

POLICY:	STAFF DEVELOPMENT	POLICY NO:	EDU-1
Dept: All	EDUCATION	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Last Date Revised:
			Prev. Date Revised:
RELATED FORMS:			Creation Date: 4/2019

POLICY:

All personnel must attend and participate in regularly scheduled in-service training programs

PROCEDURE:

1. The primary purpose of our facility's in-service training program is to provide our employees with an in-depth review of our established operational policies and procedures, their positions, methods and procedures to follow in implementing assigned duties, and to provide up-to-date information that will assist in providing quality care.
2. We are an equal employment organization and our in-service training programs apply equally to all personnel without regard to race, color, creed, national origin, age, sex, religion, or handicap.
3. The primary objectives of our facility's in-service training programs are:
 - a. To plan and organize a system of training that begins with an orientation program and continues throughout employment through scheduled in-service training programs;
 - b. To develop in each employee an awareness of his/her abilities and limitations in providing care for residents;
 - c. To develop the abilities of each employee;
 - d. To assist employees in seeing themselves as others see them;
 - e. To develop and maintain a cooperative attitude among all employees;
 - f. To develop an awareness of the many teaching-learning experiences and the contribution made by the employee to these experiences; and
 - g. To teach each employee the specific policies and procedures of our facility.