

Entry-Level Care Giver Training Class Descriptions

Entry-Level Care Giver Training: This is the training required for care givers in order to work independently in licensed settings. This training is also required by MORC for care givers working in supported independent settings, vocational programs, and adult foster care. The training consists of 11 distinct classes which, when taken consecutively, cover 11 training days. Units 1 and 2 must be completed successfully as prerequisites for all of the other classes. Unit 7 must be attended in its entirety in order to attend Unit 8.

Entry-Level Care Giver Training is conducted several times each month at MORC's Auburn Hills Office and Macomb Community College training sites. The normal training day is from 8:30 a.m. to 2:30 p.m. Periodically, the Entry-Level Care Giver Training is offered during evening hours, from 6:00 p.m. to 10:00 p.m. The next scheduled evening class will be held May 12 through June 5, 2008. Please call the MORC Training Department at (248) 276-8031 for scheduling and additional information.

Shown below is a typical schedule for the entire Entry-Level Care Giver Training program. Adjustments are made to accommodate holidays and weather cancellations.

Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Unit 1: Introduction to Community Residential Services and Your Role as Direct Care Staff	Unit 1: Introduction to Community Residential Services and Your Role as Direct Care Staff Cultural Competency	Unit 2: Rights of Individuals Receiving Mental Health Services Limited English Proficiency Due Process	Unit 7: Working with People: Introduction	Unit 8: Working with People: Positive Techniques
Week 2 Unit 3: Nutrition and Food Service Unit 4: Environmental Emergencies	Unit 5: Health	Unit 5: Health	Unit 6: Medications	Unit 6: Medications
Week 3 Medications Performance Demonstrations (approximately one hour per person, by arrangement, on either Monday or Tuesday)				

The following are brief descriptions of the individual classes:

Unit 1: Introduction to Residential Services in Community Settings and Your Role as Direct Care Staff

The philosophy and role of residential services; the influence of values, attitudes, and beliefs in providing quality services; definitions of developmental disabilities, mental retardation, and mental illness; the role of the care giver in the Person-Centered Planning process; documenting skills.

Unit 2: Rights of Individuals Receiving Mental Health Services

The rights of recipients of mental health services included in the Michigan Mental Health Code, with emphasis on recognizing and reporting suspected abuse or neglect; proper completion of the locally prescribed Incident Report form.

Unit 3: Nutrition and Food Service

A general introduction to nutrition, modified diets, and food safety in the community residential setting; shopping, food storage, food preparation, and menu skills; recognizing and preventing food-borne illness.

Unit 4: Environmental Emergencies: Preventing, Preparing, and Responding

The causes, prevention of, preparation for, and response to various environmental emergencies; emphasis on fires, severe weather, driving emergencies, poisonings, and outages of power and water.

Unit 5: Health

A general introduction to health issues, including allergic reaction shock, communicable diseases, universal precautions, infection control, and health care documenting; performance emphasis on measuring temperature, pulse, respiration, blood pressure, and first aid for tonic-clonic seizures.

Unit 6: Medications

A general introduction to medications; entry-level skills in transcribing, administering, and documenting medications in the community setting; performance emphasis on transcribing and safely administering medications.

Unit 7: Working With People: Introduction

The care giving relationship as a dimension of the role of direct care staff; the structure of a caring relationship and the tools of companionship; an orientation to gentle care giving.

Unit 8: Working With People: Positive Techniques

A continuation of the content of Unit 7; the relationship among feelings and attitudes of the care giver, the environment, and the behavior and response of the person supported; prevention and coping strategies for addressing challenging behavior; effective ways to maintain a caring and supportive approach in the face of challenging behavior.

Cultural Competency

A general introduction to the concepts and practice of cultural diversity and multicultural awareness in organizations, suitable for all levels of employees with an emphasis on awareness of cultural perspective and needs of the individuals supported; providing culturally competent and culturally enhancing services.

Limited English Proficiency

Providing services to individuals, their families, and others who have limited skills in the English language, including persons with hearing or visual disabilities; making available services available to all eligible individuals, without regard to their language skills; ensuring meaningful participation of individuals supported in services delivery.

Due Process

Methods for individuals supported and their families to appeal decisions regarding the eligibility for and delivery of services; includes content on actions that can be appealed, notification requirements, grievance, and appeal options.