

Education and Training Policy of St. Joseph's House for Adult Deaf & Deafblind

General

It is the policy of St. Joseph's that all staff receive training in areas relevant to their specific role. It is expected that such areas include: care management, hygiene, ISL, health, fire and safety, manual handling, confidentiality report writing and communication, crisis prevention and management.

It is the policy of St. Joseph's that staff attend and participate in such courses as directed. Some training is obligatory, and includes:

Fire, Health and Safety; Hazard avoidance; Manual Handling; Occupational First Aid; Reporting & the Protection of Vulnerable Adults, Continuous Sign Language (min: Two years to attain Level 3 from the date of commencement of duties); HASAP, etc; (NB: This list is not exhaustive, and Legislation may dictate certain other training provision.

It is the policy of St. Joseph's to encourage staff to avail of further educational opportunities as relevant to their post and general interest to our organisation (e.g. Fire Training, etc). St. Joseph's will support any application to avail of further education for staff, should it be deemed appropriate, relevant and economical. The final decision for such support rests with the Director and will relate to the funds available at a given time to St. Joseph's.

Specific

Training needs may arise from consensus at team meetings, following the assessment of an individuals training needs during individual supervision sessions (e.g. Leadership Skill: where applicable), and by making an application via your line manager to attend external training. This further education or training must, however, be connected with your current work activities, and the level of support given will be governed by several issues, for example:

- In the event that the employee is prepared to bear the cost, an agreement on study-leave and exams
- Cost of course and level of relevance (were an application for funding by St. Joseph's is sought)
- The timing of the course and the impact on the general roster.

Where further education or training is deemed to be of benefit to St. Joseph's House and the quality of service provision, a contract must be entered into with specific details (e.g. Level of funding, cessation of funding should an individual fails examinations, study leave, exam leave, etc.). Applicants should review the CIDP Employment policies and procedures for more detail in this area.