

Elderly Chinese Home - Staff Development and Training Policy

Management ensure staff members 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 allocate resources for education and staff development.
- To ascertain staff requirements for education through an annual staff appraisal

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 provided by the Home. (Fire, Security and Other Emergencies (CPR) and Manual Handling)