



CMHCM

Required Training

- Individual Plan of Service Training- COMPLETE PRIOR TO WORKING**
- First Aid**
 - You must purchase the certificate/card
 - Submit both the certificate and the receipt to be reimbursed
- Recipient Rights Online Quiz**
- Infection Control/Bloodborne Pathogens**
 - Required initially
- Safety & Fire Prevention**
 - *Required initially- only if client is Choice Voucher or Children's Waiver*

Instructions on how to complete online trainings:

www.cmhcm.org → Providers → Self-Determination/Choice Voucher Resources

First Aid (#10)- After viewing the Power Point, complete the quiz. You must purchase the certificate/card as proof of training. Submit both the certificate/card along with the receipt to receive reimbursement.

Recipient Rights (#1)- After viewing the Power Point, complete the quiz and **print/screenshot the results**. To receive credit, ensure your name is included on the quiz and return to our office.

Optional Training

check with your employer

Corporate Compliance, Ethics & Deficit Reduction Act

HIPAA

Limited English Proficiency

Cultural Competency & Diversity in the Community

Trauma Informed Care

Sensitivity Training – Hearing Loss

Training may be submitted via

Fax: 989-832-5404

Email: training@stuartwilsonfi.com

Mail: 6300 Schade Dr. Midland, MI 48640

Community Mental Health for Central Michigan
**Individual Plan of Service/Addendum
 Training Record**

Consumer Name: _____ DOB: _____ Case #: _____

Provider Agency: _____

Effective Date of IPOS/Addendum: _____

Trainer's Name: _____
Print Name Signature Credentials/Title

Date of IPOS/Addendum Training: _____

The following staff have been trained on the Individual Plan of Service/Addendum.

Name of Staff Attending <i>(please print)</i>	Name of Staff Attending <i>(please print)</i>

Infection Control/Blood Borne Pathogen Training REQUIRED

Infection control is preventing the spread of **germs** that cause illness and infection. Infection control starts with understanding germs and how they are spread.

ABOUT GERMS

Everyone comes in contact with millions of germs (microorganisms) each day. All germs need warmth, moisture, darkness and oxygen to live and grow. Many germs are harmless and are needed for our bodies to function in a healthy way. For example: elimination of waste products, (feces and urine) from our bodies. Some germs are very harmful and cause infections, diseases, and illnesses by rapidly multiplying and overwhelming the body's natural defenses. An infection can be local in one spot, like an infected cut, or it can be systemic; throughout the whole body, like food poisoning or pneumonia.

THREE WAYS GERMS ARE SPREAD

Germs are spread in the environment three ways: direct contact, indirect contact, and droplet spread.

1. **Direct Contact** means that germs are spread *from one infected person to another*. An example of direct contact is the person infected with a cold putting his hands to his mouth while coughing or sneezing and then touching or contacting another person before he has washed his hands. A similar situation happens when the person has an infected or open sore or wound or bodily fluids that are full of germs (feces, urine) or blood (HIV, AIDS, Hepatitis A, B, or C) or saliva that is contaminated, and the other person is contacted directly by the germs.
2. **Indirect Contact** means that germs are spread from one infected person to another person *through an object*. The germ from the person infected contaminates the object, and the person who touches the object is then contaminated. Indirect contact is a common way for germs to spread between people who live, work and play together. The spread of germs though indirect contact can happen when eating contaminated food (E. coli, salmonella), handling soiled linens, soiled equipment, using soiled utensils, or from a gastrointestinal infection. The Hepatitis B virus can live up to 10 days in dried blood and can also be spread indirectly.
3. **Droplet Spread** means that germs are spread through the air from one infected person to another person. The germs are airborne and are carried over short distances. When people talk, cough or sneeze they are spreading germs through the air. The germs of the common cold, flu, and even tuberculosis travel from one person to another by droplet spread.

CONTROLLING THE SPREAD OF GERMS

Knowing how germs are spread is the first step in practicing infection control and preventing illness. Knowing how to control the spread of germs is the second step. You can protect yourself and the individuals with whom you work from germs or contamination by doing the following:

1. Know and practice standard precautions (defined in next section), especially hand washing and gloving.
2. Keep yourself, the individual, and the environment clean.
3. Be aware of the signs and symptoms of illness and infection and accurately record and report them to the doctor.

STANDARD PRECAUTIONS

Standard Precautions, including hand washing and using disposable gloves and wearing of personal protective equipment, protect both the individual you work for and you from the spread of germs and infection. Standard precautions are a set of infection control safeguards. They are especially important to prevent the spread of blood-borne and other infectious diseases (AIDS, Hepatitis A, B, and C).

You should use these precautions when coming in contact with blood and all body fluids, secretions, and excretions (urine and feces), whether or not they contain visible blood; when touching mucous membranes such as the eyes or nose; and when dealing with skin breakdown such as a cut, abrasion, or wound.

Body Fluids Include:

- Blood
- Blood Products
- Secretions
- Semen
- Vaginal secretions
- Nasal secretions
- Septum
- Saliva from dental procedures
- Excretions
- Urine
- Feces
- Vomit

Hand Washing

Frequent, thorough, and vigorous hand washing will help in decreasing the spread of infection.

Germs are spread more frequently by hands and fingers than by any other means. When employee's SHOULD WASH THEIR HANDS:

- Employees should wash their hands when they come to work and before leaving.
- Hands should be washed at work before touching:
 - Food
 - An individual's medicine
 - Kitchen utensils and equipment
 - Someone's skin that has cuts, sores, or wounds
 - Before putting on disposable gloves
- Employee's should always wash their hands after:
 - Using the bathroom
 - Sneezing, coughing, or blowing one's nose
 - Touching one's eyes, nose, mouth, or other body parts
 - Touching bodily fluids or excretions
 - Touching someone's soiled clothing or bed linens

Gloving

Practicing standard precautions also includes the wearing of disposable (single use) latex gloves whenever you come in contact with body fluid. (Non-latex gloves should be purchased for people who are allergic to latex.) Putting on disposable gloves and taking them off correctly is especially important in preventing the spread of germs and infection. Gloves should be used only one time and changed after each use. New gloves should be put on each time you work with a different individual. Used or contaminated gloves should be thrown away. Gloves become contaminated after each use and can spread germs between individuals if used more than once and if they are not properly disposed of.

If bodily fluids or blood touches the skin, wash the area vigorously and thoroughly with soap and warm water. If the gloves tear or break, take them off and vigorously wash your hands. Put on a new pair of gloves and continue assisting the individual.

- Employees should follow the procedure for putting on disposable gloves at the end of this unit.
- Employees should always use gloves when providing or assisting an individual with:
 - Rectal or genital care
 - Tooth brushing or flossing
 - Menstrual care
 - Bathing or Showering
 - Cleaning bathrooms
 - Cleaning up urine, feces, vomit, or blood
 - Cleaning toilets, bed pans or urinals
 - Providing wound care
 - Handling soiled linen or clothing
 - Giving care when the DSP has open cuts or oozing sores on his or her hands
 - Providing first-aid
 - Disposing of waste in leak proof, airtight containers
 - ✓ **Always use a new pair of gloves for each activity**
 - ✓ **Always use a new pair of gloves for each individual**
 - ✓ **Always wash your hands before and after using gloves**
 - ✓ **Never wash and use again**

Since hand washing can easily dry out a person's skin, remember to apply hand lotion or cream often throughout the day. It is a best practice to keep natural nails short and avoid the use of artificial nails when providing personal care. Many hospitals have banned artificial and natural long nails for employees who provide personal care. Research has shown that healthcare workers who wear artificial nails are more likely to harbor germs than those who don't. Employees with long nails are at risk of puncturing or tearing disposable gloves.

Alcohol based hand rubs or hand sanitizers may also be used. They provide a great alternative to hand washing for the following reasons:

- Alcohol based hand rubs (foam or gel) kill more effectively and more quickly than hand washing with soap and water.
- They are less damaging to skin than soap and water, resulting in less dryness and irritation.
- They require less time than hand washing with soap and water.
- Bottles/dispensers can be placed at the point of care so they are more accessible.

Other Protective Equipment

Depending on your job, you may be expected to wear other **Personal Protective Equipment (PPE)**, such as a face mask or eye shields. The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation. Employees should always remember to:

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

If you must use PPE you should put the equipment on in the following order:

1. **Gown** – Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back. Fasten in back of neck and waist. Wear a gown during procedures that are likely to generate splashes or sprays of blood, bodily fluids, secretions, or excretions. Remove soiled gown as soon as possible, and wash hands after removing gown.
2. **Mask or Respirator** – Secure ties or elastic bands at middle of head or neck. Fit flexible band to nose bridge. Fit snug to face and below chin. Check respirator fit.
3. **Goggles or Face Shield** – Place over face and eyes and adjust to fit. Wear a mask and eye protection, or a face shield, during procedures that are likely to generate splashes or sprays of blood, bodily fluids, secretions or excretions.
4. **Gloves** – Extend to cover wrist of isolation gown. You should use gloves when hands may become contaminated with blood, bodily fluids, excretions, or secretions, **or** when touching mucous membranes or non-intact skin, **or** contaminated surfaces or objects.

If this equipment is required in your work setting you should receive training on the location, proper use and disposal of the PPE.

Cleaning and Disinfecting

The second way for employee's to prevent the spread of germs is through cleaning and disinfecting the environment. Employees should be careful not to transfer infection to others and equally important, employees should be careful not to become infected themselves.

Sign and date:

I have read and understand the training regarding Infection Control/Blood Borne Pathogens.

Signed: _____ **Date:** _____

Print Name: _____

Safety & Fire Prevention

(REQUIRED FOR CHOICE VOUCHER; OPTIONAL FOR SELF-DIRECTION)

As a Direct Support Professional (DSP), you must understand how to react to a fire or smoke emergency when you are work.

- Evacuation is your absolute **FIRST PRIORITY** in a fire or smoke emergency. **GET PEOPLE OUTSIDE!**
- **EVACUATE IMMEDIATELY – Time is the most important factor!**

If you smell smoke, see flames or smoke, or hear the fire alarm you must evacuate immediately! If any of those above situations occur do not consider it a “false alarm”, just evacuate!

- Do not look for the fire! Do not attempt to fight the fire! A fire doubles in size every 19 seconds! Just get out! Go to your **designated** meeting place.
- Do not waste time getting people dressed!
- Do not try to save property or possessions!
- Encourage the person you work for to have regular fire drills to prevent panic and assure proper action in an actual emergency.

DON'T RE-ENTER THE HOME - once you are out, stay out! Call the fire department and other emergency numbers from a neighbors or a cell phone.

FIRE EXTINGUISHMENT

Never use a fire extinguisher to put out a fire! Putting out a fire is the job of a professional fire fighter! The **only two reasons** you should ever use a fire extinguisher are:

1. **RESCUE – if you need to get to someone to evacuate them and there is a fire between you and them.**
2. **ESCAPE – a fire may be blocking your exit and you need to use the extinguisher to suppress the flames long enough to get the person out.**

An ABC (multi-purpose) extinguisher will put out most fires that start in a home. An extinguisher is useless unless you know how to operate it.

Using a fire extinguisher:

1. Hold extinguisher upright. Pull the pin out.
2. Stand at least 6-8 feet from the fire. Do not get closer!
3. Aim the nozzle at the base of the fire and squeeze the handles.
4. Sweep side to side slowly, moving closer as the flames diminish.

Fire extinguishers last only about 8-10 seconds! Fires can and do re-ignite. If you need to use an extinguisher for **RESCUE** or **ESCAPE** do it quickly and **GET OUT!**

HOME SPECIFIC PROTECTION PLAN

Encourage the people you work with to design a protection plan. All staff should review the protection plan for the home. Be sure you know all of the following information!

- Specific evacuation procedures for all people who reside in the home. Do they need assistance to get into a wheelchair? Are they unsteady at night? Do they take medications that may reduce the chance they would hear a smoke detector in the night? Do they sleep without hearing aids?
- Evacuation procedures staff must follow for each person living in the building – **know your role!**

- Location of the meeting area or destination where the “head count” is completed. This area should be just outside the primary exit door – in case someone is not accounted for.
- Location of the place of safety. This is a place far enough away from the home to keep everyone safe from the fire and emergency vehicles. It should be in the front of the home if possible.
- Primary exits from all rooms.
- Alternate exits.
- Where your emergency kit bag is located and what you will need in it if you have to evacuate suddenly.
- Emergency numbers and who should be contacted.

Each protection plan should contain **KNOWLEDGE OF FIRES** section. This is the information *all* Direct Support Professionals must know!

KNOWLEDGE ABOUT FIRES

A. GENERAL KNOWLEDGE:

1. The absolute **FIRST PRIORITY** in a fire emergency is to evacuate everyone in the home.
2. **Time** is the most important factor in a fire. Any delay may increase the danger, and decrease people's chance to escape.
3. **CLOSING THE DOORS** on the way out will help contain smoke and fire spread – giving more time for evacuation.
4. Smoke rises – **KEEP LOW!** Smoke is the real killer in fires.
5. Once everyone is out – do *not* re-enter the house!

B. FIRE EXTINGUISHMENT:

1. No attempt should be made to fight a fire except:
 - a. To create an escape route, if trapped, OR
 - b. To rescue someone who is trapped
2. How to use a Fire Extinguisher:
 - a. Hold the extinguisher firmly upright and pull the pin
 - b. Stand 6 – 8 feet from the fire – no closer.
 - c. Aim the nozzle at the base of the fire and squeeze the handles.
 - d. Sweep slowly in a side to side motion and move forward as the flames subside.
 - e. Fires can re-ignite! Get Out!!!!!!

C. IF YOU ARE TRAPPED:

1. Close the room door and stuff bedding, clothes, etc., under the door.
2. Open a window for air. You may have to break it.
3. Stay close to the floor to avoid smoke.
4. Make noise or hang something out the window to let people know where you are.

It is important to know what to do in a fire emergency. Learning the correct action could save your life!

Most people die or are injured in a fire for the following reasons:

- They do not have sufficient warning.
- They do not evacuate immediately.
- Once they are out, they go back into the house for some reason.

FIRE PREVENTION IS KEY TO A SAFE ENVIRONMENT!

SMOKE DETECTORS – Provide Warning

- Have enough working smoke detectors to provide warning. There should be a minimum of one on every level and outside sleeping areas. Smoke detectors are recommended inside bedrooms, especially if a person sleeps with their door closed.
- Make sure that smoke detectors are properly placed. See manufacturer instructions.
- Test the detectors monthly. Testing them on the first day of each month will help you remember.
- Replace batteries at least once per year. Do this on a birthday or a holiday so that you won't forget.
- Replace the entire detector every 5 years or as recommended in the manufacturer instructions. When you purchase a detector you should write the install date on the inside cover in permanent marker.
- Don't take the battery out of a smoke detector! If you are having nuisance alarms, check to see if the detector is located too close to an area that would cause problems such as the kitchen or bathroom.

FIRE DRILLS:

Fire drills are strongly recommended for all people. This helps all remain calm and organized when responding to an actual fire or smoke emergency. Participating in enough fire drills to be efficient and well-practiced in the event of an emergency is always a good safety practice.

Sign and date:

I have read and understand the training regarding Fire Safety & Prevention.

Signed: _____ **Date:** _____

Print Name: _____