

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Inservice Education	<b>SECTION:</b> 1 <b>POLICY:</b> 2
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	
<b>REVISION DATES:</b> December 2013, December 2014, January 2015		

**INSERVICE EDUCATION**

**POLICY:**

Leamington Mennonite Home encourages and values ongoing and continuing education for all staff and will provide opportunities for growth and development of staff by providing in-service education programs, which focus on programs that enhance the life and care of residents.

**PROCEDURE:**

- A minimum of 10 in-service education programs shall be delivered annually, based upon the assessed learning needs of LMH staff.
- All in-service education programs shall be planned, designed, and evaluated in collaboration with Department Leaders and Administration.
- In-service education programs designed to improve the quality of care and services, including quality of life issues for residents; infection control practices; understanding residents with cognitive impairment and responding to disruptive behaviour; facility and resident emergency procedures and any other legislated programs (i.e. WHMIS; Fire Evacuation, Infection Control, etc.) shall be provided for all staff annually. Attendance at one of the annual programs is mandatory for all staff.
- The in-service programs shall be delivered by Department Leaders, Risk Management Program Coordinator, coordinated by Administration. Department-specific and home-wide in-services may also be provided by qualified professionals not employed by the Home.
- Staff responsible for coordinating staff orientation and in-service education shall be qualified by education and experience for the responsibilities of the position.
- Staff on all shifts shall have access to in-service education programs.
- Staff shall be given the opportunity to evaluate the content, delivery, and effectiveness of in-service sessions which they attend.
- Annual evaluation of the in-service education program shall be completed, to determine

whether learning objectives and outcomes are being met, and staff develop skills and increase knowledge to meet residents' needs.

- Staff shall document their attendance by signing in at all in-service programs.
- Certificates may be provided for specific in-service programs, with copies to be kept in individual employee personnel files.



# Leamington Mennonite Home

## Education Workshops - EVALUATION

**Date:**

**Topic:**

	<b>Did you learn anything new?  YES/NO</b>	<b>Rate the Materials:  10 = Excellent  0 = Poor</b>
<b>1. Was the information presented clear, useful?</b>		
<b>2. Were the materials relevant and easy to understand?</b>		
<b>3. Would you like more information on this topic?</b>		
<b>4. Was the speaker knowledgeable and informative?</b>		
<b>5. Were the timeframes for this education suitable?</b>		

Comments/ Suggestions:

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Signature: \_\_\_\_\_