




## POLICY / PROCEDURE

<b>SECTION:</b>	<b>Personnel</b>	<b>NUMBER:</b>	<b>PER 10</b>
<b>APPROVED:</b>	<b>Chief Executive Officer</b>	<b>ORIGINAL:</b>	<b>March 2002</b>
		<b>REVIEWED/REVISED:</b>	<b>December 2014</b>

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## TRAINING

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This document applies to all staff of NDMH regardless of their employment status.

Nipigon District Memorial Hospital is fully committed to ensuring that all staff has the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential in a healthy and safe work environment.

The Hospital recognizes that the training and development of our staff is fundamental to the quality of our operational performance, the achievement of our goals, and necessary to maintain compliance with our legislated requirements.

At NDMH, training and development are integral parts of our operation. We are committed to following a continuous process of appraisal, training and development and shall provide equal access and accommodation relevant to the needs of each employee.

All new staff will receive appropriate general, health & safety, and department specific orientation training.

### RESPONSIBILITIES

#### Employer

- Provide training opportunities according to legislation and best practices
- Monitor the efficiency and effectiveness of this policy

#### Supervisors

- Create a work environment where training and development is an integral part of the successful operation of each department
- Ensure that the training and development needs of all staff are assessed and provided
- Identify appropriate and cost effective department specific training and development
- Ensure staff compliance with mandatory training and development
- Evaluate the efficiency and effectiveness of training and development

## Employees

- Identify their own training and development needs and bring to the attention of the supervisor
- Participate in mandatory training and development
- Manage their own learning and professional updating

## ACCESSIBLE FORMAT

We are removing barriers with human communication support and technology to ensure information and communication is accessible to our patients, residents and employees. Our information and communication shall be delivered in plain language.

When a request is made for information in an alternate format or for human communication support by a patient/resident or an employee, the Hospital will consult with the person making the request in order to ensure that the format or support is achievable for the Hospital and appropriate for the person in a timely manner and at a cost that is no more than the regular cost charged to other persons.

Our alternate formats and supports include:

- reading written information to a person directly, in plain language
- large print
- handwritten notes instead of spoken words
- information written in plain language
- screen reader software

Requests for accessibility accommodation are confidential and can be made to or through a lead hand, or senior manager.