



Mandatory Staff Policies and Procedures Orientation

1. Scope

This policy is for CANANA employees.

2. Terms and Definitions

Term	Definitions

3. Policy Details

All CANANA employees are required to complete an orientation that includes the topics listed below; after all have been completed and returned, you will receive 6 hours of training credit.

4. Procedures

Please read the related links on our website carefully. When you have reviewed all the information, please check each item below and **return this form and the quizzes** to:

Mail or drop off to: mgorans@cipmn.org 952-707-0684

Attn: Dr. Kate Onyeneho

Fax to:

900 West 128th Street, Suite 101

Attn: Dr. Kate

Burnsville MN 55337

Onyeneho

Scan and Email to:

kathyuche9@yahoo.com

Website address to find policies: <http://www.mncana.com>

*if you would prefer paper copies, please contact Dr. Kate Onyeneho ASAP as these need to be read within 72 hours of hire!

The following NEEDS TO be completed before there is any unsupervised contact with the person you will be supporting: *(I will receive 15 minutes of training credit for the following two items)*

I understand that the person receiving services has an **Individual Abuse Prevention Plan (IAPP)** and a **Coordinated Service and Support Plan Addendum (CSSP) and/or a CSSP-Addendum**. I understand that it is my responsibility to ask my Primary Contact for a copy of the plan to review or to ask my Personal Supports Manager to send me a copy. I know that it is my responsibility to implement that plan as written and to ask my primary contact or program manager if I have questions.

I have read and understand my job description.

The following policies and procedures need to be read, checked off and the quizzes taken and returned within 72 hours of hire:

I have reviewed the policy on the **Vulnerable Adults Policy** and the **Maltreatment of Minors Policy (1 hour)**. I understand the information provided. I know that I am a mandated reporter. I know where to get more information if I have questions.

**Center for Africans Now in America strongly encourages employees to take the training provided by the College of Direct Supports on Vulnerable Adults and Maltreatment. There are 8 lessons on the above topics. If you complete all of them, then you will receive an additional 2 hours of training credit.*

I have reviewed the **Data Privacy policy** and the **HIPAA Notice of Privacy (1 hour)**. I understand that all information about the person I provide support to is private. **CANA Staff Policies & Procedures Orientation**

I have reviewed **Service Recipient Rights and Rights and Responsibilities Explained (30 mins)**. I know that some important rights to remember while providing support include the right to 'trained and qualified staff', the right to 'be free from abuse, neglect, and financial exploitation', the right to 'be free from staff controlling my behavior by physically holding or restraining me', and the right 'to choose my own friends and spend time with them'.

I have reviewed the **Emergency Use of Manual Restraint (EUMR) Policy (1 hour)**. I understand that this means Personal Supports services does not allow the use of EUMR; however, there are three exempted circumstances where an EUMR can be used that are not subject to the conditions, restrictions, monitoring, reporting and reviewing of an EUMR.

I have reviewed the **Drug and Alcohol policy (5 mins)**. I know that I may not be under the influence during work hours. I understand doing so may result in disciplinary action up to and including termination. I know that I must report to Human Resources within 5 days if I am convicted of criminal drug use or activity.

I have reviewed the **Grievance Policy** and the **Grievance Policy Addendum (15 mins)**. I know that if I have a problem I can report it to a Personal Support manager. I know that if I feel they are not taking care of the problem, I can ask to file a formal grievance, which I can find on the website under “Personal Support Reports”.

I have reviewed the **Admission Policy** and the **Service Suspension and Termination Policy (15 mins)**. I know that there is a formal process to intake a new personal into the personal support program and a formal process to suspend or terminate from the program side.

I have reviewed the **Safe Transportation Policy (10 mins)**. I know that if I am transporting the person I support, they must be properly fastened while the vehicle is in motion. I know I must refrain from using my cell phone or other mobile devices while operating the vehicle.

I have reviewed the **Incident Response, Reporting, and Review Policy** as well as the **Incident Report Form (30 mins)**. I know that an incident that happened during work hours needs to be reported to a program manager by phone within 24 hours and that I will be asked to fill out the report form. I understand that if the incident requires me to call 911, I must also fill out the emergency report form.

I have reviewed the **Universal Precautions and Sanitary Practices Policy (5 mins)**. I understand that precautions include hand washing, using personal protective equipment, proper disinfecting of contaminated surfaces, and proper disposal of sharps and infected materials.

I have reviewed the **First Report of Injury Directions (5 mins)** I understand what to do if I am injured while working. I know that I must make a First Report of Injury by calling Community Involvement Programs Human Services Department within 24 hours of the injury. **CANA-Center for Africans Now in America Staff Policies & Procedures Orientation**

I have reviewed **Person Centered Planning (35 mins)**. I understand that the support I provide must support the person’s preferences and daily needs while respecting their dignity and building self-sufficiency.

**CANA’s program strongly encourages employees to utilize the training on College of Direct Supports for Person Centered Planning as it will give you a much better understanding of this important principle; the*

information on our website is just a quick overview. There are 5 lessons on Person Centered Planning. If you complete each one, you will receive an additional 4 hours of training credit.

I have reviewed the **Overview of Basic First Aid (15 mins)**. I understand that I may need to provide basic first aid to the individual I support. I understand that by reading this overview, it does not mean that I am certified in Basic First Aid. I understand that a family may ask me to become certified in First Aid or CPR.

** Here is a link to a free online basic first aid. If you wish to have more training on basic first aid, you are welcome to take this course. Please remember to print off the certificate and submit your quizzes for credit, as well as complete the training timesheet. If you do complete this training, you will receive an additional 1.5 hours of training credit.*

<http://www.firstaidforfree.com/free-first-aid-course/>

By signing below, I attest that I have read and understood the above policies. By signing this paper, submitting all of the necessary quizzes, and turning in a training timesheet I will receive 6 hours of training credit. I also acknowledge I will need to complete an additional 4 hours of training before my orientation period is complete, which is 60 calendar days from my date of hire.

Please Print Your Name of the Person you Support (Participant)

Signature Date

Email Address