

CABRINI OF WESTCHESTER
Human Resources Policy & Procedure Manual

SECTION 6: Employment Policies	Effective Date: 3/01/2023
SUBJECT: Training Requirements and Opportunities	Revision Date:

POLICY:

To ensure compliance with federal, state or local regulatory requirements as well as Cabrini of Westchester policy and procedures, staff employees may be required to complete specific training requirements as a condition of employment. Failure to complete mandated training by a required deadline, may result in disciplinary action up to and including termination, in accordance with staff employment policies, or removal of job responsibilities.

The most commonly-required mandated training modules are as follows:

MONTH DUE:	NAME OF COURSE:
 JANUARY	● RESIDENT'S RIGHTS
 FEBRUARY	● INFECTION CONTROL & PREVENTION
 MARCH	● HIPAA
 APRIL	● THE ELDER JUSTICE ACT
 May	● CORPORATE COMPLIANCE
 JUNE	● EMERGENCY PREPAREDNESS/SAFE PATIENT HANDLING
 JULY	● OSHA: BLOODBORNE PATHOGENS
 August	● FIRE PREVENTION AND LIFE SAFETY
 September	● PERSON-CENTERED CARE
 October	● EFFECTIVE COMMUNICATION
 November	● SEXUAL HARASSMENT PREVENTION
 December	● FALL PREVENTION

Training requirements may be added, deleted, or updated at any time. Questions may be directed to your manager or department head.

For staff, additional or specialized training may be either mandated or recommended by an individual employee's department. These units may at any time add, alter, or eliminate their own unit training requirements, but units may not alter or eliminate mandatory Cabrini of Westchester training requirements.

Cabrini of Westchester may periodically also offers voluntary learning opportunities to enhance employee skills. Employees are encouraged to take advantage of these additional training opportunities.

Employees must be allowed to complete mandated training during work hours, and non-exempt staff must be paid for those hours. An employee who voluntarily elects to take advantage of learning opportunities that are not required by his/her department should discuss with his/her manager whether it is appropriate to do so during regular work hours and whether s/he will be paid for the hours.

Many of the mandated training programs – as well as a wide variety of business-related courses, certificate programs, and training resources – are available at Cabrini of Westchester's comprehensive learning website, Relias Training. Employees should consult with their managers or department head to locate the source of any required training courses that are not available via Relias Learning. Training attendance for employees is tracked and monitored through the Relias Learning. Effectiveness of all training modules will be evaluated utilizing one or more of the following tools:

- Post training exams and/or quizzes
- One to one discussions with employees
- Certification exam scores
- Employee surveys

New Hire Orientation:

New Staff Orientation provides a broad overview of Cabrini of Westchester, essential expectations and valuable resources, including but not limited to a brief history and instruction on the mission of the organization, infection control, abuse prevention and reporting requirements, sexual harassment prevention, life safety/emergency preparedness and corporate compliance policy and requirements. Employees must attend new hire orientation on their first day of work. All new hires will also be scheduled to attend a more comprehensive and multidisciplinary group orientation session within the first 90 days of employment.

Annual Mandatory Training:

All employees of Cabrini of Westchester are required to complete mandatory training on the following topics at least annually:

- Infection Control
- Abuse Prevention and Reporting
- Residents Rights
- Corporate Compliance
- Sexual Harassment Prevention
- Emergency Preparedness

Additional training is required of certain job titles that specifically pertain to the job that the employee is performing. Therefore, in addition to the above list, additional requisite training is subject to job titles and responsibilities.

Continued Education and Training:

Various topics fall within this category and may include, but are not limited, to the following.

- Introduction to new policies and procedures.
- Overview of Cabrini of Westchester policies and procedures, as required by federal and state law, and when changes are implemented.
- Leadership, policies and supervisor responsibilities for newly appointed supervisors.
- Training required for job certifications.
- Technical training for use of computer software and/or equipment.
- Interpersonal skills training focused on building communication skills.
- Health and wellness learning opportunities.
- Lifesaving Skills: First Aid, CPR, AED
- Cultural sensitivity training including language access.
- Safety Awareness.
- Technical training for use of equipment specific to departmental need.

PROCEDURE:

1. Employee
 - Is enrolled in Relias Training upon hire
 - Schedules/attends training programs as required.
2. Department Supervisor/Manager
 - Schedules employees for mandatory and/or required job training
 - Monitors staff compliance with required training programs
3. Human Resources
 - Coordinates and schedules group orientation sessions

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