



TRAINING COMMITTEE MEETING MINUTES

December 3, 2008

<i>Members present:</i>	Sharon Ely, Terry Haydon, RC Homer, Dayle Niemie, Mike Volpe, Mary Wood.
<i>Members absent:</i>	Angela Munkers, Karla Spence
<i>Others present:</i>	Jenny Cokeley, Terry Cramer, Cindy Johnson, Aileen Kaye, Glenna Niemie, Jerry Stemkowskie, Tina Treasure.
<i>Staff present:</i>	Josie Blades, Leslie Houston, Kelly Rosenau, Cheryl Sanders.

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:06 pm by Dayle Niemie.

INTRODUCTIONS

Each attendee introduced himself/herself.

AGENDA

The agenda was accepted with no additional topics.

APPROVAL OF MINUTES

Minutes of the November 5, 2008, meeting were reviewed and accepted with two corrections. The minutes specified that 27 attendees attended the October peer mentor social event yet Leslie had not given a specific amount. Secondly, in the project marketing of the STEPS report, Tina changed the "PDAC" to the Portland Disability Advisory Committee.

REPORT ON TRAININGS

Leslie Houston reported:

- 38 trainings were held in November. The average class attendance was 18.7.
- 3 trainings were cancelled due to low registrations.
- Total attendance in November was 711.
- 2,883 HCWs, unduplicated count, have been trained to date.
- Approximately 100 new HCWs are being added to the unduplicated

count each month.

- 58 Professional Development pins and key chains have been given out to date.
- Leslie asked the Training Committee if an advanced level of ventilator training should be developed for HCWs who may need more in depth training. The advanced class would cover use and maintenance of ventilators, emergency reinsertion of a tracheotomy, suctioning, and mouth to tracheotomy breathing in case of tracheotomy failure. It would also cover the use of an Ambu bag, tube feeding, and Foley Catheter care and would require prior attendance in the first level class. This training would be a three to four hour class. Leslie requested ideas and feedback to discuss and make a recommendation at the next meeting. A question was raised as to whether these advanced activities would be considered a delegated service so that anyone operating this type of equipment would need to be trained by a qualified person such as a respiratory therapist.
- Aileen Kaye handed out the Fraud and Abuse Attendee Evaluation Summary and Future Topics and Comments from the Coos Bay training class held on November 13, 2008.
- Kelly Rosenau passed out the CPR and First Aid Homecare Worker Request Report. Kelly reported YTD totals for 2008 and provided a comparison from 2007. The following are current 2008 (YTD)/2007 totals.

	2008 – YTD	2007
Requests processed	345	164
Average processed monthly	31	13
Expired requests	42	83
Classes taken	115	81
Pending Requests	188	NA
Paid for program	\$4,783	\$3,264

STEPS – UPDATE

Tina Treasure reported:

- Joan Claypool is on vacation and will return Friday, December 5th.
- 54 first time participants in September for a total of 1,019 since the

project's inception.

- 1,946 training interactions with participants since the project's inception.
- The monthly conference call with STEPS staff, STEPS trainers, and CIL Executive Directors was not held in November due to scheduling conflicts.
- The STEPS Advisory Committee did not meet in November due to scheduling conflicts.
- A streamlined fax-referral form was distributed; CORIL reports that the Bend office was pleased with the form.
- LILA staff and the STEPS Project Coordinator continued discussion with CCTV to create a TV PSA and 30 minute video aimed at consumer-employers, their families, and representatives.
- Tina asked that the Committee read the success stories included in the STEPS Project Report to the Home Care Commission, as it reflects the positive impact STEPS is providing.
- STEPS personnel will be revising and implementing quality assurance and contractor performance evaluation processes and scheduling visits to each CIL/Contractor.
- After March, STEPS' long-term project plan will be updated. A live STEPS training will be videoed so new trainers can get ideas on training tips, training pace, and style.

HEMOCARE WORKER PEER MENTORING

Leslie Houston provided a Progress Report on the Oregon Home Care Workers Peer Mentor Program Second Year – Pilot Project, Multnomah and Washington Counties, August – October 2008 (Based on Report by Mary Ann Shaw, HCW PM Supervisor).

- Seven peer mentors attended a two and a half day training workshop in mid-July and began their work August 1.
- On-going in-service training was conducted through bi-weekly and eventually monthly meetings of all peer mentors and the supervisor. The peer mentors also attended some OHCC trainings and other professional development events as a group.
- All peer mentors have improved their professional skills, including confidential information management, initial contact and communication, assessment and appropriate referral, and follow up.

- The group overall managed to maintain an average of five contact hours per week with some fluctuation. Peer mentors made effective use of their time, as indicated by the data report.
- Based on the advice given by the Advisory Committee, PCC is going to redirect the peer mentors and have them focus more on RRS issues and not HCWs' psychological or social issues.
- An effective referral system has been established through:
 - Flyers, hand-outs and business cards distributed in a number of contexts
 - The OHCC Cold Call lists (new hires, no shows)
 - The Registry and Referral System Update list
 - Referrals from the two counties
 - Peer mentor presence and presentations at orientations and trainings.
- Two outreach events were held this fall:
10/08/08, Multnomah County, SEIU Hall, 51 attendees
11/05/08, Washington County, WCWTC, 33 attendees
- Peer mentors made phone calls to HCWs:
 - Total calls 895
 - Wrong phone numbers 86
 - Number of HCWs reached 809
- Phone call topics:
 - 103 calls - HCW Rules and Regulations
 - 234 calls - Professional Relationships
 - 526 calls - Professional Development
 - 126 calls - HCW Self-care
 - 297 calls - OHCC Registry and Referral System
 - 167 calls - SEIU/Union Related

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH) GRANT

Leslie Houston reported that Nancy Glass is the Principal on the NIOSH Grant: The Partnership to Improve Workplace Safety for In-home Care Workers. The Advisory Board chose to be named (PVAC) Preventing Violence Against Caregivers. The next step will be developing focus groups consisting of 50 people who will be paid for their participation and attendance. The focus groups will be for women only, as the grant

is only for studies on violence against women.

ADJOURNMENT

The meeting adjourned at 2:04 p.m.

NEXT MEETING

The next Training Committee meeting is January 7, 2009, at 1:00 pm.
The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Meeting Minutes from November 5, 2008
- STEPS Project Report for November 2008
- STEPS Statistical Reports
- Fraud & Abuse Evaluation Summary Report November 2008
- Peer Mentor Progress Report August – October 2008
- CPR & First AID Homecare Worker Request Report
- Respiratory Care: Oxygen to Ventilators Curriculum for current training and possible future secondary training.