

MT VIEW HOMES

EDUCATION INSERVICE POLICY

INTRODUCTION

“Mt View” Homes recognises that on going education and staff development is essential for the maintenance of quality contemporary practices in all areas.

POLICY

“Mt View” Homes provides and supports educational opportunities to ensure that staff members are able to deliver appropriate and competent resident care in accordance with contemporary knowledge and practice.

It is the responsibility of staff members to take advantage of these opportunities and to assure their own competence.

IMPLEMENTATION

Essential Occupational Health and Safety education is provided in accordance with legislated requirements.

Staff educational needs and preferences are regularly evaluated through a range of feedback mechanisms including performance appraisals, evaluations of educational programs and surveys.

On the basis of assessed needs and preferences, a range of programs/topics relevant to resident lifestyle, care and service delivery and/or personal, professional growth is provided. These programs are made available by the management and staff are encouraged to attend in their own time without payment.

Notifications of external programs are posted on the training notice board and staff are encouraged to attend as appropriate. “Mt View” Homes will offer paid training to all staff as outlined in the following procedures.

Records of staff attendance at in-service and external educational programs will be maintained and entered on individual personnel files.

Individual educational needs and goals are reviewed as part of the performance appraisal process.

Staff members who cannot demonstrate through their daily work practice(s) that they have current knowledge and skills required to care for residents or to carry out their assigned duties will be counselled.

A small library of relevant books, CD's, Videos, manuals and circulars are available and may be accessed through the Training Officer.