	Staff Training Procedure Home Based Support Services	Procedure Number <i>CHC-PSW-0009</i>	Version Nos: 2
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1. Purpose

This Procedure is performed as a means of ensuring client safety and West Coast District Health Board (WCDHB) Social Work Department Home Based Support Workers receive the necessary information, training and skill development to competently deliver home based support services to recipient client of the services.

2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Home Based Support Staff and Fieldworkers.

3. Definitions

There are no definitions associated with this Procedure

4. Responsibility

For the purposes of this Procedure, all Social Work Department staff shall:

- ensure they abide by the requirements of this Procedure


5. Resources Required

This Procedure requires:

- i) Regular access to orientation training provided by WCDHB
- ii) Specialised cultural and abuse training programmes provided annually

6. Process

- 1.00 Fieldwork supervisors will ensure that all home based support staff complete initial orientation training with in the WCDHB with in six weeks of starting employment.
- 1.01 Fieldwork supervisors will provide and ensure that all home based support staff are aware of and understand:
 - a) Their position description; and
 - b) Policy and Procedure relating to their position and service delivery; and
 - c) Reporting requirements and guidelines specific to their role.
- 1.02 Fieldwork supervisors will ensure that all home based support staff attended required training and maintain a register of worker attendance of training completed.
- 1.03 Fieldwork supervisors will ensure that staff attend all developmental training required to meet service delivery guidelines of competency for home based support workers which includes but is not limited to:
 - a) Training regarding the value and beliefs of Maori & Pacific peoples and understanding principals and tikanga of this client group
 - b) Recognition of abuse and violence indicators
 - c) Awareness of working with other cultures
 - d) Working with family/whanau members
 - e) Communication skills
 - f) Personal boundaries and safety

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1.04 The WCDHB Social Work Department shall insure that the necessary training programmes are available annually and accessible to all home based support workers and are relevant to assist home based support workers develop the required competencies.

7. Precautions And Considerations

- All Home Based Support Workers will ensure they act with in the scope of their practice definition when following this Procedure.

8. References

There are no references associated with this procedure.

9. Related Documents

WCDHB – Staff Accident/Incident Reporting Procedure

Revision History	Version:	2
	Developed By:	Supervising Social Worker
	Authorised By:	Supervising Social Worker
	Date Authorised:	May 2006
	Date Last Reviewed:	May 2009
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