

Ingersoll Support Services Inc.

Policy: Respectful Behavioural Intervention: Training

Policy # QAM 29
Section: Quality Assurance

Approved by the Board of Directors: *May 24 2011*
Procedure Revision:
Review Date: September 26 2017

Ministry requirement –
QAM III.17-

ISSI will provide and access respectful behavioural intervention strategies based on individualized, identified needs. Support strategies will utilize qualified consultants, include relevant documentation practices, and ensure sufficient training to staff and volunteers of the agency.

Procedure:

1. An individual Behaviour Support Plan, as per Policy# QAM 30-31, will be developed for each person who has been identified in a needs-based assessment. All forms of behavioural intervention will be respectful, based on an identified plan and strategies, use external consultants, and be undertaken only by trained and qualified staff.
2. The Personnel file will contain training records and certificates for all staff members who work directly with persons regarding the use of physical restraint as per Policy #s10.
3. The Personnel File will contain an Orientation Checklist indicating that training was received on the Behavior Support Plan of the person they will be supporting before beginning work with the person. A notation will be added or appended in the case of an existing staff person who joins a support team wherein a Behavioural Support Plan is in use.
4. The Staff training record in the Personnel File confirms training on the use of behaviour interventions that are outlined in the Behaviour Support Plan of the persons they will be supporting.
5. The Volunteer File confirms training on the use of behaviour interventions that are outlined in the behaviour support plan of the persons they will be supporting before beginning volunteer work with the person they will support.
6. The Personnel Files will contain updated records confirming that training records are maintained on the use of behaviour interventions for staff members and volunteers who work directly with persons with developmental disabilities who have challenging behaviour.

7. The Personnel File or the Volunteer File will contain notations and certificates indicating that training on the use of behaviour interventions for staff members and volunteers, including refresher courses required under a training program, are provided by the service agency or by a third party.