

3.3.5 Foundations in Community Rehabilitation and Disability Studies

Learner Applications

Information sessions will be scheduled for any/all upcoming Foundations courses. The applicants will be responsible to register for the information session. At the conclusion of the information session, potential applicants will be invited to submit a "Letter of Intent" to the Personnel and Training Department. Applications will be prioritized based on previous training and skill level of the applicant. Priority will be given to individuals with the least amount of formalized training in the field of rehabilitation services to people with disabilities. Individuals must have completed their 3 month probationary period.

Registration Fees

The learner will pay \$214.00 to cover the cost of the course. This may be paid in full or they may opt to pay the amount through 3 payroll deductions. Upon successful completion of the course the learners will receive a reimbursement of \$100.00. The course will be outside of working hours. Potential participants will need to discuss this with their respective supervisors.

Learners will be expected to complete the course within 16 months of the date they were registered with A.A.R.C and according to guidelines set out by A.A.R.C.

Extensions

Exceptions in the completion time permitted for the course will be considered. Requests for extension must be submitted in writing from the learner. Approval for extensions will be granted in writing from the tutor, and a fee of \$37.45 is required.

Completion of Modules 1-16

Each Module has to be completed before moving on to the next. Completion includes:

1. Information read
2. Tests passed
3. Performance completed
4. Objective met

The modules must be followed in the order outlined in the course

Learner Contact

Learners will be required to attend a 3 hour weekly session with their designated tutor, they will be expected to actively participate in group discussions and presentations.

Evaluation Process

Learners will be evaluated by the following:

1. Written Tests – a minimum passing mark of 80% is required to pass a test
2. Learning Outcomes – the learner is able to successfully meet the learning outcomes outlined in the beginning of the module.

Appeal Process

If a learner is not satisfied with the outcome of any evaluation determined by the tutor, they may state their reasons of disagreement in writing. If the tutor and the learner cannot reach an agreement the learner's supervisor will be accessed for input. The final decision rests with the tutor.

Unsuccessful Completion

In the event the learner has not met the criteria for successful completion of a module, a written summary outlining areas for improvement will be re-evaluated at a date negotiated in the action plan.

ECAT

Employee &
Client Assistance
Team

461-7236
after office hours

MEETINGS



Health & Safety Meeting

Thurs, Sept. 7, 10:30 AM

Team Leader Meetings

Wed, Sept. 20, 1 PM

RPAC

Thurs, Sept. 7, 2PM - 5PM
Thurs, Sept. 21, 2PM - 5PM

TIME SHEET HAND-IN



Hand-in day will be:

Fri, Sept. 15, 2006

for all shifts worked
between
Sept. 1st and 15th
and

Tues, Oct. 2, 2006

for all shifts worked
between
Sept. 16th and 30th

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SUCCESS STORIES

Written by Faisal Ahmed

Meet Richard, also affectionally known as the "Big Guy" to his coworkers at the office where he volunteers. Richard is a hard worker, who regularly assists office staff with such tasks as; filing, creating files, and photocopying. Richard works 2 to 3 times a week at the office, and has established a friendly repotire with many of the office staff. Richard receives requests from several office staff to assist with their filing and general office tasks.

When Richard is not working at the office, he is a master chef, who makes his famous stew on regular basis. Richard starts off by cutting and peeling fresh vegetables, and adding chicken broth to the boiling water. The rest of the ingredients are a secret, but if you ask nicely, the "big guy" might tell ya! Some day, Richard would like to have his own TV show on the food network, which he regu-

larly watches, his favorite shows are "Emeril Live" and "Chef At Home".

When Richard makes his famous stew, his roommate and the support home operator come into his suite, and often say that they could "smell the delicious stew through the ventation system". Often they all sit together and enjoy Richard's Stew. Richard has lived in a support home for about 6 months, and enjoys the atmosphere of having his own suite. Prior to living in his current home, Richard lived in a residential home for 5 and a half years.

If you are lucky, you may even run into Richard working hard in an office here in Edmonton and if you do be sure to ask him for the recipe for his famous stew. If you would like a taste of the "Big Guy's" cooking, he has graciously agreed to share one of his delicious soup recipes!!

Richard's Famous Chicken Soup

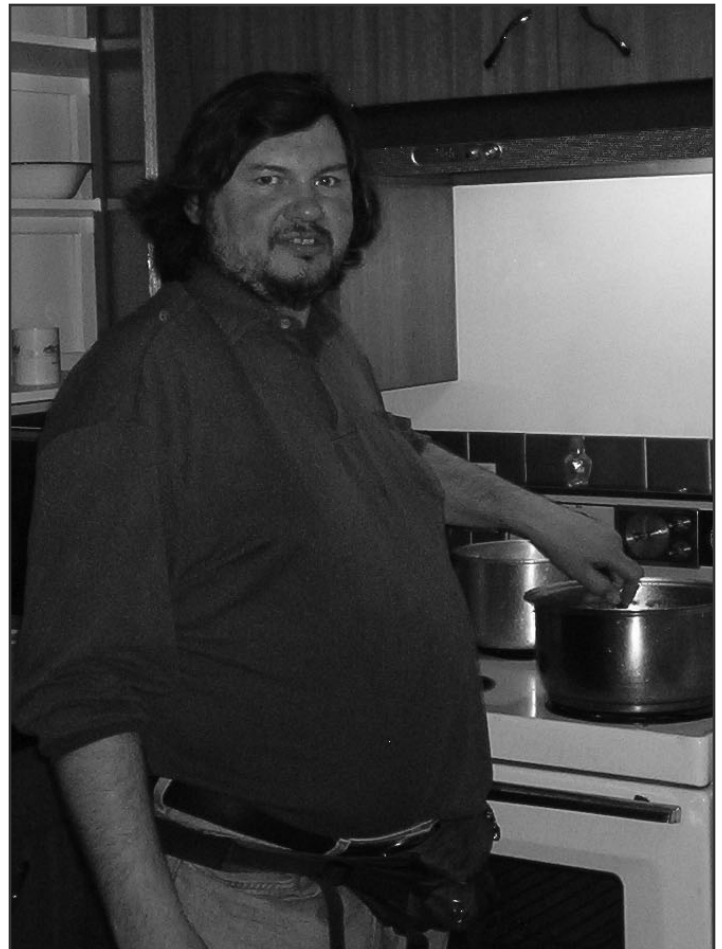
- 1) 4 small cut chicken legs
- 2) 3 small potatoes
- 3) 4 - 12" carrots
- 4) 6 sticks of celery
- 5) 2 Liters of water
- 6) ½ of a small onion, cut and shred onion into small cubes
- 7) 1 clove of garlic
- 8) 2 tablespoons of vinegar
- 9) 1 teaspoon of salt
- 10) 1 teaspoon of pepper
- 11) ¼ cup of shredded cabbage
- 12) 2 Tablespoons of soy sauce
- 13) ¼ cup of rice

Bring water to a boil, cut all vegetables into small pieces, and then add above contents to boiling water.

Serves: 4 to 6 people

Cooking & Preparation Time: 45 minutes to 1 hour.

Enjoy!



HEALTH AND SAFETY COMMITTEE MINUTES

2.0 Updates re: status of 'Pandemic Flu' Plan

Hand Washing instructions and emergency supply checklist has been submitted to each home. Committee discussed where in the residences to place the hand washing instructions. Committee agreed that it will be placed in the orientation manual, daily planner binder, on staff office bulletin board, and on the back of the bathroom door or medicine cabinet if all clients consent to it being there.

ICE now has a stockpile of gloves and is pursuing getting N-95 masks. Elaine is waiting to hear if this is the appropriate mask to stock. Suggestion also made to purchase "space bags" to store bed linen, pillows, and clothing.

3.2 Evaluation of current injuries and near miss

Total of 13 Injuries in July 2006

3 Lost Time Injuries:

- Motor Vehicle Accident- driver hit another vehicle
- Client Aggression- client reacting to a situation within the home. Attempted to hit one staff, grabbed another staff and threw her to the ground. Neighbor intervened and stopped the incident
- Staff twisted ankle on front steps of home

10 No Lost Time Injuries

- Staff injured while transferring a resident
- 9 client behaviour related injuries

3.3 Review of a section of the action plan for the COR Audit recommendations

Section # 5 "Qualifications, Orientation, Training"

- Staff require 1st Aid training follow up within 3 months (must have by then)
- Agency needs to determine person responsible to track this in absence of a Manager
- Find out if TC's / CSC's can request proof/ confirmation of 1st aid / CPR and CPI at the beginning of staff's shift

4.1 Insect Infestation

Updates regarding bed bug infestations

- Ongoing monitoring of all residential settings
- Information packages developed, reviewed and distributed
- If bed bugs found let Elaine know and capture insect for inspection

4.2 West Nile

Couple of cases of West Nile discovered around Calgary
Staff and clients to:

- Wear long sleeves
- Use bug spray (Deet)
- Keep out of tall grass
- Get rid of standing water, keep grass cut, remove weeds

5.0 Next meeting: September 7, 2006 @ 10:30a.m.

Thank You!

"Thank You!" Card Incentive Prize Winners

Emmanuel Savice

Assisting with driving staff out of town.
From: Booking Coordinator

Alex Anass:

Helping out with a last minute shift.
From: Field training specialist

Qamar Khalaf:

Assisting the home during the absence of the Team Leader.
From: Supervisor

TRAINING



CPI Training,

September 25 & 26, 9am-4pm
As described on the ICE website

Proactive Behavior Intervention

Sept. 14, 21, 28, 9am-5pm
As described on the ICE website

ADHD/ODD/Conduct Disorder Training

Sept. 21, 9 am-1pm
As described on the ICE website

Positive Behaviour Supports

Sept. 8, 9am-5pm
As described on the ICE website

Autism Spectrum Disorders,

Sept. 26, 9am-1pm
As described on the ICE website

Mission Possible,

Sept. 24, 1pm-4pm
As described on the ICE website

Ethics & Professionalism Workshop,

Sept. 28, 9am-1pm
As described on the ICE website

Connecting The Dots,

Sept. 20, 9am-5pm
As described on the ICE website

The Emerging Trend in Health & Safety

In the last few months I have found myself saying to people who are wondering about my involvement in various meetings or discussions, that health and safety for all parties concerned must be a part of every decision we make and every action we take. When I reflect on this, I recognize how very lucky I am to work here.

A few years ago, health and safety used to be perceived as separate from the operation of the organization. Severe budget cuts impacted management. They were interested in improving productivity and keeping costs down, and increased safety was seen to increase costs. The "basic requirements" was the path most chosen by most employers. I was impressed with this program when it first came to continuing care back in 1996. I saw it as something that said safety is the responsibility of each of us, not only management and not only workers. It was an opportunity to empower all workers. Those who were committed to it did well, but it was perceived to be more of an employee effort.

Now, 10 years later, I am privileged to visit it again at ICE. A trend in Alberta has developed recognizing "health and safety management" as being an integral part of management functions. This means employers recognize the role of health and safety in inventory control, quality control, marketing, training, facilities planning, human resource

allocation, health, safety, regulatory compliance, new product development and cost control etc.- in other words, all aspects of management decision making. Health and safety's new role is to assist management to identify and control health and safety risks, provide a sound basis for action to health and safety problems, and assist in the maximization level of productivity for the resources available, no matter what function is being reviewed. The program used is one which includes management leadership and commitment, hazard identification and control, inspections, ensuring people are qualified, oriented, and trained, that there is a system of emergency response, accident and incident investigation, and good program administration. The program is the same, but the focus and commitment is much improved.

The PIR health and safety program at ICE was implemented over five years ago and has grown to be a very effective program which has, with its many facets, the capacity for effectively reducing the number and severity of injuries, raising morale, lowering staff turnover, increasing productivity, lowering absenteeism, and reducing costs. To me, what is most exciting about this program is that it belongs to management and employees and empowers each and every one of us. Together we can and will work safely. Together, we can eliminate all injuries.

Statistical Disability Claim Data from WCB

WCB reports the following comparisons for claims submitted to the WCB in the first 6 months of 2006 as compared to the same time frame in 2005 and 2004:

Year	# Claims Submitted	# Lost Time Claims	# Claims with Modified Work	% Modified Work	WCB First Year Injury Costs at 6 months
2004	57	32	13	22.81%	\$40,922
2005	82	51	34	41.46%	\$148,076
2006	35	16	10	28.57%	\$18,783

A **BIG GOLD STAR** to the employees preventing or reducing the impact of injuries! WCB is suggesting that modified duties be utilized more at ICE as a way to reintroduce workers to the workforce, reduce workers' loss of earnings, and prevent further injuries. We have been focusing on hazard identification and controls. Good work!

July Injury Statistics

Year	Month	Total Injuries	Lost Time Injuries
2005	July	10	5
2006	July	13	3

Of these injuries, 9/ 13 were related to client behaviors. Of these injuries 6/ 13 resulted in broken glasses.

Tips From the Front Lines

1. A great idea for those putting together their emergency kits: blankets can be reduced significantly in size by using space bags. These are relatively inexpensive at some of the department stores like Zellers, Walmart etc. You need a vacuum cleaner to suck the air out of the bag, and this is a great way to reduce required storage space.



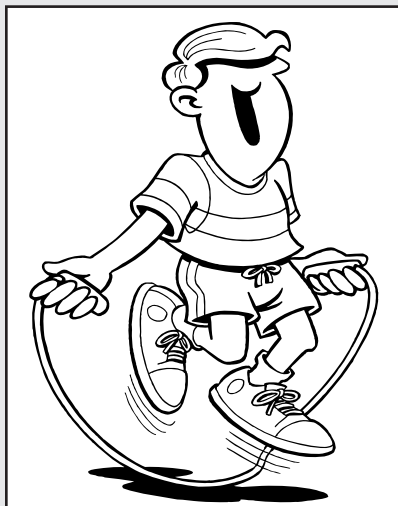
2. Hornets are attracted to ripe fruit. If apples fallen from the tree are left laying on the ground, hornets are bound to respond. If hornets are not causing you any problems or hanging around threatening to sting, it's well advised to let them be, as they do assist with the reduction of other common garden pests.

3. Several people have moaned about the high cost of gasoline. It may be worth while to re-visit our weekly timetable to see if those chores requiring a car can be built into our other routines to reduce non-essential use of a vehicle. If, for example, we stop for groceries

on the way home from work, then we have maybe freed up time on the weekend to ride out bikes or start a walking fitness program.

4. Some people are shy about bringing their health and safety concerns forward. There is an OH&S suggestion box. There are surveys that have gone out to each field staff asking about your concerns and issues with space to write about anything that is of concern. . You can approach a health and safety member to bring an issue up without mentioning the source at the OH&S Meeting. All staff are interested in your concerns and what is working and isn't working for you. But, we cannot do anything if you do not tell us!

5. Some of the fitness clubs are starting up their new fall programs and some of them look really great! . Sign up on the OH&S Board in the office if you are interested in pursuing corporate rates, and state if you have a specific site in mind. Some only require a membership of about 5 people, so it is easier to get a group of that size together.



...are you motivated?

...curious?

...like to be a part of a fun team?

Would you like to be an equal part of a group who helps to protect those we support and our co-workers?

Would you like to be part of an established committee that advises and monitors health and safety in the workplace?

ICE's Health and Safety Committee is in need of a few dedicated people who might share the same commitment when it comes to being safe and working in a healthy environment. You would assist in the investigation of employee injuries or near misses and make recommendations that may reduce the risk of similar incidents reoccurring in the future.

The Health and Safety Committee meets:

Edmonton

First Thursday of the month.
10:30 am – 12 pm

Calgary

Third Thursday of the month
1:30 pm – 3 pm

Grande Prairie

Second Wednesday of the month
11:30 am – 1 pm

Nanton

Variable dates, contact the Lethbridge or Nanton office for more information

Please stop by to join the committee or just to check it out. Stay for 3 meetings and receive a stainless steel mug. Stay for 15 meetings and receive a jacket. It is a really great opportunity and advantage to represent your place of work as a member of the Health and Safety Committee. Join us!

CET STANDARDS: CET STANDARD 20

Individuals who choose to be employed or participate in productive or skill development / maintenance activities are provided with opportunities that meet their expectations.

(This Quality of Service Standard # 20 compliments the Quality of Life Standard # 8)

About this standard...

For individuals who choose to be employed, participate in productive or skill development activities, or are in the process of employment planning, and require some support, the role of the service provider may range from assessing their interests and skills to providing:

- Information about various options;
- Training in specific work-related skills;
- Opportunities to observe or directly experience various employment options;
- Support on the job;
- Facilitation of relationships with work colleagues;
- Follow-up; and/or
- Transition planning (e.g., preparation for retirement).

Individuals who are retired may need support to remain active and to continue learning until they experience significant declines in health. After that, the focus of support is likely to shift to activities that help them to stay engaged and to maintain their life skills and quality of life.

Four different scenarios are described for this standard. Scenario 1 is relevant to individuals who are employed. Scenario 2 addresses individuals who wish to be employed, and are involved in an employment planning process. Scenario 3 is targeted at individuals who have chosen to participate in productive or skill development activities, as defined by them. Finally, Scenario 4 focuses on individuals whose aim is to maintain life skills, and engage in person-

ally meaningful activities consistent with their lives. While at least one of these scenarios will be relevant for most individuals, some will find a combination of these scenarios is applicable to their lives.

SCENARIO 1: For the individual who wants to be but is not currently employed.

(Reviewed in the June edition of the ICE page).

SCENARIO 2: For the individual who wants to be but is not currently employed.

(Reviewed in the July edition of the ICE page).

SCENARIO 3: FOR THE INDIVIDUAL WHO HAS CHOSEN TO PARTICIPATE IN PRODUCTIVE OR SKILL DEVELOPMENT ACTIVITIES.

Key indicators include...

- The service provider has given information about various activity options in a form that is meaningful to the individual.
- Support is provided as needed to help the individual access a specific activity of her choice.
- Staff support the development of relationships with others in the setting.
- The service provider supports the individual's continued activity participation as needed.
- The service provider has a strategy to assess the individual's satisfaction with her productive or skill development activity on an ongoing basis, and initiates help/support as required.



Find frequently used forms at
www.icepage.com

go to the "ICE Staff" section by entering
User name "iceuser" and password "100smiles"