

Policy:

New Employees:

All new employees have a 90-day probationary period of employment so that Administration/Management can evaluate the new employee's ability to work as a part of the Palmer's Home Care, LLC team to meet the supported individuals' needs successfully. The quality of our employees is what makes us able to provide great care for our individuals. During this time, call-ins and requests for time off will not be accepted. Transfers from the location of hire are not permitted during the 90-day probationary period, except at the discretion of the CEO/COO/Owner. During the 90-day probationary period employees may be terminated at will.

Current Employees:

All employees transferring or being promoted to new positions are subject to a 90-day probationary period of employment. During this time, call-ins and requests for time off will not be accepted. Please reference Policy 110-Time and Attendance.

Comments:

All staff are expected to be cooperative with Palmer's Home Care, LLC in making themselves available for general and individual/plan specific training. Training time is compensated, but only for the duration of the actual training session. Staff will be notified when they need to participate in training and are expected to arrive at the time and place scheduled and agreed upon, prepared to engage and actively participate. Failure to comply may result in corrective action, including suspension until the training is successfully completed, or termination for non-participation or failure to adhere to DMH-required training. It is the responsibility of staff to make Palmer's Home Care, LLC Administration aware of any need for further training or clarification needed to provide quality care for the individuals we support.

- Prevention, Detection, and Reporting of Abuse and Neglect-Prior to Providing Direct Care and Annually
- Human Rights, Person-Centered Strategies and Planning-Within 30 Days of Hire and Annually
- Missouri Quality Outcomes-Within 60 Days of Hire.
- Positive Behavior Supports (Principles of Positive Behavior Supports Part 1 curriculum from Relias)-Within 60 Days of Hire
- Competency-Based CPR/First Aid Certification- within 60 Days of Hire - BEFORE providing CPR/FA to an individual and/or biennially (every 2 years).
- Level I Medication Aide Certification-within 60 Days of Hire - BEFORE administering medications, and biennially.
- Individual Support Plan training for individuals supported - BEFORE providing direct care to the individual supported and annually with implementation of new plans, or more often for addendums to the plans.
- Client Rights and HCBS rule at orientation and annually thereafter.
- CPI/Safety Care/Mandt training – within 60 days of hire and every 2 years
- State Report (EMT): All Palmer's Home Care staff are trained in recognizing Abuse and Neglect and are mandated reporters. Staff are trained on what is a reportable incident during New Hire Orientation, and it is documented annually that staff are mandated reporters and what to report or report to their supervisor.
- HIPAA and Confidentiality are also reviewed at New Hire Orientation and annually thereafter.
- Other training courses as recommended and/or required by Administration.