



SUMMARY OF NEW EMPLOYEE ORIENTATION CLASSES

New employees complete a week of comprehensive introductory training prior to working with our developmentally disabled consumers. The following is a summary of the new employee orientation classes:

Company Orientation — introduces new employees to AIRES. Presents the story of our founder Vivian Taylor and the AIRES Values of EMPATHY. Reviews important policies regarding the employment experience at AIRES.

Code of Ethics — introduces the Code of Ethics from the National Alliance of Direct Support Professionals. Class participants discuss the role of the Direct Support Professional as caregiver, role model, and advocate.

History & Philosophy of Services — discusses the history and philosophy of services to people with disabilities, stressing the need for continued advocacy. Presents concepts such as social role valorization, dignity of risk, least restrictive alternative, and normalization.

Ability Awareness — introduces new hires to many types of disabilities and the supports that each may require. Provides experiences aimed at developing empathy and understanding.

Individual Support Plans — familiarizes participants with the ISP document and its components. Objectives and outcomes, as well as the process for developing them are presented. Teaching plans and strategies are discussed. Participants learn about reporting requirements related to the ISP.

Basic Health & Medical Care — discusses concepts related to basic health and medical care as practiced by Direct Support Professionals. Meal planning and nutrition is covered here. Participants receive training on blood-borne pathogens and safety. Also provides an introduction to seizures and seizure protocols.

Medication Administration — covers medication administration techniques and gives participants a basic understanding of medication uses. Provides participants with hands-on experience reading labels and documenting administration of medications.

First Aid/CPR/AED — presents in-depth instruction on cardio-pulmonary resuscitation and basic first aid principles. Successful completion measured by comprehensive written and physical examination.

Personal Care Techniques — reviews concepts related to providing personal care to consumers. Discusses how to provide intimate care in a way that promotes dignity and confidentiality. Lifting and carrying techniques are covered in this class, as well as skin integrity issues.

Article 9 — reviews the rights of the people we serve, the Division of Developmental Disabilities' rules regarding behavior management, and stresses the prohibitions against neglect and abuse.

Prevention & Support — provides an overview of positive behavioral support concepts and techniques, behavior assessment ideas and tools, and approved emergency physical intervention techniques. Successful completion measured by comprehensive written and physical examination.

Incident Reports — presents information about the "when" and "why" of incident reports. Participants practice writing Incident Reports based on practical examples.

Vehicle Awareness — provides both classroom and hands-on training to help staff provide safe transportation. Focuses on defensive driving techniques and also provides training on wheelchair restraints.

Caring for Someone with Dementia – provides information about the types and stages of dementia and how to assist someone with dementia. This class also includes strategies for communicating with someone with dementia, and how to plan activities that are appropriate for people with dementia.

Professional Development – provides information regarding observing, reporting, and documenting changes in the people we support. This class emphasizes communication styles and cultural competence. Stress management and time management tips and strategies are also included in this class.

Home and Community Based Services (HCBS) – provides information regarding the types of service settings Direct Support Professionals may work in, and the types of service that DSP's may provide. This class also includes an overview of safety and emergency strategies, how to respond to falls, what some of the fall risk factors and how to prevent falls.

Operations – provides information on the rules & procedures governing our homes/programs.

Body Systems – provides information on major body systems and the different illnesses, functions, and aging effects that occur as well as how to care for each.

The Whole Person – provides information on the emotional impact that a disability can have on the people we support.

Grief and End of Life – provides information on dying, grieving, and the end-of-life process.