

PROCEDURE NO. 4-10-25

ISSUED: 02-05-99

REVISED: 12-31-24

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SUBJECT: Training Renewal Requirements

PURPOSE: To establish a method to ensure that Woodhaven is providing all required annual training and to carry out the mandate of Human Resource Policy No. 4.

All employees working in a direct support capacity (DSPs, TSLs, HCs, PMs, Job Coaches and RNs) are required to update the following training annually:

- CPI (Nonviolent Crisis Intervention)
- HIPAA & Confidentiality
- Abuse & Neglect
- Overview of HCBS

All employees working in a direct support capacity (DSPs, TSLs, HCs, PMs, Job Coaches and RNs) are required to update the following training every two years:

- CMA
- CPR
- First Aid

All employees working in a direct support capacity (DSPs, TSLs, HCs, and PMs) must complete a Medication Administration Competency Review annually after becoming certified in CMA.

Employees who do not work in a direct support capacity are required to complete the following training annually:

- HIPPA & Confidentiality
- Abuse & Neglect
- Overview of HCBS

All employees who will be driving Woodhaven vehicles need to complete a Driving/Road Test with a supervisor every three years.

These updates must be completed prior to the expiration of the existing certifications. It is the employee's responsibility to schedule themselves for the appropriate in-person training courses through Relias and to complete all required online trainings through Relias prior to the expiration date.

If an employee completes trainings through another employer, it is the employee's responsibility to provide the certification to Woodhaven's HR department prior to the certification's expiration date on file.

Employees who fail to complete renewal requirements prior to the expiration date will be suspended without pay until completed. A suspension will cause the employee to forfeit the pay-for-performance bonus for the quarter during which the suspension occurred.

Employees who schedule themselves for in-person training and fail to attend (or obtain authorization not to attend) the training will receive an unauthorized absence. This offense is subject to attendance points assessed.

Approved by: _____

Date: _____

Chief Mission Officer