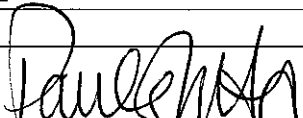


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Human Resources
Standard Title	Required Trainings and Maintaining Certifications
Regulations	14 NYCRR 633 OSHA Regulations Department of Labor Regulations
Original Issue Date	03/26/2012
Latest Revision Date	04/13/2023
Number of Pages	2
Attachments	
Approved by: Paula Jubic, Executive Director	

Standard:

Catholic Charities Disabilities Services (CCDS) places great importance on enhancing the lives and welfare of the individuals it supports. One of the ways to accomplish this goal is to ensure that the workforce is well trained.

Procedure:

1. In accordance with law and regulation, CCDS will provide training in the area of staff development. As resources allow, CCDS will also provide training to the individuals supported as well as the general public.
2. As learning is a dynamic endeavor that is responsive to a constantly changing knowledge base, training will be provided as outlined in an agency training plan which will be updated annually.
3. The training plan will be reviewed and approved by the CCDS Training Group ensuring that the training plan will ensure that all legal and regulatory standards are met and that the training content reflects best practices in the field.

General:

4. Any staff person who arrives to a training more than 10 minutes late, without notifying the supervisor or trainer with a reasonable explanation, may not be permitted to take the training. This decision will be made by the trainer or appropriate administrator.
5. Any staff person who engages in any unprofessional conduct or distracting behavior may be asked to leave the training.
6. During any training, staff are expected to be engaged in the training. Staff should not receive and respond to any texts or phone calls unless it is an emergency.
7. When a training is held virtually, each participant is expected to be engaged in the training and have their camera on at all times unless the device being used is unable to do so.
8. Staff will need to receive supervisory approval to attend trainings that are not annual refreshers or part of orientation such as Leadership Development Series, Clinical Training Series, etc.

Standard: *Required Trainings and Maintaining Certifications, 2012.03.26.*

New Staff:

9. All residential staff, upon hire are required to complete Residential Orientation, CPR & First Aid, SCIP-R/PROMOTE, and AMAP training to receive the full salary increase.
10. All residential staff must complete Residential Orientation within 90 days of their start date or be subject to disciplinary action up to and including termination.
11. All ICS staff, upon hire are required to complete ICS Orientation and CPR & First Aid within 90 days of their start date or be subject to disciplinary action up to and including termination.
12. All administrative staff must complete Administrative Orientation within 90 days of their start date or be subject to disciplinary action up to and including termination.

Staff Refreshers:

13. All residential staff must complete annual refreshers in SCIP-R/PROMOTE, AMAP, Workplace Harassment, and an agency annual refresher that includes several topics including but not limited to: Prevention of Abuse, Incident Reporting, Corporate Compliance, HIPAA, Blood-borne Pathogens, etc.
14. All residential staff must maintain current certification in SCIP-R/PROMOTE, AMAP, and CPR & First Aid.
15. All administrative and ICS staff must complete annual refreshers on Workplace Harassment and an agency annual refresher that includes several topics including but not limited to: Prevention of Abuse, Incident Reporting, Corporate Compliance, HIPAA, Blood-borne Pathogens, etc.
16. All staff must complete any other refresher trainings as designated by CCDA and CCDS.
17. If a staff person goes beyond 30 days overdue for any refresher, they will be suspended without pay until they complete the training(s). Staff will be paid for the time used to complete any refresher.