



Ongwanada

Revised September 2019

# ***2019/2020 Mandatory Education Program***

*Support, Respect, Choices*

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Client and staff safety are priorities at Ongwanada. Everyone plays a critical role in ensuring their own safety and that of persons served. To facilitate Ongwanada's commitment to safety, staff receive education and training annually to assist them in maintaining their competencies. As an agency funded by the Ministry of Children, Community and Social Services (MCCSS), we are required to comply with Ministry directives, including all staff maintain current First Aid and CPR, Abuse Awareness, Emergency Preparedness (including fire safety), Non Violent Crisis Intervention, training on Controlled Acts/Skills, WHMIS and Infection Control education. Staff who require training/certification in these areas and whose training has expired should not be working. As such, attendance at/completion of your scheduled training/education, prior to the expiration of your current training/education, is mandatory.

## **ON-LINE EDUCATION:**

**All staff are provided links to the following education resources through com-box.**

### **Body Mechanics (Code: PBMT) – ALL FRONT LINE STAFF – On-Line ANNUAL**

Partial on-line. Employees learn the basics of proper body mechanics to reduce injury when assisting clients with their care. Topics include back injury and repetitive strain prevention tips in everyday tasks, especially in lifting, transferring and repositioning of clients. For more information contact Ronna Dillon at ext. 1116.

### **Fire Training (Code: PFT) – ALL STAFF – On-Line ANNUAL**

Review of the basics of fire safety, dos and don'ts and how to respond in the event of a fire. For information contact Peter Gould at ext. 1223 or by email at [pgould@ongwanada.com](mailto:pgould@ongwanada.com).

### **Infection Control (Code: PICT) – ALL STAFF – On-Line ANNUAL**

Provides guidance on best practice to prevent and control the spread of infection and to promote client and staff safety, including Hand Hygiene and Routine Practices. For further information, contact Infection Control at ext. 1231.

### **Medication Administration (Code PHAR) – SPECIFIC STAFF – On-Line ANNUAL**

Staff who administer medications to clients receive training on best practices for medication administration. For more information contact Adel Girgis at ext. 1214

### **Transportation Education (Code: PTRN) – ALL FRONT LINE STAFF – On-Line ANNUAL**

Review of Ministry of Transportation and Ongwanada requirements for driving an Ongwanada vehicle to ensure safe transport of our clients/staff. For information contact Peter Gould at ext. 1223

### **Workplace Hazardous Material Information System (WHMIS)(Code: PWHT) – ALL STAFF - On-Line ANNUAL**

For information, contact Peter Gould at ext. 1223 or by email at [pgould@ongwanada.com](mailto:pgould@ongwanada.com).

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## **IN PERSON EDUCATION:**

### **Body Mechanics (Code: PBMT) – ALL FRONT LINE STAFF – In Person ANNUAL**

Employees learn the basics of proper body mechanics to reduce injury when assisting clients with their care. Topics include back injury and repetitive strain prevention tips in everyday tasks, especially in lifting, transferring and repositioning of clients. For more information contact Ronna Dillon at ext. 1116.

**Controlled Acts Training/Skills (Code: PAST) – SPECIFIC STAFF – In Person ANNUAL**

Unregulated Care Providers receive training on Controlled Acts/Skills as required in their given work areas: Inhalation Therapy, Gastrostomy Tube Feeding, Jejunostomy Tube Feeding, Diabetes, Glucometer and Blood Glucose Testing, Eye drops & ointments, ear drops, vaginal suppositories, rectal suppositories & enemas.

For information/to register, contact Ronna Dillon at ext. 1116.

**Nutrition & Hydration (Code PSWL) – SPECIFIC FRONT LINE STAFF – In Person ANNUAL**

Fluid requirements and strategies to meet fluid needs as well as the signs, symptoms, and health effects of dehydration, among other nutrition and hydration topics covered. This session also provides a review of the nutrition referral process.

For more information contact Yasmin Pitts at ext. 1176.

**Applied Physical Training (Code: PAPT) – TREATMENT COUNSELLORS – In Person Every 18 months**

Designed to further enhance understanding of physical aggression and improve skills in applying CPI’s Personal Safety Techniques and Nonviolent Physical Crisis Intervention. For information/ to register, contact Matt Sinclair at ext. 2527 or by email at m Sinclair@ongwanada.com

**Non-Violent Crisis Intervention (Code: PCRT) – ALL FRONT LINE STAFF & OTHERS AS REQUIRED – In Person Every 18 months**

All direct care staff receive training in Non-Violent Crisis Intervention, teaches prevention techniques to defuse potentially volatile clients and/or maintain safety during a behavioral episode. For information/ to register, contact Matt Sinclair at ext. 2527 or by email at m Sinclair@ongwanada.com.

**Cardiopulmonary Resuscitation (CPR)/First Aid (Code: PFAC) – ALL FRONT LINE STAFF AND OTHERS AS REQUIRED – In Person Every 3yrs**

Training in CPR and First Aid, including the use of an Automatic External Defibrillator. The training provides employees with CPR and First Aid competency certification. For information, contact Amy Kent at ext. 1160 or by email at akent@ongwanada.com.

**Mechanical Restraints (Code: PTRN) – SPECIFIC STAFF – In Person as required**

Staff who apply restraints receive training from Occupational Therapy or a delegated area manager on the use and duration of the application of restraints and the necessary documentation to be completed. For information/to register, contact Ronna Dillon at ext. 1116.

**Abuse Awareness (Code: PABT) – ALL FRONT LINE STAFF – In Person every 5 years; Annual review of Policy**

All staff receive abuse awareness training, emphasizing each person’s responsibility to report incidents that are considered to be an alleged abuse. For information/to register, contact Tanya Sinclair at ext. 3326

**Please note: All training will take place in the ORC Auditorium, unless stated otherwise.**

**September 2019**

- Controlled Acts/ Nutrition & Hydration/Body Mechanics..... September 9, 12:00 p.m. - 4:00 p.m.
- Non-Violent Crisis Intervention..... September 18, 26, 27 8:00 a.m. - 12:00 p.m.
- Ongwanada Orientation (ORC Boardroom).....September 30, 8:30 a.m. - 3:00 p.m.

## October 2019

Non-Violent Crisis Intervention (New Hires) .....	October 1 8:00 a.m. – 4:00 p.m.
Controlled Acts/Nutrition & Hydration/Body Mechanics, .....	October 2 (New Hires), 8 & 30 (New Hires), 12:00 p.m. - 4:00 p.m.
Med Admin/Mock Pours (New Hires).....	October 3, 9:00 a.m. – 12:00 p.m.
Applied Physical Training (Treatment Home Staff).....	October 4, 8:00 a.m. - 4:00 p.m.
CPR/First Aid.....	October 7, 10 & October 23, 8:00 a.m. - 4:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	October 8, 8:00 a.m. – 3:30 p.m.
Abuse Awareness (New Hires) (Rm 410/411).....	October 9, 9:00 a.m. - 12:00 p.m.
Defensive Driving (New Hires) .....	October 16, 8:00 a.m. – 3:30 p.m.
Non-Violent Crisis Intervention.....	October 24, 8:00 a.m. - 12:00 p.m.
Ongwanada Orientation (ORC Boardroom).....	October 29, 8:30 a.m. – 3:00 p.m.

## November 2019

Controlled Acts/ Nutrition & Hydration/Body Mechanics, .....	November 4 (New Hires), 21 (Crescent/Balsam) & 28, 12p.m. - 4:00 p.m.
Non-Violent Crisis Intervention (New Hires).....	November 5, 8:00 a.m. – 4:00 p.m.
Med Admin/Mock Pours (New Hires).....	November 6, 9:00 a.m. – 12:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	November 7, 8:00 a.m. – 3:30 p.m.
Non-Violent Crisis Intervention.....	November 13, 8:00 a.m. - 12:00 p.m.
Abuse Awareness (New Hires) (Rm 410/411).....	November 18, 9:00 a.m. - 12:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	November 19, 8:00 a.m. – 3:30 p.m.
CPR/First Aid.....	November 20, 8:00 a.m. – 4:00 p.m.
Abuse Awareness Refresh (ORC Boardroom).....	November 22, 9:00 a.m. - 10:30 a.m.

## December 2019

## January 2020

Non-Violent Crisis Intervention.....	January 9, 8:00 a.m. - 12:00 p.m.
Controlled Acts/ Nutrition & Hydration/ Body Mechanics.....	January 16, 12:00 p.m. - 4:00 p.m.
CPR/First Aid .....	January 22, 8:00 a.m. – 4:00 p.m.
Applied Physical Training (Treatment Home Staff) .....	January 24, 8:00 a.m. - 4:00 p.m.

## February 2020

Ongwanada Orientation (ORC Boardroom).....	February 3, 8:30 a.m. – 3:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	February 4, 8:00 a.m. – 3:30 p.m.
Non-Violent Crisis Intervention.....	February 5, 8:00 a.m. - 12:00 p.m.
Controlled Acts/ Nutrition & Hydration/Body Mechanics.....	February 6 (New hires) & 10, 12p.m. - 4:00p.m.
Med Admin/Mock Pours (New Hires).....	February 11, 9:00 a.m. – 12:00 p.m.
CPR/First Aid.....	February 12 (Crescent/Balsam) and 21, 8:00 a.m. - 4:00 p.m.
Non-Violent Crisis Intervention (New Hires).....	February 13, 8:00 a.m. – 4:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	February 18, 8:00 a.m. – 3:30 p.m.
Abuse Awareness (New Hires)(ORC Boardroom).....	February 25, 9:00 a.m. - 12:00 p.m.

## March 2020

Controlled Acts/ Nutrition & Hydration/ Body Mechanics.....	March 4, 12:00 p.m. - 4:00 p.m.
CPR/First Aid.....	March 11, 8:00 a.m. – 4:00 p.m.
Non-Violent Crisis Intervention.....	March 19, 8:00 a.m. - 12:00 p.m.
Ongwanada Orientation (ORC Boardroom).....	March 31, 8:30 a.m. – 3:00 p.m.

## April 2020

Abuse Awareness (New Hires)(ORC Boardroom).....	April 3, 9:00 a.m. - 12:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	April 7, 8:00 a.m. – 3:30 p.m.
Non-Violent Crisis Intervention (New Hires) .....	April 8, 8:00am – 4:00 p.m.
Controlled Acts/ Nutrition & Hydration/ Body Mechanics.....	April 9 (New Hires) & 21 12:00 p.m. - 4:00 p.m.
Med Admin/Mock Pours (New Hires) .....	April 14, 9:00 a.m. – 12:00 p.m.
Applied Physical Training (Treatment Home Staff).....	April 15, 8:00 a.m. – 4:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	April 22, 8:00 a.m. – 3:30 p.m.
Non-Violent Crisis Intervention.....	April 23, 8:00 a.m. - 12:00 p.m.
CPR/First Aid .....	April 29, 8:00 a.m. – 4:00 p.m.

## May 2020

Defensive Driving (New Hires) (Rm 204).....	May 5, 8:00 a.m. – 3:30 p.m.
Abuse Awareness Refresh (Rm 410/411).....	May 7, 9:00 a.m. – 10:30 a.m.
Controlled Acts/ Nutrition & Hydration/ Body Mechanics.....	May 14, 12p.m. - 4:00 p.m.
Ongwanada Orientation (ORC Boardroom).....	May 19, 8:30 a.m. – 3:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	May 20, 8:00 a.m. – 3:30 p.m.
Controlled Acts/ Nutrition & Hydration/ Body Mechanics (New Hires) .....	May 21, 9:00 a.m. - 12p.m.
Med Admin/Mock Pours (New Hires).....	May 21, 12:00 p.m. - 4:00 p.m.
Non-Violent Crisis Intervention.....	May 22, 8:00 a.m. – 12:00 p.m.
Non-Violent Crisis Intervention (New Hires) .....	May 26, 8:00 a.m. – 4:00 p.m.
CPR/First Aid .....	May 28, 8:00 a.m. – 4:00 p.m.
Abuse Awareness (New Hires) (ORC Boardroom).....	May 29, 9:00 a.m. - 12:00 p.m.

## June 2020

Non-Violent Crisis Intervention .....	June 4, 8:00 a.m. – 12:00 p.m.
Controlled Acts/ Nutrition & Hydration/Body Mechanics.....	June 9, & June 17 (New Hires), 12p.m. - 4 p.m.
CPR/First Aid.....	June 10, 8:00 a.m. - 4:00 p.m.
Ongwanada Orientation (ORC Boardroom).....	June 16, 8:30 a.m. – 3:00 p.m.
Med Admin/Mock Pours (New Hires).....	June 18, 9:00 a.m. – 12:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	June 23, 8:00 a.m. – 3:30 p.m.
Abuse Awareness (New Hires)(ORC Boardroom).....	June 24, 9:00 a.m. – 12:00 p.m.
Non-Violent Crisis Intervention (New Hires) .....	June 25, 8:00 a.m. – 4:00 p.m.
Defensive Driving (New Hires) (Rm 204).....	June 30, 8:00 a.m. – 3:30 p.m.

## Session times by Topic

**Abuse Awareness (New Hires)** - 9:00am – 12pm

**Abuse Awareness (Refresh)** - 9:00am – 10:30am

**Controlled Acts/ Nutrition & Hydration/ Body Mechanics** -12:00pm - 4:00pm

**CPR/First Aid** - 8:00am - 4:00pm

**Non-violent Crisis Intervention (New Hires)** - 8:00am – 4:00pm

**Non-violent Crisis Intervention (Refresh)** - 8:00 am – 12:00pm

**Applied Physical Training** - 8:00am - 4:00pm

**Medication Administration/Mock Pours (New Hires)** – 9:00am – 12:00pm

## Programs available upon request

<b>Pharmacy/Medication Education</b> .....	Adel Girgis
<b>Positive Behavior Support:</b> .....	Karen Menzies
<b>Seating Clinics</b> .....	Ronna Dillon
<b>Nutrition &amp; Hydration - Healthy Eating Clinics</b> .....	Yasmin Pitts
<b>Living with Others/Sexuality Training</b> .....	Tanya Sinclair
<b>Taking Care of your Back</b> .....	Ronna Dillon
<b>Person Centered Support Plan</b> .....	Tanya Sinclair
<b>Ethics</b> .....	Karen Menzies
<b>Privacy</b> .....	Shelley Gelineau