

Procedure No. 4-10-47
New Issue

Revised: 10-01-23
Issued: 04-01-09

SUBJECT: Continuing Education

PURPOSE: To establish a method of skill enhancement and career advancement for Direct Support Professionals.

Continuing education will be available to direct support staff through Specialty Tiers, Management Training, and on-going training.

SPECIALTY TRAINING

As training in specialty areas becomes needed, classes may be developed into either tiers of training or individual classes. Each level will have test that staff must successfully complete to be credited with completion.

Eligibility Guidelines:

Employees working in homes identified as serving individuals with the Specialty needs will be required to complete the appropriate training. If more than one specialty training is required for a home, each staff should only work on one at a time. Home Coordinators will be required to take the trainings applicable to their home.

Participation in the Specialty Training not applicable to their home will be optional for Home Coordinators. Direct Support Professionals wishing to participate in a Specialty Training not applicable to their home must first be recommended by either their Home Coordinator or Program Manager.

WOODHAVEN'S MANAGEMENT TRAINING

Home Coordinators are required to attend the in-house management training. Direct Staff interested in attending this training must follow the following guidelines.

Eligibility Guidelines:

The Program Manager must submit their recommendation for any non-management employee to Human Resources/Staff Training Coordinator prior to a non-management employee beginning Management Training.

Approved by: _____
Human Resource Manager

Date: _____

SPECIALTY TRAINING

TIERS

| | Aging & Medically Fragile Tier | Sign Language Tier |
|----------------|---|--|
| Level 1 | <i>Health Changes</i> 2 hours | <i>Introduction to ASL Vocabulary</i> 2 hour class/week/6 weeks |
| Level 2 | <i>Nutrition Physical Activity & Fall Prevention</i> 2 hours | <i>Beginning ASL Usage</i> 1 – 1 1/2hour class/week/4 wks. |
| Level 3 | <i>Aging Brain & Dementia</i> 2 hours | <i>Introduction to ASL Vocabulary</i> 1 – 1 1/2hour class/week/4 wks. |
| Level 4 | <i>Coping with changes Death & Dying</i> 2 hours | |

COURSES

| Non-Insulin Dependent Diabetes Training | Insulin Dependent Diabetes Training | Tools of Choice |
|---|-------------------------------------|-----------------|
| 1 hour | 4 hours | 18 hours |

WOODHAVEN'S MANAGEMENT TRAINING

Leadership

Management

Interviewing/Hiring

Team Building

Counseling/Discipline

Accounting, Human Resources & Health Services Issues & Procedures

Organizational Outcome Measurement/Team of the Quarter and Year/
In-service Procedures/College of Direct Support