dual Employment
Evaluation-Annual

Evaluation-Annual - Board Evaluation-Mid – Board Family Medical Leave

FBI

Felony Notice Fraud Reporting Info

Fueler

Liability Release OIG Registry Physical PPD

SAM Registry Sheriff Check

State Nurse Aide Registry Terrorist Declaration Transportation Training SOURCE: MANDATORY

TOPIC:

Behavior Support*
Bloodborne Pathogens*
Body Mechanics
Bus Aide Orientation

Corporate Compliance Training

CPR**
Diversity

Driver/Bus Aide Safety* Drug Free Workplace* Drug/Alcohol Receipt Drug/Alcohol Training Emergency Response

ERG Annual Ethics HIPAA

Facility Orientation-Initial

Fire In-service*
First Aid – Certified**
General Orientation
Harassment*

Hazard Communication**

HCBS Waiver Licensure Regs

Lock Out/Tag Out-General**
Med Course Certification 1 *
Med Course Certification 2 *
Med Course Certification 3 *
Pool Orientation-General
Pool Orientation-Home
Positive Supports First*
Rights of Individuals*
Shuttle Safety
Substance Abuse
TB Screening

Transportation Handbook

UIR/MUI*

Universal Precautions* Vehicle Operators Manual Violence in the Workplace* Wheelchair - Lift Training

^ = updated every 6 months

* = updated yearly

** = updated every 2 years

*** = updated every 3 years

SOURCE: ONGOING - (Always ADD never UPDATE)

TOPIC:

Active Treatment: Includes training pertaining to the acquisition of the behaviors necessary for the consumer to function with as much self-determination and independence as possible. This would include formal and informal training as determined by the Individual Plan

<u>Behavior Support:</u> Training relating to implementation of growth-enhancing strategies that shall actively promote a person's ability to choose, to express individuality, self-determination, self-management and to engage in personalized interactions.

<u>Consumer Related</u>: Training relating to information and Policies and Procedures relating to <u>GENERAL</u> interaction of employees/consumers (i.e., rights of individuals, abuse/neglect)

<u>Documentation</u>: Training relating to recorded data which indicates consumer services have been provided as required by Individual Plan, program policies and procedures, or regulatory agencies

<u>Facility Policy and Procedure</u>: Excludes policies and procedures that are directly consumer related; includes a specific Board Policy and/or Procedure

<u>Management</u>: Training to assist supervisors in increasing skills needed to direct activities of their departments/facilities (i.e., time management, team building, etc.)

<u>Medical</u>: Training relating to health, hygiene, nutrition, infection control, and medications (<u>if not included in Med Course requirements</u>)

Other: Training which would not fit under any specific topic

<u>Safety</u>: Training related to ensuring environment, individual's actions, and policies and procedures result in the prevention of accidents; training to minimize injury and death in the event of a natural disaster; this is training not already covered in Mandatory (i.e., Hazard Communication, OSHA Other)

SOURCE: <u>INDUSTRIAL</u> – (MAINTENANCE ONLY) <u>TOPIC</u>; Other

SOURCE: <u>ALERTS</u> – (Always ADD never UDPATE)
Health and Welfare Alerts sent to us by the ODODD. Must be documented that they received training.