

A NEW LEAF, INC.

ResHab Employee Training



It is the policy of A New Leaf that all Residential Habilitation Therapists (RT'S), receive at a minimum the training requirements listed under IDAPA 16.03.10. Prior to delivering services to a participant, RT's must complete an orientation and within six months the remaining training must be provided and documented within the employee file.

I. Orientation Training:

- A. All RT's must take and pass CPR and First Aid, or have proof of a current certification.
- B. All RT's must successfully complete and follow an "Assistance with Medications" course approved by the Department. (SAMS Training)
- C. Training on the purpose and philosophy of Residential Habilitation services.
- D. Training on service rules.
- E. Training on RT proper conduct when working with and relating to waiver participants.
- F. Training on Participant rights, advocacy resources, confidentiality, and safety and welfare.
- G. Training on methods and strategies for working with and supervising participants.
- H. Training on individuals with traumatic brain injuries.
- I. Training relating to the specific needs of the participants.
- J. Training on monitoring and documenting medications, behaviors, programs, and other communication.

II. Additional Training:

- A. Training on various instructional techniques: methodologies for training in a systematic and effective manner.
 - B. Training on managing behaviors to include techniques and strategies for teaching adaptive behaviors. Employees will be trained in utilizing proper and positive behavior intervention techniques.
 - C. Employees will receive training to learn appropriate activities, opportunities, and training, in order to promote optimal independence of all participants receiving services. This will include feeding, communication, mobility, activities of daily living, body mechanics and lifting techniques.
 - D. Employees will receive training on how to properly use assistive technology devices.
 - E. Employees will be instructed on how to maintain accurate records and how to accurately collect data.
 - F. Employees will learn how to maintain a clean, safe, and healthy environment for the participants. This will include teaching proper housekeeping techniques. They will also learn strategies for teaching their participants to be an active part.
 - G. Employees will be fully trained in the implementation of all policies and procedures developed by the agency.
- III. Employees will continue to receive on-going training as their assignments change, the needs of their participants change, and as Health and Welfare Code changes.

I acknowledge that I have received training in the subject areas mentioned above and understand my responsibilities in maintaining the currency of training that has renewal dates; also that I must make up trainings offered by A New Leaf I have missed on my own or by scheduling an appointment with my supervisor or Affiliate to go over the content of the missed meeting.

Employee/Affiliate Signature

Date

Trainer Signature

Date