



2018 ANNUAL EDUCATION PLAN

National Church Residences Home and Community Services Home Health, Hospice, & Community Wellness

What courses should I take and how long do I have to complete them?

These are common questions our students have and it is our hope this document can answer these questions. If you need further assistance please contact your supervisor for guidance.

Online Training – Timeline: Quarter 1 (Due Date March 31, 2018)		
REL-C2L-1313AD	Ethics and Boundaries In Healthcare (1313AD)	3.00 Hours
N/A – Internal Course	Home Health Incident Reporting	0.25 Hour
REL-SRC-OPRHCH	Patient Rights: Home Care and Hospice	0.25 Hour
REL-ALL-0-PPE	Personal Protective Equipment	0.25 Hour
Total:		3.75 Hours

Online Training – Timeline: Quarter 2 (Due Date June 30, 2018)		
REL-ALL-0-BBPATH	Bloodborne Pathogens	0.50 Hour
REL-ALL-0-HCTB	Hazardous Chemicals: The Basics	0.50 Hour
REL-ALL-0-HBASC	HIPAA: The Basics	0.50 Hour
REL-SRC-0-ICP	Infection Control and Prevention	1.00 Hour
Total:		2.50 Hours

Online Training – Timeline: Quarter 3 (Due Date September 30, 2018)		
REL-ALL-0-BIPREV	Back Injury Prevention	0.50 Hour
REL-CDWMCC-COMP-0	Cultural Diversity	1.25 Hours
REL-ALL-0-HSOCM	HIPAA Do's and Don'ts: Electronic Communication and Social Media	0.50 Hour
REL-CV-0-HIPAA	HIPAA Overview	0.75 Hour
REL-ALL-0-HSEC	HIPAA Security	0.50 Hour
REL-SRC-0-PRRA	Preventing, Recognizing, and Reporting Abuse	0.75 Hour
REL-ALL-0-TUBTB	Tuberculosis: The Basics	0.50 Hour
Total:		4.75 Hours

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Online Training – Timeline: Quarter 4 (Due Date December 31, 2018)		
N/A – Internal Course	ALICE Active Shooter Response Training	1.00 Hour
N/A – Internal Course	Corporate Compliance – National Church Residences	0.25 Hour
REL-ALL-0-CCETH	Corporate Compliance and Ethics	1.00 Hour
REL-C2L-USS-11420	Fraud, Waste, and Abuse	1.00 Hour
REL-ALL-0-SHSUP	Sexual Harassment for Supervisors (Supervisors Only)	1.00 Hour
REL-ALL-0-W007	The Two Most Common Forms of Workplace Violence...	1.00 Hour
REL-ALL-0-NDEP	Workplace Emergencies and Natural Disasters: An Overview	1.00 Hour
REL-CV-0-WH	Workplace Harassment	1.25 Hours
Total:		7.50/6.50 Hours

Onsite Training – Professional Development Fair – Timeline: Annual – Date To Be Determined.	
<i>*Below areas assigned based on capacity of job description.</i>	
Artificial Openings & Tube Feedings	Site Care, Formula Administration, Medication Administration, Bolus Feeding
Colostomy	Colostomy Care, Appliance Application
Urinary Catheters	Insertion/Removal, Catheter Care – Suprapubic, Catheter Care – Urinary
Diabetes	Finger Stick, Signs of Hyperglycemia/Hypoglycemia, Insulin Administration, Care of Glucometers Btwn Uses
Vital Signs	Temperature, Pulse, Respirations, Pulse Ox, Blood Pressure
Resident Safety	Hoyer Lifts, Sit-To-Stand, One-Person Transfer, Two-Person Transfer, Ambulation, Gait Belt
Intravenous Therapy	Medication Administration, Site Care
Personal Care	Oral Care/Dentures, Handwashing, Gloves, Peri-Care Male, Peri-Care Female, Bed Bath, Antiembolism Hose
Skin Care	Measuring and Describing a Wound, Post-Incontinence Care, Clean Dressing Change
Mobility	Turning and Repositioning, Active Range of Motion, Passive Range of Motion
Documentation	Incident Reporting, Activities of Daily Living
Weights	Weighing the Resident
Pain Management	Non-Verbal Indicators, Non-Pharmacological Approaches
Fall Prevention	Why Falls Happen, How to Prevent Falls

***Career Development Training**
Additional online modules and/or onsite trainings annually as part of ongoing career development and guided by company policy/procedures. Email notifications throughout the year will inform of additional requirements.

QUESTIONS?	Facility in-services may vary. Check with your supervisor for facility-specific training.	Login Assistance please contact the NCRU at (614) 273-3510 or by email NCRU@nationalchurchresidences.org	NCRU: Relias Learning Website http://nationalchurch.training.reliaslearning.com
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