

TRAINING EXPECTATIONS

SUPERVISORS: PLEASE REVIEW ALL THIS INFORMATION WITH YOUR EMPLOYEES BEFORE THEY ATTEND TRAINING.

1. Trainees must sign the attendance sheet when they arrive for class. Copies of these sheets will be sent to each employer by the end of the week.
2. Trainees are expected to conduct themselves in a positive manner. This includes being punctual, attentive, and participating.
3. Trainees exhibiting behaviors that are not conducive to the learning atmosphere **will be asked to leave the classroom and the building. Supervisors will be notified of this action.**

Examples include:

A trainee is **disruptive** - actions such as constant talking which distracts other trainees and/or the trainer.

A trainee is **visibly ill**

A trainee is **sleeping** or **unable to keep their head off the table.**

A trainee who appears to be **under the influence** of alcohol or illegal substances.

4. Trainees must demonstrate competency throughout all skill demonstrations and must pass all written tests. Those who do not pass one or both, may repeat the class with their supervisor's approval.
5. If a trainee is cheating, they will be dismissed from class and no credit will be given for the training. The trainee's supervisor will be notified.
6. If a trainee receives reading assistance during training, the supervisor will be notified. Reading assistance cannot be given on the medication administration test.

7. Trainees should wear clothes that are appropriate for physical skill demonstrations. Skirts, dresses, high heels, and/or sandals are not recommended. Dressing in layers allows trainees to adjust for their personal comfort in the classroom.
8. Cell phones, pagers, ipods, etc. are **not** permitted in the classroom as they interfere with training.
9. If a trainee arrives late for class, they will not be admitted. Trainees should contact their supervisor if they are not admitted to class or are unable to attend a class for which they have been registered. The supervisor should then contact the Training Unit to reschedule the trainee.
10. Supervisors need to inform the Training Unit in advance if there will be a trainee who needs special accommodations.
11. A supervisor may contact the Training Unit to determine if one of their employees is qualified to test out of a class. No test outs will be done on the day of the class.
12. All training is held in non-smoking buildings.
13. **Injury free training is the goal!** If an employee has a pre-existing condition that may prevent him or her from safely participating in physical skills practice, for example, lifting and transferring techniques, CPR demonstrations on the floor or N.A.P.P.I. self protection or restraining techniques, **the supervisor and trainee should evaluate whether the trainee can participate in physical skills practice. If it is determined that the employee cannot, the supervisor should contact the Training Unit before sending the employee to training with a request to have the employee observe the physical skills practice.** This action will be noted on the attendance sheet and employee's training record.
14. **If there is an emergency,** trainees can be reached by calling (231) 724-6057 (Muskegon site) or (616) 842-5350 (Grand Haven site). **This number is for emergencies only.**