

Annual Training Schedule - 2010

MONTH	MONTHLY TRAINING TOPICS	QUARTERLY TRAINING TOPICS
JANUARY	*Right to Know/ MSDS Safety issues	Medication Administration - Date TBA - 3:00 PM
FEBRUARY	*Consumer Rights / Workers Rights	*Review fire evacuation routes at employment sites <i>American Red Cross CPR/First Aid</i>
MARCH	*Rule 40 policy review	
APRIL	*Privacy Rights - Data Practices - HIPAA	Medication Administration - Date TBA - 3:00 PM
MAY	Summer Safety *Emergency Policies *Vulnerable Adult Training / Reporting Maltreatment	*Review fire evacuation routes at employment sites <i>American Red Cross CPR/First Aid</i>
JUNE	*Supervisor review of med passing procedures for staff with this responsibility	
JULY	*Infection Control *Consumer Funds, *Alcohol & Drug Policy	Medication Administration - Date TBA - 3:00 PM
AUGUST	*Code of Ethics	*Review fire evacuation routes at employment sites <i>American Red Cross CPR/First Aid</i>
SEPTEMBER	*Harassment	
OCTOBER	*Professional Behavior *File Security	Medication Administration - Date TBA - 3:00PM
NOVEMBER	Safe Driving Winter safety	*Staff to review fire evacuation at their sites <i>American Red Cross CPR/First Aid</i>
DECEMBER	*Vulnerable Adult Reporting Maltreatment, *FAPP	

*Policy changes: Involving consumer rights – 60 day notice of change

*All other policies – review at monthly meeting.

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