



GENERAL MANUAL POLICY

APPROVED BY:

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Executive Director

CATEGORY:

Human Resources

TOPIC:

Training

Page 1 of 2

POLICY

Community Living Thunder Bay (CLTB) provides a variety of necessary training initially and on an ongoing basis to all of its employees and volunteers.

Ontario Regulation 299/10 has minimum standards in place that we must comply with.

This policy applies to all adult services at CLTB.

PURPOSE

1. To ensure that all employees and volunteers are equipped to perform the necessary job duties and responsibilities.
2. To verify and record that all employees and volunteers have been provided with the necessary training and tools to perform their job duties and responsibilities.

Initial: KSP

GENERAL MANUAL PROCEDURE

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Page 2 of 2

PROCEDURE

1. All newly hired direct support providers are required to have Emergency First Aid certification upon hire and Non-Violent Crisis Intervention training is provided. The organization can provide this training upon hire however training obtained elsewhere is compliant if proper certification is provided to Human Resources.
2. Rights and Abuse training is provided to all new employees and volunteers upon hire.
3. Emergency First Aid training is mandatory for all direct support providers to recertify every three years and is offered monthly for employees to attend. The training date and expiration date is recorded in each person's personnel file and Human Resources Information System (HRIS). Certification is a requirement to continue employment.
4. Non Violent Crisis Intervention training is mandatory for all direct support providers to recertify every three years and is offered monthly for employees to attend. The training date and expiration date is recorded in each person's personnel file and HRIS. Certification is a requirement to continue employment.
5. Rights and Abuse training is mandatory for all employees and volunteers on an annual basis. Such training will be offered by the organization each year. The training date will be recorded in the HRIS.
6. Regular on-going training is offered to all direct support providers and volunteers regarding support for persons with developmental disabilities. Employees may request specific training to their Supervisor, and such training will be considered. Examples of training may include but are not limited to:
 - Palliative care
 - Gastrostomy tube
 - Alzheimers
 - Dual Diagnosis
 - Special dietary requirements
 - Personal Outcome Measures
7. Training for student placements and volunteers will be determined on an individual basis and will consider the scope and length of the placement.