

Subject: EDUCATION AND STAFF DEVELOPMENT

Application: The Maronite Sisters of the Holy Family Village

Approved By: Sr Elham Geagea

Responsibility: Director of Nursing / DDON / All Staff

Distribution: All Staff

PURPOSE:

To ensure that management and staff have appropriate knowledge and skills to perform their roles effectively. Education and training together underpin improved quality of care and lifestyle for residents and improve staff morale.

MANAGEMENT RESPONSIBILITY

- To record learning outcomes and staff attendance at in-service.
- To identify the knowledge and skills needed to achieve organisational goals.
- To regularly assess the knowledge and skills of staff through performance appraisal, quality audits and processes, and regular competence testing.
- To ensure mechanisms are in place to monitor staff development activities and outcomes.
- To allocate resources for education and staff development.
- To ascertain staff requirements for education through an annual “Education Needs Analysis” Questionnaire.

STAFF RESPONSIBILITY

- To identify learning needs relevant to the achievement of tasks within scope of practice.
- To be responsible for own professional development.
- To maintain skills and knowledge of contemporary practice within the scope of work and in alignment with organisational goals.
- To actively contribute to staff development planning and evaluation processes.
- To attend mandatory in-service education and meeting provided by the Village. (Fire, Security and Other Emergencies, Manual Handling and WH&S, RN and AIN meeting). Each staff must attend 20 hours in-service yearly. Not attending the above education and meeting may result in disciplinary action.

PROCEDURE

- Management prepares yearly and monthly education plan.
- Manage and organize for in house or outside training for staff
- Provide yearly budget for education.