



SUPPLEMENTAL INFORMATION

Anderson County Disability and Special Needs Board

Revised Training Documents

Belton, SC

HWY20MH001

(8 pages)

ANDERSON COUNTY DISABILITIES & SPECIAL NEEDS BOARD
OJT CHECKLIST

Employee Name _____
(please print)

The new employee's immediate supervisor or qualified designee (experienced employee in good standing with exceptional job knowledge and skills) must complete the Checklist during the employee's first days in the workplace following the employee's successful completion of CORE Curriculum.

Documentation: Both the new employee and the supervisor should document that each skill has been explained and that the new staff member has demonstrated both understanding and competency. Supervisors are responsible for maintaining this documentation.

Duration: A minimum of 12 hours is suggested for the checklist to be completed. However, depending on the number of new staff being trained and the employee's individual needs, more time is certainly encouraged. The supervisor should allow as much time as it takes beyond the 12 hour minimum to insure that the employees understands and can apply the information. This guide is intended as an overview to insure that employees have critical health, safety, and accountability information **before** assuming any job duties. As the supervisor, you are responsible for each employee's ongoing training and development throughout his or her career.

Administration: The OJT checklist should be administered by the employee's immediate supervisor. In rare circumstances, when the supervisor is not available, a qualified and predetermined designee reviews the checklist in the supervisor's absence.

My signature indicates understanding and completion of the OJT checklist:

Employee's Signature Date Location/Shift Date of Hire

Job Title

Supervisor's Signature Date

IN-SERVICE HOURS PROVIDED:

DIRECTIONS: The supervisor and employee should initial each section. Under each section, individual items should be checked when completed.

I. Procedures, Schedules, & Environmental Issues (approximately 6 hours)

A ___/___ The employee should be given a copy of his or her work schedule that outlines hours and days he or she will work for at least a two week period.

___ The employee's schedule should also outline dates, times, and locations for completing the remainder of orientation (PCP, Understanding Disabilities, PBS) within the 30 working days from hire date timeframe.

B ___ / ___ The supervisor should explain the employee's specific job duties as outlined in the job description to him or her and allow time for questions.

___ dress code

___ use of telephone

___ grievance process/chain of command

___ rules of conduct

___ Attendance of Staff Meetings

ITEMS UNDER THE FOLLOWING SECTION ARE TO BE REVIEWED WITH EMPLOYEE WITHIN 10 WORKING DAYS & PRIOR TO ASSIGNMENT OF JOB DUTIES. THIS IS AN OSHA REGULATION. DATE COMPLETED

C ___ / ___ The employee should be given a complete tour of his or her workplace, including:

___ care & operation of equipment/maintenance of work area

___ where emergency phone numbers are & the number of key staff to call in the event of an emergency

___ where staff should secure personal property (pocketbooks, lunch, etc.)

___ breaks, smoking, lunch rules, permission to leave work station

___ reporting of unsafe conditions/accidents

___ how to lift, turn, & position properly

___ where keys are kept for any locked areas to which the employee will need access

___ how to use plastic gloves & where they are stored before & after use

___ location of the SDS manual & how to use it, Right to Know Information

___ location of all fire extinguishers and how to use them

___ location of fuse boxes/switches (how to use)

___ location of water valves (how to turn off/on)

___ where cleanup supplies are kept including mops for spills, etc.

___ where flashlights & batteries are stored

___ how to check water temperatures

___ location of bio-hazardous waste area/usage/access procedures

___ location of sharps containers/usage

___ infection control procedures for the workplace (i.e. where clean & dirty linen is kept & how it should be handled).

___ how to safely dispose of body waste

___ location of Exposure Control Plan & explanation

___ how to decontaminate sinks, showers, & tubs

___ where personal care items & cleaning supplies are kept, which ones are hazardous chemicals, & how to access & secure these items

- _____ explanation of any chemicals employee will be using on the job, hazards, and proper precautionary measures
- _____ location of all exits
- _____ where to exit & evacuate in the event of a fire
- _____ where to go & what to do in the event of severe weather watches & warnings
- _____ what radio station or television station should be used to tune-in to severe weather information
- _____ where the first aid and PPE kits are stored

D _____ / _____ Vans

- _____ location of fire extinguishers on vans/proper usage
- _____ location of first aid/PPE kits on vans/usage
- _____ safety issues
- _____ accountability of individuals transported (ADP-to include pick up and drop off procedures and requirements)
- _____ drive van accompanied by supervisor prior to transporting consumers
- _____ mobile phone operation and usage
- _____ Load/off load vehicle wheelchair lifts appropriately (where applicable)
- _____ Staff demonstrates competency in Loading/Off Loading lift (where applicable)
 - _____ / _____ electronically
 - _____ / _____ manually
- _____ Staff view YouTube video "**Braun Commercial Wheelchair Lift Operator's Video PART 1**" on manual operation of wheelchair lift during Emergency or automatic lift malfunction. (where applicable)
- _____ Staff demonstrate competency in manually operating wheelchair lift
- _____ secure people who use wheelchairs in van safely (where applicable)
 - Viewing YouTube Video "**Joe Grier & JMG Media with SureLok, Inc**" or "**Q'Straint: QRT Max Training**" (*depending on type used in van*) (where applicable)
- _____ Staff demonstrates competency in wheelchair and occupant securement (where applicable)

E _____ / _____ Introduction to fellow staff members & designation of a mentor for ongoing on-the-job training for the next 6 months

- _____ Introduction to co-workers
- _____ identify who will be the employee's backup for lunch, breaks, & special situations & when his/her backups will be available
- _____ meet who will be the new employee's mentor for the next 6 months

II. Consumers (approximately 6 hours)

A _____ / _____ Staff demonstrates understanding of the following

- _____ meet & confirm for whom the employee is responsible & where individual records are kept
- _____ Individual Service Planning process
- _____ Assessment process and how goals & objectives are developed
- _____ Implement Individualized Plan based on person's

- _____ preferences, needs, and interests
- _____ Use of various instructional strategies and teaching techniques
- _____ assure the employee is aware of individual rights, dignity, privacy, & respect issues, & how to provide choices for the consumers in his/her care
- _____ relay any information regarding anything unusual or special that might be happening that could change the amount of supervision needed
- _____ explain specific levels of care for consumers in his/her care:
 - _____ their preferences,
 - _____ social/sexual issues,
 - _____ individual diets,
 - _____ Information regarding the person's money & personal property
- _____ review daily schedules for consumers
- _____ individual's medications, their side effects, allergies, where medications are stored & how they are dispensed should be explained & reference materials provided for the employee to review
- _____ give information regarding each consumer's level of independence in the employee's care in regards to functional skills (i.e. dining skills, bathing skills, toileting skills, grooming skills, use & location of adaptive equipment, etc...) & skills for which the consumer is receiving training & how much supervision the person needs
- _____ how to maintain records
- _____ Review each consumer's Consumer Risk Assessment Profile and Consumer Risk Factor Sheet (Consumer Profile)
- _____ Documentation requirements in Therap
 - _____ TLogs
 - _____ GERs
 - _____ SComms

B _____ / _____ Behavior Support

- _____ proper intervention for self-injurious behavior
- _____ competency of skills related crisis intervention (Therapeutic Options)
- _____ set date for training regarding specific behavior support plans. (To be completed within 15 working days from hire. The new employee should work with the assistance of an experienced co-worker until specific training on BSP's is completed.)

III. Inservice Training Documentation

- _____ necessity of documentation/condition of employment/required compliance
- _____ necessary training requirements/core curriculum/additional training
- _____ scheduling of training/notification procedures.

IV. Additional Training Requirements

- A _____ / _____ CTH & SLP training requirements
- B _____ / _____ Casemanagement (attach casemanagement orientation checklist)
- C _____ / _____ Early Intervention (attach verification of required early intervention training)

(For Non-direct care staff; and/or if certain items do not apply indicate with N/A)



Secure Communications

From [Redacted] In-Service Trainer (Anderson County DSN Board)

Recipient(s)
[Redacted]

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H/M/L High

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Wheelchair lift and securement training

Due to recommendations from the NTSB, we are now requiring that new staff receive training on safe and proper use of vehicle wheelchair lifts and securement. This will be part of new staff's OJT checklist and should be completed before staff operates lift or tiedowns with a person in the wheelchair. As you will note on the attached OJT checklist on page two under "D" Vans this training has been added which includes watching two YouTube videos-titles noted- that are listed and then demonstrating to supervisor correct and safe operation of both the lift and tiedowns, initialing on the checklist accordingly. Please note that there are two video's listed for securement system. The one that staff will watch will depend on which system is installed in vehicle. Also, please note that the video on wheelchair lift covers manual operation of lift in an emergency situation when the electronics are not working properly. Please make sure that staff pay close attention to this information and observe them operating the lift both electronically and manually and initial accordingly on OJT checklist.

All staff who work in facilities/programs with wheelchair lifts and securement systems in vehicles will receive this training annually. This annual training will include both watching the videos and supervisor observation and can be completed during a staff meeting. Documentation for annual training will include training noted in agenda/minutes to include verification that video was watched by listing the videos on agenda/minutes and listing staff demonstration and sign in sheet for training. Please turn documentation into Staff Development.

