



Policy Name: <p style="text-align: center;">COMPULSORY EDUCATION</p>	Policy Number: <p style="text-align: center;">1405</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">JUNE 5, 2009</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">Changes made to the table section. Added Dementia, Health Information Management, & Pandemic Preparedness to All Staff training modules.</p>	Date Revised: <p style="text-align: center;">July 29, 2021</p> Next Date for Review: <p style="text-align: center;">July 29, 2024</p>
Section: <p style="text-align: center;">Section 14 - Education</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

The Salvation Army Agapé Hospice strives to provide excellent care that practices and models the highest level of competence. To help reach this expectation, Agapé Hospice will provide compulsory education that adheres with standards set by:

- The Salvation Army
- Alberta Health, Continuing Care Health Service Standards
- Accreditation Canada
- Alberta Health Services
- Any other applicable legislation or standards that arise. See Appendix A for list of required education and frequency.

REFERENCES

Alberta Health. (2018.) Continuing Care Health Service Standards – Information Guide. January 2018

Procedure

1. The Educator will arrange compulsory education sessions yearly and as education needs arise.
2. Each staff member will be notified of the schedule for the compulsory education sessions by email. In addition, a memorandum will be posted in the nursing station.
3. Each staff member is responsible for attending compulsory education sessions.
4. Attendance to education sessions will be maintained by Educator

Schedule 1 - For All Staff

Topic	Frequency
CCHSS	Classroom Orientation, 1 year
Emergency Codes & Pandemic	Classroom Orientation, 1 year
Fire Safety	Classroom Orientation, 1 year
Infection Prevention & Control Pandemic Preparedness	Classroom Orientation, 1 year
<i>It's Your Move</i>	Classroom Orientation, 1 year
N-95 Respiratory	Classroom Orientation At time of fit, 2 year
Person-Centered Care	Classroom Orientation, 1 year
PPCA – Protection of Persons in Care	Classroom Orientation, 1 year
Reporting & Learning System	Classroom Orientation, 1 year
Responsive Behaviours	Classroom Orientation, 1 year
WHMIS	Classroom Orientation, 1 year
Health Information Mgmt.	General Orientation, 1 year
Diverse Cultural Backgrounds & Religious Beliefs	General Orientation
Prevention of Workplace Violence	General Orientation
Code of Conduct	General Orientation, 1 year
Respectful Workplace	General Orientation, 1 year
Workplace Health & Safety	General Orientation, 1 year
Dementia	General Orientation, 1 year

**Schedule 2 – Interdisciplinary Team
(VPC, UC, RN, RA, SW, Spiritual Care)
+ Schedule 1**

Topic	Frequency
Falls Prevention & Management	Classroom Orientation, 1 year
Risk Management	Classroom Orientation, 1 year
Ethics & Ethical Framework	General Orientation

**Schedule 3 - All Health Care Providers who
are responsible for individual topics, in
addition to Schedule 1 and Schedule 2**

Topic	Frequency	
High Alert Medications (RN's only)	Classroom Orientation	
Medication Management Activities (RN's only)	Classroom Orientation	
Pressure Ulcer Prevention & Management	Classroom Orientation	
Basic Food Safety	Classroom Orientation, 1 year	
Bladder Scanner (RNs Only)	Classroom Orientation, 1 year	
Infusion Pump Training (RN's only)	Classroom Orientation, 1 year, just in time	
Medical Devices & Equipment – Safe Use	Classroom Orientation, 1 year	
PleurX Catheters (RNs Only)	Classroom Orientation, 1 year	
CPR	RN	Classroom Orientation, 1 year
	RA	Classroom Orientation, 3 years
Safe Bathing & Showering Temperatures	Classroom Orientation, 1 year	
Safe Feeding & Choking	Classroom Orientation, 1 year	
Safe Lifts & Transfers	Classroom Orientation, 1 year	
Personal Directives, Enduring PoA, Guardianship & Trusteeship	General Orientation	
Palliative & End of Life Care	General Orientation 1 year	