



**PERSONAL ATTENDANT CARE INC.**  
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		<b>Operational Procedure Number 6:10</b>
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<b>DEPARTMENT</b>		Human Resources
<b>SUBJECT</b>		Training and Development
<b>APPROVED BY (Signature)</b>	<b>CHIEF EXECUTIVE OFFICER</b>	<i>N. Carter</i>
<b>EFFECTIVE DATE</b>		
<b>REVIEWED BY (Title &amp; Signature)</b>		Pamela DeRaaf, CHRP Human Resource Manager
<b>REVIEW DATE</b>		September 2009

**OPERATIONAL PROCEDURES**

**Preamble**

Personal Attendant Care Inc. recognizes the importance of providing employees with the tools necessary to enhance their ability to perform their job duties in order to provide high quality services. Employees are encouraged to pursue training and education that may enhance their ability to assume positions of greater responsibility. All employees are provided the opportunity and are required to successfully complete mandatory training as a condition of continued employment.

**Procedures**

**Orientation**

Employees are provided with orientation to familiarize with:

1. The organization
2. Functioning departments
3. Operating procedures
4. Health and Safety
5. Forms
6. Union

**Training**

Training would include mandatory and continuing education.

**Mandatory Education**

Mandatory education would include compulsory training of staff which is required for staff to perform their duties and responsibilities to the organization. This training would be identified and scheduled by the Human Resources Manager on an annual basis.

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Mandatory training includes (but not limited to):

- First Aid / CPR;
- Infection Control and Prevention;
- Abuse Awareness;
- Workplace Hazardous Material Information System (WHMIS);
- Mask Fit Testing;
- Fire Safety;
- Intermittent Catheterization / Bowel Training;
- Client Falls Prevention;
- Violence in the Workplace;
- S.T.E.P. Skills lab;

### **Continuing Education**

Continuing education would be education a staff would like to pursue which enhances both the staff and organization. Personal Attendant Care Inc. recognizes the benefits of such education to the organization and encourages staff to participate. In some cases, Personal Attendant Care Inc. may provide education leave and/or re-imbursment of the cost of education. Requests for an education leave and/or re-imbursment of education can be made through the completion a Training Request Form.

### **Development**

Personal Attendant Care Inc. builds upon the strength of its staff. Managers and Directors are encouraged to identify staff which have demonstrated potential leadership qualities and provide development of that staff to succeed within the organization.

### **Attached Forms**

Training and Development Request      Form 6 (m)