

582 Employee Education and Development

Effective Date: 2/1/2003

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Each employee is required to receive training annually. The training year follows the standard calendar year. This training is important and is offered to improve each employees existing skills and develop new skills for personal and professional advancement.

Employees who fail to receive the mandatory training required for their specific workplace and/or position by the end of the calendar year and/or specific checkpoints may be subject to disciplinary action up to and including termination.

Each new employee is required to attend a five (5) day New Staff Orientation Program to prepare them for their new responsibilities, daily operations, policies and procedures; prior to working directly with individuals. This Orientation includes the following:

- Basic Orientation
- Completion of all necessary forms for payroll, personnel, insurance, regulatory compliance and other purposes.
- Distribution and acknowledgement of receipt of the Employee Handbook
- Keystone: History, Philosophy, and Mission
- Introduction to Mental Retardation
- Social Role Valorization
- Individual Rights
- Sensitivity and Effectiveness
- Fire and Smoking Safety by a Fire Expert
- First Aid, Heimlich, and Adult C.P.R. by a Certified Trainer
- Safe Crisis Management
- Abuse and Neglect Prevention
- Introduction to Health Services
- Bloodborne Pathogens, Infection Control, and Universal Precautions
- Psychopharmacology
- Developing and Implementing Service Plans
- Incident Reporting
- Safety
- Counseling Skills

Failure to successfully complete this training week will result in termination of employment.

Each new employee will also complete a minimum of twenty-four (24) hours of On-The-Job Training with their supervisor or a senior staff member to acquaint them to their specific job duties.

In addition to monthly and yearly required training, Keystone also offers a wide-variety of elective training that will be beneficial to all staff, both personally and professionally.

Employees and supervisors should direct questions regarding specific required or elective trainings to the Department of Staff Development & Training.