



Education Committee Report 2007/08

Activities of the Committee

- Established Committee Terms of Reference and a general Education Plan (see below).
- Reviewed the Employee Satisfaction survey; made recommendations for training activities to pursue.
- Reviewed strategies related to Education in the 2008-2011 Strategic Plan.
- Revised the Community Living Skills program, oversaw its implementation in September 2007 and evaluated its success.
- Investigated the possibility of hosting an education day on Seizures.

Education Committee Terms of Reference

- Comprised of the Executive Director, Payroll & Benefits Administrator, a Community Living Coordinator, a Support Worker, a Union Representative and a Board Member.
- Meet at least three times per year, or as needed.
- Role of Education Committee to include the following:
 - Ensure that CDSCL employees have the necessary certification required by Licensing, the Funding Agency, WCB and other agencies.
 - Develop, review and ensure implementation of an Education Plan for the organization and ensure that this plan fits in to the Strategic Plan.
 - Review staff surveys and input received from staff in regard to education and make recommendations regarding specific avenues of education to explore.
 - Produce an annual report on courses and education provided to CDSCL staff.

Ongoing Education Plan for CDSCL

1. Provide orientation to new employees in all areas of work and additional orientation where required.
2. Arrange for orientation and training for Medication Delivery and related topics for all new staff. All staff are required to attend a refresher session every eighteen months (as per Medication Safety Committee).
3. Provide training to new employees through the Community Living Skills Course.
4. Provide ongoing training to all staff in pertinent areas.
5. Provide opportunities in learning on a day-to-day basis.
6. Arrange for certification and re-certification of First Aid/CPR, WHMIS, Foodsafe, Crisis Intervention and other required certifications.
7. Arrange for training and certification for transferable functions as required.
8. Give opportunity to staff to provide input on the Education Plan and training opportunities.
9. Work with the local college, HSCL nurse and other agencies to explore educational opportunities.

See list of educational opportunities offered over the last three year attached