

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Quality Assurance
Standard Title	Required Trainings and Maintaining Certifications
Regulations	14 NYCRR 633 OSHA Regulations Department of Labor Regulations
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Attachments	
Approved by: Paula Warika, Executive Director	

Standard:

Catholic Charities Disabilities Services (CCDS) places great importance on enhancing the lives and welfare of the individuals it supports. One of the ways to accomplish this goal is to ensure that the workforce is well trained.

Procedure:

1. In accordance with law and regulation, CCDS will provide training in the area of staff development. As resources allow, CCDS will also provide training to the individuals supported as well as the general public.
2. As learning is a dynamic endeavor that is responsive to a constantly changing knowledge base, training will be provided as outlined in an agency training plan which will be updated annually.
3. The training plan will be reviewed and approved by the CCDS Training Group ensuring that the training plan will ensure that all legal and regulatory standards are met and that the training content reflects best practices in the field.

General:

1. Any staff person who arrives to a training more than 10 minutes late, without notifying the supervisor or trainer with a reasonable explanation, may not be permitted to take the training. This decision will be made by the trainer or appropriate administrator.
2. Any staff person who engages in any unprofessional conduct or distracting behavior may be asked to leave the training and HR will be notified.
3. During any training, staff are expected to be engaged in the training. Staff should not receive or respond to any texts or phone calls unless it is an emergency.
4. When a training is held virtually, each participant is expected to be engaged in the training and have their camera on at all times unless the device being used is unable to do so.

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5. Staff will need to receive supervisory approval to attend trainings that are not annual refreshers or part of orientation such as Leadership Development Series, Clinical Training Series, etc.

New Staff:

1. All residential staff, upon hire are required to complete Residential Orientation, CPR & First Aid, SCIP-R/PROMOTE, and AMAP training within three months of their start date or be subject to disciplinary action up to and including termination.
 - a. Staff must complete the CPR/First Aid course prior to taking the AMAP class.
 - b. AMAP pours need to be completed within 90 days of AMAP class
2. All RNs are required to take OPWDD nursing training, unless they have previous experience.
3. All ICS direct care staff, upon hire are required to complete ICS Orientation and CPR & First Aid within three months of their start date or be subject to disciplinary action up to and including termination.
4. All administrative staff must complete Administrative Orientation within three months of their start date or be subject to disciplinary action up to and including termination.
5. All Supportive Health Services staff must complete Residential Orientation within three months of their start date or be subject to disciplinary action up to and including termination.

Staff Refreshers:

1. All residential staff must complete annual refreshers in SCIP-R/PROMOTE, AMAP, Workplace Harassment, AI training, and an agency annual refresher that includes several topics including but not limited to: Prevention of Abuse, Incident Reporting, Corporate Compliance, HIPAA, Blood-borne Pathogens, etc.
2. All residential staff must maintain current certification in SCIP-R/PROMOTE, AMAP, and CPR & First Aid.
 - a. The SCIP-R refresher needs be completed within fifteen (15) months of previous certification date.
 - b. CPR/First Aid needs be completed two years of previous certification date.
 - c. AMAP refreshers (pours) need to be completed within one year of previous certification date.
 - d. If trainings are not completed within the appropriate timeframes, staff will be subject to disciplinary action up to and including termination.
3. All administrative and ICS staff must complete annual refreshers on Workplace Harassment and an agency annual refresher that includes several topics including but not limited to: Prevention of Abuse, Incident Reporting, Corporate Compliance, HIPAA, Blood-borne Pathogens, etc.
4. All staff must complete any other refresher trainings as designated by CCDA and CCDS.
5. All staff must complete the annual refreshers within the designated training month. If a staff person goes beyond the training month, they may be suspended without pay until they complete the training(s). Staff will be paid for the time used to complete any refresher.