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| Team Name: Staff DevelopmentTeam Lead: Regional Director – Staff Development, Infection Prevention & ControlApproved by: Regional lead Acute Care & CNO | Reference Number: ORG.1010.SG.005Program Area: AdministrationPolicy Section: General |
| Issue Date: August 20, 2020Review Date: Click here to enter a date.Revision Date: November 2, 2023 | Subject: Regional Education and Required Courses |

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**sTANDARD GuiDeline subject:**

Regional Education and Required Courses

**PURPOSE:**

To outline course requirements within Southern Health-Santé Sud for healthcare workers.

**Definitions:**

**Advanced Cardiac Life Support (ACLS):** builds on the foundation of basic life support (BLS) skills. It emphasizes the importance of continuous, high-quality CPR and takes healthcare provider training to the next level, highlighting the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes.

**Advanced Cardiac Life Support for Experienced Providers (ACLS EP):** builds on skills and knowledge gained through previous ACLS Provider and/or ACLS Provider Renewal courses and real-world experience to deliver an upgraded certification. The course is designed for healthcare providers who are regularly called on to manage complex cardiovascular, respiratory, and other emergencies.

*Not currently being offered regionally.*

**Applied Suicide Intervention Skills Training (ASIST):** participants learn how to prevent suicide by recognizing signs, providing a skilled intervention, and developing a safety plan to keep someone alive.

**Basic Life Support (BLS):** is the foundation for saving lives after cardiac arrest. It is designed for healthcare professionals and trained first responders who provide care to patients in a wide variety of settings, and teaches both single-rescuer and team basic life support skills for application in pre-hospital and in-facility settings.

**Canadian Triage and Acuity Scale (CTAS):** is a tool used both nationally and internationally to allow emergency departments and their staff to prioritize patient care requirements. The triage level assigned using the CTAS criteria is a mandatory data element to be used in all Canadian Hospital Emergency Departments for reporting to the [Canadian Institute for Health Information](http://www.cihi.ca/).

**Fetal Health Surveillance (FHS):** is designed to provide the evidence-based approach and core fundamental concepts required for antenatal and intrapartum methods of Fetal Health Surveillance (FHS).

**Food Handler Training Certificate Level I:** is a one-day program that reviews microbiology, food borne illness, personal hygiene & health, food protection & preparation, serving & dispensing, receiving & storage and dishwashing methods. After successful completion of the program, staff will receive a “Food Handler Training Certificate Level I”.

**Healthcare Workers (HCW)**: Includes all employees of Southern Health-Santé Sud. This may not apply to all physicians.

**Managing Obstetrical Risk Effectively OB (MOREOB):** is a comprehensive performance improvement program that creates a culture of patient safety in obstetrical units.

**Neonatal Resuscitation Program (NRP):** is an educational program that introduces the concepts and skills of neonatal resuscitation.

**Pediatric Advanced Life Support (PALS):** is an advanced resuscitation course for the recognition and intervention of cardiopulmonary arrest or other cardiovascular emergencies in pediatric patients. This advanced-level course builds on skills learned in Basic Life Support (BLS).

**Safe Client Handling and Injury Prevention Program (SCHIPP):** is designed for workplace safety and injury prevention by addressing work-related risks associated with patient and manual handling and the potential for musculoskeletal injuries to health care workers. The program is based on provincial programming and legislation.

**Specialized Nursing Skills (SNS) Fund:** is a budget within the Staff Development portfolio that covers the registration fees and time in attendance (not mileage) for nurses who are renewing their certifications in courses required by their job description and if conditions are met.

**Training in Test of Textured Modified Diets Revised (TTMD-R) Testers:** In compliance with the Manitoba Health Guidelines and Southern Health-Santé Sud Policy Safe Feeding and Swallowing Program in Personal Care Home (CLI.6410.PL.005), the participant will be trained to implement the Safe Feeding & Swallowing Program in PCH and transitional care sites and administer the TTMD Feeding & Swallowing Screening Form (CLI.6410.PL.005.FORM.01) Parts I-V. Discussion will also include normal and abnormal swallowing, diet texture modifications/consistencies, liquid viscosities, safe feeding strategies, and signs/symptoms of aspiration. The participant will also review the referral process for a Speech-Language Pathologist (SLP) and/or Occupational Therapist (OT).

**Training in Test of Textured Modified Diets Revised (TTMD-R) Meal Screeners:** In compliance with the Manitoba Health Guidelines and Policy (CLI.6410.PL.005) Personal Care Home Safe Feeding and Swallowing Program, the participant will be trained to complete feeding and swallowing screening with the TTMD Part I: A and B – Feeding and Swallowing Screening Form. Discussion will also include normal and abnormal swallowing, diet texture modifications/consistencies, liquid viscosities, safe feeding strategies, and signs/symptoms of aspiration and when to refer to a trained TTMD tester.

**Toronto Bedside Swallowing Screening Test (TOR-BSST):** The Toronto Bedside Swallowing Screening Test (TOR-BSST) (CLI.6310.SG.013.FORM.01) is an evidence based screening tool implemented by Southern Health-Santé Sud as part of the stroke strategy. This screening tool is used to determine patients at risk of dysphagia following a Cerebrovascular Accident (CVA) or Transient Ischemic Attack (TIA), and indicates when to refer to a Speech-Language Pathologist (SLP).

**Trauma Nursing Core Course (TNCC):** delivers the knowledge, critical thinking skills and hands-on training needed to keep trauma patients safe.  The overall course objective is to improve trauma patient outcomes by providing nurses with foundational trauma knowledge, skills, and a systematic trauma nursing process to guide trauma patient care.

**Underfill:** When an employee hired into a position does not meet all the qualifications of the job description.

**Violence Prevention Program (VPP):** is a systematic and comprehensive program for the prevention of healthcare related violence toward HCWs based on the provincial program and legislation.

**Workplace Hazardous Material Information System (WHMIS):** is education that provides information to keep workers safe when working with hazardous materials. Hazardous materials can be chemical or biological.

**Important points to consider:**

* It is the HCWs professional responsibility to register for courses and maintain active certification(s) prior to expirations.
* Certification and training are mandatory as required in HCW job descriptions, as regional requirement (i.e. SCHIPP and VPP) and/or as directed by management.
* In general, HCWs are responsible to pay course (registration) fees for initial (provider level) required courses in their current position. The exceptions to this are for:
	+ Manitoba’s Nurses Union (MNU) members hired into positions as an underfill.
	+ HCWs that own positions and have new course/training requirements added to job description.
* In general, HCWs are not remunerated (paid) for their time to attend initial (provider level) required courses. The exceptions to this are for:
	+ Manitoba’s Nurses Union (MNU) members hired into positions as an underfill.
	+ HCWs that own positions and have new course/training requirements added to job description.
* HCWs can seek reimbursement for course costs not covered regionally through alternate funding sources where applicable (i.e., for nurses - Nursing Recruitment and Retention Fund; Manitoba Nurses Union fund)
* HCWs renewing a required course will have course fees and time in attendance (as indicated on course sign in sheet) for renewal paid.
* HCWs with expired certifications will not have course fees or time/wage to attend course paid.
* HCWs that are not successful completing a course will not have course fees and time in attendance paid. HCWs will be required to re-take the course and are eligible to have course fees and time in attendance paid when successful.
* HCWs can be refused registration at a renewal course if certification is expired and will be required to re-take the provider level course.
* There may be special consideration on a case-by-case basis where HCWs who have expired will be accepted into a renewal course in the following situations:
	+ Frequency of skill usage in the workplace
	+ Knowledge level required in the workplace
	+ Related volunteer activities
	+ Recent guideline update
	+ Additional training (i.e.: ACLS, PALS, mock codes, simulation)
* There may be special consideration on a case-by case basis for course fees coverage for those who are expired in the following circumstances:
	+ Limited course availability
	+ Proof of reasonable effort to register prior to certification expiration
	+ Inability to be replaced for scheduled shift on unit
	+ Position change
	+ Leave of absence
* HCWs who are not successful completing a course are not paid for time of remediation on a separate day from the respective course.
* Heart and Stroke Foundation BLS, ACLS and PALS courses are taught within Southern Health-Santé Sud. HCWs that certify with another national organization (i.e.: Lifesaving Society, Red Cross, St. John’s Ambulance) may not be able to recertify through Heart and Stroke Foundation for courses. Check with local Education Facilitator to confirm.
* Research has shown that resuscitation skills decline within 6 months, therefore it is a professional responsibility to maintain competency between certifications (i.e.: mock code blue, simulation training, review course material) and to seek out additional training opportunities as needed.
* Courses are offered frequently within the region and additional courses are added based on demand. Visit the Health Providers Site (HPS) Calendar of Events for course information and registration instructions.
* The SNS budget is managed by the Staff Development program and covers BLS, ACLS, CTAS, TNCC, NRP and FHS courses. Only the Regional Director of Staff Development or designate(s) can approve spending from this fund. SNS does not cover costs for course renewals outside of the region.
* Only regional courses, organized and taught through Staff Development, are eligible for reimbursement of course registration fees and time in attendance.
* In the event of written cancellation received 3 weeks before the course, the registration fee is refunded minus a $25.00 administration fee. No refunds are issued after that date. In the case of extraordinary circumstances beyond the HCW’s control, refunds may be issued if sufficient information is provided or course funds may be transferred to another course.
* Refer to the appendix “Regional Education and Required Courses Guidelines” to view in chart format, recertification timelines and remuneration information.
* HCWs are to make every effort to register for courses nearest to their base site.
* All paid education is paid out as straight time.

**Procedure:**

**ACLS**

* Re-certification every 2 years
* Three courses:
* 2-day full provider course (first time certification)
* 1-day renewal course
* Heart and Stroke BLS certification is required to register for ACLS courses
* HCWs can choose to take the 2-day full provider course to recertify, however SNS only pays nurses for time in attendance and registration costs for the second of two days since the Heart and Stroke foundation only requires the 1-day course for renewal if HCW has current certification.
* HCWs with an expired certification may be accepted into a renewal course at the instructor’s discretion. If the HCW is not successful completing the renewal course, HCW must re-take the 2-day full provider course and nurses will not be eligible for SNS to pay the course fees or wages in this circumstance.
* ACLS courses require a minimum of 6 participants to run.
* Maximum of 7.75 hrs per day (15.5 hrs) paid time for 2-day full provider course and maximum of 7.75 hours paid time for 1-day renewal course.

**ASIST**

* A 2-day interactive workshop in suicide first aid required for all Mental Health Liaison Nurses within Southern Health-Santé Sud.
* Re-certification is every 3 years and HCWs must re-take the full 2-day workshop.
* Maximum of 7.75 hrs per day (15.5 hrs) paid time.

**BLS**

* Annual re-certification
* This course is intended for HCWs who require BLS as part of their job description
* Maximum of 3 hours paid time for recertification

**CTAS**

* CTAS Provider course is only required once.
* A CTAS update is required with any new CTAS guideline update (e.g., self learn, CTAS update education session, full course) and the mode of instruction will be determined by the region.
* Maximum paid time is 7.75 hours

**Fetal Health Surveillance**

* FHS renewal is required every 2 years.
* Two courses:
* 1-day full provider course (first time certification)-maximum 7.75 hours paid
* Renewal course - Maximum of 4 hours paid recertification
* If new to obstetrics, you will be required to take the full day course with Regional Obstetrical Orientation. The first renewal will also be the full course. After this time, you will be eligible to take the 4-hour renewal course.
* If you have had previous obstetrical experience, you will be required to take the full day course with Regional Obstetrical Orientation, and then, with approval, may take the 4 hour renewal.
* Registrants must complete required online modules & written exam prior to arriving for classroom session.

**Food Handlers Training Certificate Level I**

* HCWs may take the course online at [www.foodsafetytraining.ca](http://www.foodsafetytraining.ca), or [www.safecheck1.com](http://www.safecheck1.com).
* Written test is completed after the course as per the course coordinators/instructors.
* Recertification required every 5 years.
* When certificate is expiring, existing employees can challenge the exam through their facility’s education facilitator. If the HCW does not pass they are required to take the full day course. The registration fee and time in attendance is not covered by the region.
* HWS can opt to re-certify through a provincially approved Manitoba Food Safe Course (online at [www.foodsafetytraining.ca](http://www.foodsafetytraining.ca), [www.safecheck1.com](http://www.safecheck1.com) or Red River College and Assiniboine Community College.) All costs associated with such re-certification is the responsibility of the HCW.

**MOREOB®**

* All Obstetrical staff are enrolled in More OB® and are responsible for continuing competency via online modules and participation in planned activities.
* Course cost is covered by a Regional Contract with Salus Global.
* Core Team members are paid for attendance at 2 Action to Consolidate Education (ACE) days annually. Participants are paid for attendance at 1 ACE day annually.
* Maximum of 7.75 hours paid time for each day.

**NRP**

* Provider and renewal courses are the same.
* NRP renewal is required every 2 years.
* Completion of online exam required prior to the in-person course.
* Maximum of 4 hours paid time.
* NRP courses require a minimum of 2 participants to run.

**PALS**

* A valid BLS certification is required to register for PALS.
* All employees working with pediatric patients and/or in the Emergency Department are encouraged to certify in PALS.
* PALS instructors reserve the right to refuse renewal registration to any registrant with an expired PALS certification or an expired BLS certification.

**SCHIPP**

* Module 1 Injury Prevention, required at regional orientation for all HCWs.
* Module 6 Emergency Assist, required at orientation for all HCWs working in a facility.
* Modules 2-5 Safe Work Procedures related to client care, in part or whole, depending on work area of HCW, required on orientation.
* Renewal required every 3 years or as determined by supervisor for competency review, or if equipment changes.
* Regional Peer Leader classes are offered for HCWs requested by their supervisor to provide SCHIPP leadership to their care area. Review is every 2 years for Peer Leader training.
* Paid for time in attendance.

**TOR-BSST**

* A Speech-Language Pathologist (SLP) trained in TOR-BSST provides the education.
* TOR-BSST screeners must complete this education prior to administering the screen.
* New tester training is 4 hours in duration.
* Maximum of 4 hours paid time for new testers.
* Renewal required every 2 days.

**TNCC**

* Provider and renewal courses are the same.
* Course is 2 days in length.
* Completion every 4 years.
* Registrants must complete required online modules and review the course textbook prior to arriving to day 1 of TNCC.
* Exam must be completed after the course as per the direction of the Emergency Nursing Association and/or TNCC course directors.
* Maximum of 7.75 hours per day (15.5 hrs) paid time.
* TNCC requires a minimum of 8 participants to run.

**TTMD-R**

* Renewal required every 2 years.
* A Speech-Language Pathologist (SLP) provides the education and ideally, a dietitian provides education about texture modification.
* TTMD-R Testers and Meal Screeners must complete education prior to administering the test or screening.
* TTMD-R Tester (Nurses/Dietitians) education is maximum 7 hours paid time for New Tester training and maximum 4 hours paid time for refresher training.
* Meal Screener (Health Care Aides) education is maximum 4 hours paid time for new and refresher training.

**VPP**

* All new staff are required to complete the VPP modules as outlined in the table below. Completion of the modules is scheduled into worktime whenever possible. Submit LMS certificate to manager/supervisor to be filed in personnel file. Maximum 3 hours paid time can be requested if completed off duty and approved by a manager.
* Understand and comply with VPP policies, operational procedures, and all related documents. This includes patient risk screening or re-screening, alert system/ communication tools, care planning, seeking immediate assistance, and reporting.
* Renewal required every 3 years.

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| **CATEGORY** | **EXPOSURE** | **MINIMUM TRAINING REQUIRED** | **EXAMPLES****(not all inclusive)** |
| 1 | Contact with staff and/ or minimal contact with non-staff | VPP Modules 1 & 2 | Finance, Admin Assistants, Secretaries, Electricians,Plumbers |
| 2 | Minimal to regular contact with staff and non-staff with expectations of verbalintervention (de-escalation) to be initiated | VPP Modules 1,2, 3, 4  | Supervisors (HCA/Nursing), ER/Registration/ Business Office Clerks, OH Nurse, Dietary Aide, Activities, Housekeeping |
| 3 | Direct hands on care with potential physical intervention required | VPP Modules 1,2, 3, 4  | Nurses, Health Care Aides, Community Support Worker, Diagnostics, Rehab, Pharmacist |
| 4 | Direct hands on care with greater probability of physical interventionrequired | VPP Modules 1,2, 3 | Crisis Worker, CMH Nurse |
| 5 | Responsible for incident management | VPP Modules 1,2, 3, 4, 5 | RLT, ERS, Managers, HRConsultants, Clinical Resource Nurses, Client Care Coordinators |

**WHMIS**

* WHMIS is initially offered in Regional Orientation.
* HCWs to complete LMS WHMIS recertification every 3 years. Submit LMS certificate to manager/supervisor to be filed in personnel file. To be completed during work time, maximum 30 minutes paid time.
* Program/department specific WHMIS education is done annually.
* Program/department specific WHMIS education may incorporate LMS education and may be completed in conjunction with LMS recertification.

**SNS Remuneration Process**

* **Course instructors:**
* Send the regional sign-in sheets to the Regional Staff Development Clerk after the course is complete. Sign-in sheet must have start time, end time and session duration included.
* **The Regional Staff Development Clerk:**
* Prepare the SNS Request for Leave (RFLs) for all participants who qualify and send them to the Regional Director – Staff Development, Infection Prevention & Control for approval and signature. *Only the Regional Director of Staff Development can approve SNS expenses.*
* Once the SNS RFLs are signed, they are sent to the participant’s respective facility/program’s payroll with a copy of the sign-in sheets and instructions to pay the participant under SNS (code ALG) for the time in attendance.
* Sign-in sheets for underfill nurses are sent separately with instructions to pay the participant as per RFL approved by manager (code AL4).
* **Underfill Nurses/Managers/Designate:**
* Underfill nurses taking courses for the first time are required to fill out a RFL and submit to their manager for approval to be compensated by their facility/program. Participants are paid for time in attendance as per the regional sign-in sheets
* **Payroll:**
* Payroll to ensure that only SNS expenses approved by the Regional Director of Staff Development are coded to code ALG. Paperwork sent by the Regional Staff Development Clerk are clearly marked as code ALG.
* All underfill nurse RFLs approved by the manager are coded to the facility/program (code AL4).
* All approved SNS payments are tracked in a spreadsheet and cross-referenced with reports received by payroll monthly. If employees are paid under SNS that were not approved by the Regional Director – Staff Development, Infection Prevention & control, payroll is contacted to reverse the code.

**Supporting Documents**:

[ORG.1010.SG.005.SD.01](https://www.southernhealth.ca/assets/documents-library/0dc18dc47c/ORG.1010.SG.005.SD.01-Regional-Education-and-Required-Courses-Guidelines.pdf) Regional Education and Required Courses Guidelines

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Basic Life Support Instructor Manual (2015). Heart and Stroke Foundation

Cardiopulmonary Resuscitation (CPR) Training Standards for Basic Life Support. Saskatoon Health Region (September 2017).

Food Safety Training (2020). <https://www.foodsafetytraining.ca/>

Instructor Resource for Resuscitation Programs in Canada (2012). Heart and Stroke

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Provincial Healthcare Violence Prevention Program Operational Procedure (2013)