

## **Suggested Residential Pre-Training:**

**Staff of licensed residential treatment facilities are required to complete 16 hours of pre-service training in the following areas:**

- A walk-through of the facility
- Review of program policies and procedures
- Review of emergency procedures and safety manual
- Review of fire drill and evacuation procedures
- Review of resident rights and responsibilities
- Review of house rules
- Review of resident charts
- Review of safety/sanitation/cleaning requirements
- Review of the food service procedures
- Licensed Medical Professional (LMP) training on medication
- Review of Personnel Policy Manual
- Review of grievance procedures
- Review of abuse reporting
- Review of incident reporting procedures
- Review of staffing patterns/schedules/roles
- Review of job description and expectations
- Orientation to current clients
- Shadowing staff on a shift with overviews of job tasks
- Documentation and acknowledgement of all aspects of the orientation procedures

### **Suggestions for 8-hours of Annual update training:**

- Overview of Residential Programs and new developments within the agency.
- Medication Management Training by an LMP
- Mandatory Abuse Reporting
- Incident Reporting
- Introduction to Ethics and Boundaries
- Understanding Mental Illness
- How to Succeed in Residential

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