

DDSD Nursing Training Requirements Worksheet

Agency Name: _____

Name: _____

Date of Hire:

Enter the new nurse's hire date above. The Training Completion Dates will be automatically calculated and will show the final due dates for each required training. Print a copy for your records. You may save a blank for you master files. This form is optional for your agency use.

Training Completion Date	Training Title	Time Frame	Overview of Content How to access training
	<i>Current CPR Certification</i>	Current at all times.	Basic CPR. Agency Training Staff or local resources.
3/31/1900	<i>DDSD Nurse Orientation</i>	Within 90 days of hire (3 mos.) <u>For both Part 1 and 2.</u>	Provides overview of requirements for DDW agency nurses. Part 1- Complete on line review of Orientation Module. http://cdd.unm.edu/dhpd/programs/NurseOrientation.html Part 2- Call Regional Office Nurse for face to face session
3/31/1900	<i>Health Care Planning on the DD Waiver</i>	Within 90 days of hire (3 mos.)	Provides overview of HCP requirements for DDW agency nurses. Contact Regional Office Nurse regarding date of session.
6/30/1900	<i>Assisting with Medication Delivery (2 Day)</i>	Within 180 days of hire (6 mos.)	Observation/Audit of 2 day course provides overview of training provided to Direct Support Staff regarding AWMD and identifies the parameters of this program. Agency Training staff.
12/31/1900	<i>Person Centered Planning</i>	12 months from hire	Provides overview of the Planning Process for members of the Interdisciplinary Team. Contact the Regional Office Training Staff.
12/31/1900	<i>Effective Individual Specific Training</i>	12 months from hire	Improves skills for providing training about Health Care Plans to non professionals. Contact the Regional Office Training Staff.
12/31/1900	<i>Aspiration Risk Management (ARM) Training</i>	12 months from hire	Provides overview of the ARM Policy, Procedure, nursing and team.