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|  INSERVICE POLICY | NO. 412 |
| POLICY: In order to develop an active effort to improve and maintain the professional knowledge of personnel while enhancing their interpersonal interactions with the persons served, orientation and ongoing training and development are provided. PROCEDURE:* Attendance is mandatory and will be monitored and considered during performance evaluations.
* A record of attendance at in-service education programs will be maintained for employees as well as an overall attendance record for each in-service.
* In-service training includes, but is not limited to, the following topics:
1. Prevention and control of infection.
2. Fire prevention and safety
3. Accident Prevention
4. Resident Rights (including how to assist resident to secure and exercise their rights)
5. Dental Hygiene
6. PROM
7. Tornado Inservice
8. Dietary
9. Employee Right To Know
10. G-Tube / Trach Care
11. Behavior Management / Brain Injuries / Crisis Prevention Intervention Training
12. Empathy Training / Psychosocial Issues of Persons served (including social/cultural issues)
13. Prevention of Resident Abuse and Neglect
14. Information on appropriate documentation and record-keeping (department specific)
15. Information on specific rehabilitation practices
* Winning Wheels will provide a minimum of fourteen (14) yearly in-services.
* It is required by the Illinois Department of Public Health that staff must attend at least twelve (12) in-service programs during the period of April 1 to March 31.
* If, in extreme instances, a staff member cannot attend a mandatory in-service, prior approval must be obtained from their supervisor.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 2 |

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| * Employment status will be in jeopardy unless proof of attendance at a make-up in-service is provided.
* Staff are allowed to make-up a maximum of two (2) in-services per year.
* Make-up in-services must be done on their own time, at their own expense and within 30 days of the missed in-service.
* To make up a missed in-service, it is the staff member’s responsibility to go to the in-service presented and obtain the information, review it and have the presenter sign a slip stating the material was understood and bring it to their supervisor for verification.
* Failure to make-up an in-service results in the following:

 1st missed in-service and not made-up: Written Warning 2nd missed in-service and not made-up within 30 days: Required to work on additional weekend, any shift, at the supervisors  discretion.  Additional missed in-services: Up to and including immediate termination |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  2 of 2 |