

PROFESSIONAL DEVELOPMENT/TRAINING POLICY

(Seminars, Workshops, Conferences, Internal Training)

Community Living-Central Huron recognizes the value of Staff and Volunteers participating in professional development and training as it can positively impact on people supported, the Staff themselves; co-workers and the Agency. The Agency, when able, may provide an incentive for Staff to enrol in post-secondary education related to the field of developmental disabilities. Staff are required to provide proof of successful completion to be eligible for any type of incentive.

Staff who register for professional development and/or training and fail to attend will be charged the professional development and/or training event fee, if applicable.

Professional Development:

If a Staff or Volunteer wish to participate in professional development or a non-mandatory training event, they will provide to their Supervisor all necessary written information, including costs. The Supervisor will consult with the relevant Program Coordinator or Executive Director. The following will be taken into consideration when approving participation:

- a) Relevance of the professional development/training event with respect to the Staff's or Volunteer's position/role and the Agency's needs;
- b) Previous opportunities to participate in professional development/training;
- c) Time requirement to ensure continuous operation of services; and
- d) Cost of the professional development/training, status of Program's budget and when appropriate, the Agency's ability to provide an incentive.

Following approval, the Agency will pay for the following expenses:

- a) Registration fee, or a portion thereof;
- b) Accommodation - most cost-effective option, prior written approval must be sought from the relevant Supervisor, in consultation with the Program Coordinator;
- c) Meals - refer to Community Living-Central Huron Policy, and/or the Collective Agreement; and
- d) Transportation - as authorized by the relevant Supervisor, in consultation with the Program Coordinator.

Mandatory Training:

Orientation: Agency Staff will be provided with paid on-site orientation at each relevant work location, whereas the relevant Supervisor or designate will ensure the Orientation Checklist is completed. Upon hire, new Staff will be required to participate in an unpaid Agency orientation, conducted by the Program Coordinator.

Annual Training: Agency Staff are required to participate in mandatory training, as set out in the requirements of Quality Assurance Measures and the Occupational Health & Safety Act, (ie. Abuse; Fire Prevention; Non-Violent Crisis Intervention; First Aid/CPR; Workplace Violence). Should a Staff person not have valid, up-to-date training, they will be subject to discipline up to and including dismissal from the Agency's employment. Disciplinary measures may include Staff being removed from the work schedule, until such time their training/certificates are updated. In addition, should Staff fail to attend mandatory training arranged by the Agency, the Staff member may be responsible for securing such training on their own time and cost.

Note: There is required training within the Orientation Checklist, such as: Fire Prevention; Quality Assurance Measures; Workplace Violence Prevention; Medication training. Refer to the Orientation Checklist for the current requirements.

Volunteers will be provided with an orientation of their role by the relevant Supervisor, Coordinator or Executive Director. In addition, for Volunteers providing direct support, an Agency orientation will be provided by the Program Coordinator.

First Aid/CPR: All Agency Staff are required to have an up-to-date Emergency First Aid/CPR certificate. Should a Staff be hired and not possess a valid Emergency First Aid/CPR certificate, the Staff will be required to obtain a certificate within the first 3 months of employment and be responsible for the cost and training, on their own time, for the initial Emergency First Aid/CPR certificate. For Staff who are hired and possess a current certificate, the Agency will arrange for re-certification and incur the cost of training for Staff to update their Emergency First Aid/CPR certificates for the term of the Staff's Agency employment.

Workplace Hazardous Materials System (WHMIS): All Agency Staff are required to have annual training in WHMIS, which the Agency will determine the training material for both the initial training and annual refresher training.

Nonviolent Crisis Intervention (CPI): All Agency Staff who work in "group living residential locations" where three or more people reside are required to be trained in CPI's Nonviolent Crisis Intervention. The Agency will provide the initial training, as well as annual refreshers. The Agency, may at its own discretion, determine Staff who work in other locations would benefit from Nonviolent Crisis Intervention training and subsequently such training would be provided. Reference to the Agency's "Use of Physical Restraints Policy" (C-005) can be made for further details regarding the Nonviolent Crisis Intervention Program.

When a Staff member attends any professional development/training event, they will be paid for a maximum of eight hours per day. Part-time and Occasional Workers will be paid for the number of hours approved in advance by their Supervisor, not to exceed eight hours per day.

Following participation in a professional development/training event, the participants may be requested by their Supervisor to submit a written report for circulation within Community Living-Central Huron. Hand-outs and other information obtained at the event will be attached to the circulation copy.