

2019 DHS|OHA iLearn NetConnect Schedule For DHS

Each individual must register for the class listed below in iLearn. On the day of class each student must be logged into their own computer. Sharing of computers is not allowed. No microphones needed, headphones only. To register go to: <https://ilearn.oregon.gov>

Go to www.tinyurl.com/DHS-AFHTraining to verify eligibility for your program.

All courses listed below are open to:

DHS Central Office, DHS Local and AAA staff, AFH providers and staff, In-Home staff, ALF & RCF Administrators and staff and NF Administrators and staff.

All classes have pre-class homework and a post-class test that must be completed before receiving a certificate. See policies below.

Course #: C02865 The Six Rights of Safe Medication Administration (2 Training Hours) May repeat class every 24 months

Effective September 1, 2013 this training meets OAR '411-050-0625' training requirement for APD Adult Foster Homes.

This course is designed to assist the caregiver with understanding the importance of a safe medication administration system (process); application of the “Six Rights” and “Three Checks”; and caregiver responsibilities when administering medications or provide oversight of medication administration. ***Check iLearn for any date or time changes.***

Time: 1PM - 3:30PM Dates: Jan 8th Feb 27th Mar 5th Apr 3rd May 1st Jun 20th Jul 9th Aug 21st Sep 4th Oct 2nd Nov 13th Dec 3rd

Course #: C01532 Basics of Infection Control (2 Training Hours) May repeat class every 12 months

Discover tools available to you that protect yourself, your family and those you provide care from infectious diseases. General infection control information and Standard Precautions will be covered. ***Check iLearn for any date or time changes.***

Time: 1PM - 3:30PM Dates: Apr 4th Oct 3rd

Course #: C01237 Fatal Four and 9-1-1 (2.5 Training Hours) May repeat class every 24 months

Aspiration, constipation, dehydration, and seizures can lead to serious complications and are more common among individuals with disabilities, developmental disabilities and older adults. While not always preventable, if the potential risk or known risk for one (or more) of these conditions is identified, recorded and communicated within the care team, complications and injuries can be minimized and sometimes prevented. ***Check iLearn for any date or time changes.***

Time: 1PM - 3:30PM Dates: Feb 27th Aug 22nd Dec 4th

2019 DHS|OHA iLearn NetConnect Schedule For DHS

General Information and Policies

Classes with 10 or fewer individuals registered by the cutoff date may be cancelled. Additionally, if 5 or fewer individuals log into the class the day of training, the class may be cancelled. You will be notified of cancellations, course assignments and certificates via email from spd.hsu@state.or.us. Make sure your email address is up-to-date in your iLearn profile.

EXPECTATIONS: If more than 15 minutes of class time is missed the student will be required to repeat the class.

- Students must participate the entire class time and complete the pre-class assignments and test to receive a certificate. Class starts promptly. **Log into iLearn 15 minutes before the start of class**.
- The test link will be emailed to eligible students the day after class. Students have 14 business days to complete. If one or two questions are missed on the test the student will be asked to review the material and answer the questions again. If more than two questions are missed the student will need to repeat the class.
- All instructions and certificates are sent from spd.hsu@state.or.us. Add spd.hsu@state.or.us to your contact list to ensure proper delivery. Individuals are expected to read all emails and follow all instructions.
- Individuals are expected to be free from all distractions during class time. **You cannot provide resident care during class.** Please make arrangements for caregivers during class time.

GETTING READY: The week before the class you will receive instructions, homework assignments, handouts and other important information:

- Follow the instructions outlined in the document titled *"IMPORTANT INFORMATION REGARDING YOUR NETCONNECT CLASS"*.
- Follow instructions given during the audio test. You will not need a microphone. You only need head phones or speakers.
- ▣ **Technical assistance prior to the day of class email dhs.training@dhsaha.state.or.us. Day of class call 503.378.5885. Do to limited staffing for technical assistance please do not wait until the class begins to seek assistance.**

NO SHOW POLICY

Due to the high volume of no shows we have implemented a **"No Show Policy"** outlined below:

If the student has had two or more no shows to a NetLink class DHS reserves the right to:

- Remove the student from the class to allow other students an opportunity to take the class.

If the student has contacted Technical Support due to technical difficulties and is unable to participate the student will not be considered a "No Show" for the purpose of this policy.