

Beatrice State Developmental Center

Mandatory Training

New Employee Orientation Training

The following New Employee Orientation Training sessions are designed for new employees to gain foundational and general knowledge that will further be enriched with at-the-job training and individual-specific in-servicing opportunities.

*Not all training sessions are required for all positions.

**Absences will require a make-up session to be rescheduled for the next available occurrence.

COMPLETION TARGET DATE: Initial Orientation sessions should be completed with the first 6 months of employment.

<i>Title/Topic</i>	<i>Lead Contact</i>	<i>Length of Training</i>
Orientation: "Day 1" sessions	Penner	8 hours
Orientation: Abuse Neglect Basics	Crouse/Perkins	≈ 3.5 hours
Basic Support Course: Module 1 – Intro to BSC; Intro to Intellectual and Developmental Disabilities; Aging Process; Communication; Psychosocial Needs; Review Abuse and Neglect Policy (<i>Neb. Rev. Stat. and Individual Rights 175 NAC 12 and 175 NAC 17</i>)	McVay	4 hours
Basic Support Course: Module 2 – Infection Control Techniques and Personal Care	McVay	4 hours
Basic Support Course: skills practice lab 1	McVay	≈ 2 hours
Basic Support Course: Module 3 – Basic Support Course – Food and Fluids: Dietary & mealtime guidelines; Physical Nutritional Consultative Services (PNCS); Occupational Therapy-Positioning at Mealtimes	McVay	4.75 hours
Basic Support Course: skills practice lab 2	McVay	≈ 2 hours
Basic Support Course: Module 4 – Elimination; Therapeutic and Emergency Procedures-Fire and Disaster Safety, Procedures, and Accident Prevention; Basic Emergency Care; Measuring Vital Signs	McVay	4 hours
Basic Support Course: Module 5 – Active Range of Motion; Proper body mechanics & back safety; Supporting ambulation, proper positioning & wheelchair usage; Using mechanical lifts and slings	McVay	4 hours
Basic Support Course: Skills Lab, Exam & Competencies	McVay	≈ 8 hours
First Aid/CPR: American Heart Association HeartSaver CPR & First Aid	McVay	8 hours
Orientation: Documentation Basics	Potter/Lang	2 hours
Orientation: BSDC Infection Control Policy & Basics	McVay	1.5 hours
Mandt RCT Certification, 2-day sequential training	Hagemeier	16 hours
Orientation: DHHS Serving People with Excellence	Penner	3 hours
Orientation: Safety training	Perkins	5.5 hours
Orientation: Terminology	Marlatt	1 hour
Orientation: Surface Management (w/Behavior Support principles)	Trimm	3 hours
Orientation: Individuals' Rights	Whitmore	2 hours
Orientation: Intro to BSDC & ICFs; Positive outcomes; CMS/Title XIX Standards; Department of Justice	ICFAs	2 hours
Orientation: Computer Basics & Intranet trainings	Penner	4 hours
Orientation: Interpersonal Relationships	Girch	1.25 hours

Advanced Training

The following Advanced Training sessions are available to both new employees and current/seasoned employees. They are designed to build and refresh foundational knowledge and skills.

*Not all training sessions are required for all positions.

<i>Title/Topic</i>	<i>Lead Contact</i>	<i>Length of Training</i>
Dual Diagnosis & Behavior Support Team Introduction	Behavior Support Team	3 hours (1.5 hours each)
SharePoint Basics	Marlatt	0.5 hour <i>Optional</i>
Computer Troubleshooting & Live Help	Penner	2 hours <i>Optional</i>
Advanced Active Treatment	Trimm	3 hours
Charting & Exam	McVay	5 hours
Food Safety & Handling	Dieticians	1.5 hours
Advanced PNCS	Regier	1 hour
Orthotics	Vazquez	≈ 1.5 hours
Advanced Support Course [Medication Aide Training] <i>*only required for Developmental Technicians II or DT SS</i> <i>**Prerequisite: Basic Support Course</i>	McVay	40 hours + state exam

Independent Coursework

<i>Title/Topic</i>	<i>Lead Contact</i>
On-the-Job Training (checklists)	Marlatt
Defensive Driving (via the LINK-Employee Development Center) <i>* required only if driver of state vehicle</i>	Penner
Policy acknowledgements & other facility trainings (via the LINK-Employee Development Center)	Penner

Staff Development/Training contacts:

Loree Crouse, 806-3733	Jill Hagemeyer, 223-6807	Sharon McVay, 806-7736	Jonathan Potter, 806-3809
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