**PROVIDER MANDATORY TRAINING (01/2021)**

**The following trainings are mandated for all provider employees working directly with individuals served through DDS. Several of these trainings, highlighted in yellow are required to be completed as soon as possible and prior to working alone on site as designated staff. Other trainings are typically provided during an orientation process, within approximately the first 3 months of hire.**

**For all employees:**

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| **Topic/Frequency** | **Content/Regulatory Reference** | **Modes of Instruction** |
| **Health care** |  |  |
| First Aid certification  Expiration on Card | * from a verified source (e.g. Heart Association, American Red Cross) * 115 CMR 7:05 (6) | * Follow the source’s requirements regarding in-person and online instruction |
| CPR certification  Expiration on Card | * from a verified source (e.g. Heart Association, American Red Cross) * 115 CMR 7:05 (6) | * Follow the source’s requirements regarding in-person and online instruction |
| Signs and Symptoms of Illness  Once | * DDS Health Care Promotion Initiative * Health observations * Just not right | <https://www.mass.gov/lists/health-and-safety-guidelines#guidelines-for-observable-signs-&-symptoms-of-illness-> |
| Executive Order 509 Food Standards  Once | * Executive Order for all HHS | * Available online: please have each person send an email to dph@framingham.edu including their name and facility/agency to receive a link to the course. |
| MAP Training (for all administering meds)  Expiration on Card | * 7.05 (6) | * Available at [www.massmap.com](http://www.massmap.com) |
| Universal Precautions  Once | * From a curriculum that meets requirements for bloodborne/bodily fluid borne pathogens precautions | * Provider created or accessed * Sometimes called OSHA training and may be included in certain First Aid trainings |
| Transmission Prevention of Communicable Specific Diseases (Infection Prevention and Control)  As necessary based on any specific communicable disease that is a Public Health identified concern  COVID-19 training expected in 2021 | * From a curriculum that meets requirements for prevention of spread of infectious disease, as outlined by the Centers for Disease Control and Prevention (CDC). * Must include topic of personal hygiene (hand hygiene and PPE), routine environmental disinfection/cleaning. * Must include unique features of specific diseases (2021 - COVID19) | * Provider created or accessed. * Follow current CDC guidance re: the particular infectious disease. * As appropriate and necessary depending on outbreaks, individuals, events * Additional training may be required for communicable diseases that have additional prevention guidelines, like COVID-19. * Commonwealth Medicine is awaiting approval for several video trainings (link to be inserted here when available). * There are other options available online. * COVID-19 specific training is required at this point in time. * Best practices include demonstration or test component for any training being offered. |
| **Human Rights** |  |  |
| Basic Human Rights  Once | * 3.09 (3) | * Provider created or accessed. |
| DDS Mandated Reporter  Initial and subsequent periodic | * DDS curriculum or DDS-approved curriculum * 7.05 (6) | <https://www.ddslearning.com/mandated-reporter-training>   * Complete by watching [the video](https://www.youtube.com/watch?v=H5LTi8zIJx0&feature=youtu.be) or reading the [Powerpoint document](https://www.ddslearning.com/s/mandatedreportertrainingv13_with-signoff-sheet.pptx) |
| PBS Universal Supports  Once | * 7.05 (6) | [MassPBS — DDS Learning](https://www.ddslearning.com/masspbs-1) |
| **Safety and Fire Safety** |  |  |
| Human Service Worker Safety | * EOHHS MGL 6A | * Available on DDSlearning.com: [Human Service Worker Safety training](https://static1.squarespace.com/static/518bb7cde4b0d1e7bd9c37b5/t/5ea8987b84f31067230f0bec/1588107389847/HSW%2BSafety%2BTraining%2BHardcopy.pdf) |
| Basic Fire safety  Once | * 7.05 (6) | * Conducted by the Provider’s Fire Safety Officer who has undergone DDS fire safety training below |
| Safety Plan training  Every two years | * 7.05(6) | * Provider based on site’s safety plan |
| Incident Management  Once | * 7.05 (6) | * Provider created or accessed. * Can use:   [FOR PROVIDER STAFF Incident Management IM System and Policy DDS Staff Training - YouTube](https://www.youtube.com/watch?v=INJMwv1P9K0&feature=emb_logo) |
| **Required trainings based on specific Individual attributes** | **Types of trainings** | **Modes of instruction** |
| Unique support needs (e.g. mental health conditions; other medical conditions) | * Specialized MAP Training (Epi-Pen, G-Tube, Vital signs, etc.) * ASL / other languages * Diabetes * Seizure disorders * ABI | Provider/ individually tailored |
| Individualized plans and protocols | * Behavior Plans * Supports and Health Related Protections * Restrictive Interventions/Practices * Special Diets * Risk / Pica Plans | Provider/ individually tailored |

**For some Employees:**

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| **Topic** | **Content/Regulatory Reference** | **Modes of Instruction** |
| **Formal Fire Safety** – One person per site must be trained by DDS Fire Safety Professional, this person will then provide in-service to all staff at their work site on safety protocols. | 7.05 (6) | DDS Regional Training Calendars for DDS Fire Safety Training |
| **Restraint Training** including Authorizer’s Training (for all working at locations with the potential to use) by DDS certified curriculum vendor (only for techniques within that curriculum that can be used by trained staff) | From a DDS approved Restraint training agency  7.05(6) | Follow the source’s requirements regarding in-person and online instruction |
| **HR Advocates/Officers** for all designated Human Rights Officers / Advocates (e.g. one per site) | 3.09 (3) | From DDS OHR or from a DDS Approved OHR Curriculum |
| **ABI Complaint Process** for all staff working at ABI locations |  | Provider created |