

Training Requirements for Supported Living Residential Staff

#1 – No FOC

#2 = see details below

When	Type of Training	Length
First day of employment	New Hire Paperwork (fill out required forms, tour office, explains phones, parking, requesting supplies, in-box)	1 hour
	Meet with supervisor (review expectations, abuse/neglect policy, emergency pager, time sheet, schedule,)	1 hour
Before working alone with client (WAC 388-101-1680)	Explain the current instruction and support plans of the clients with whom the employee works	1-3 hours
(WAC 388-101-1680)	Explain the emergency procedures for clients	½ hour
(WAC 388-101-1680)	Explain the state law on abuse and neglect and reporting procedures	½ hour
(WAC 388-101-1680)	Explain client confidentiality policy	½ hour
(WAC 388-101-1680)	Bloodborne pathogens with HIV/AIDS training	4 hours
Within the first four weeks of employment (WAC 388-101-1680)	<u>Orientation (classroom style)</u> TB Food Preparation & Handling Epilepsy Dental Care Agency History/Philosophy DSHS/DDD Structure Service Delivery Positive Behavior Support Informed Choice Teaching Techniques Mental Health/Behavior Agency's Mission Statement Program Policies/Procedures Financial Policies/Procedures Medical Policies/Procedures Personnel Policies/Procedures Fiscal Policies/Procedures	30-45 hours

When	Type of Training	Length
	Personal Care/Health Transfer/Lifting Training Transportation Safety	
Within the first four weeks of employment (WAC 388-101-1680)	<u>Orientation (on-site)</u> Shadowing Meet clients Review current instruction and support plans of clients Observation of assisting with meds Physical therapy (if applicable) Van training (if applicable) Observation/on-the-job instruction	40-50 hours
Within the first six months of employment <i>(and must keep certification current)</i> (WAC 388-101-1680)	First aid/CPR	4-5 hours
Continuing Education (Reviewed Annually) (WAC 388-101-1680)	Abuse/Neglect Policy and reporting procedures Harassment Policy Emergency contact procedures/Incident reporting Bloodborne Pathogens Disaster Preparedness Legislative Process Other Misc. Topics	10-20 hours
Nurse Delegation (if applicable) (WAC 388-101-2410)	Core Training Client specific training per client task	8 hours 2 hours
	Total Hours	102.5-140.5

3 Mixture of In- office and in the field training with a trainer or video as noted above – most training is on the job training.

#4 All supported living providers.

#5 First Aid/ CPR, Nurse delegation, Bloodborne Pathogens/ HIV is transferable certificate to another supported living provider.

#6 DDD contract requirements – see below for costs and add \$25 per individual registration for nurse delegation.