

Staff Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER  
CPST MENTAL HEALTH TECH PARAPROFESSIONAL STAFF TRAINING**

<b>ORIENTATION TRAINING</b>	<b>By*</b>	<b>N/A</b>	<b>Date Completed</b>	<b>Verified By</b>	<b>Staff Initials</b>	<b>Responsible Staff</b>
<b>GENERAL ORIENTATION</b>	-	-	-	-	-	-
Mission Statement	1d					Orientation Staff
Demographics	1d					Orientation Staff
False Claims Act Policy	1d					Orientation Staff
Drug Free Workplace Policy	1d					Orientation Staff
Employee Benefits and Expenses Policy	1d					Orientation Staff
Employee Code of Ethics Policy	1d					Orientation Staff
OSHA and Tuberculosis Guidelines	1d					Orientation Staff
Harassment Policy	1d					Orientation Staff
Privileging Application (Licensing if necessary)	1d					Orientation Staff
Job Description	1d					Orientation Staff
Electronic Time Sheets	1d					Orientation Staff
Benefit Package	1d					Orientation Staff
Confidentiality	1d					Orientation Staff
HIPAA Guidelines	1d					Orientation Staff
Mandatory Reporting of Abuse and Neglect	1d					Orientation Staff
Adverse Incident Reports (Policy, Completion of Form and Timelines)	1d					Orientation Staff
Direct Care Guide	1d					Orientation Staff
911 Protocol	1d					Orientation Staff
Choking Protocol	1d					Orientation Staff
Consensual Relationship	1d					Orientation Staff
Trauma Training	1-5d					Orientation Staff
Consumer Rights	2-3d					Orientation Staff
Consumer Rights Pertaining to Freedom From Physical and Verbal Abuse	2-3d					Orientation Staff
Management of Inappropriate Behavior	2-3d					Orientation Staff
People First Language	2-3d					Orientation Staff
Person Centered Planning	2-3d					Orientation Staff
Overview of Developmental Disabilities	2-3d					Orientation Staff
Positive Behavior Support	2-3d					Orientation Staff
Cultural Competency	2-5d					Orientation Staff
Motivational Interviewing	2-5d					Orientation Staff
Suicide Prevention	2-5d					Orientation Staff

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<b>OPERATION OF VANS</b>	-	-	-	-	-	-
Transportation Policy	2-3d					Qualified Trainer
Lifts	2-3d					Qualified Trainer
Safety Belts	2-3d					Qualified Trainer
Emergency Equipment	2-3d					Qualified Trainer
Safety/Maint. Checks – Pre-Trip & Routine	2-3d					Qualified Trainer
Van Logs	2-3d					Qualified Trainer
Operator Accident Form/Procedures	2-3d					Qualified Trainer
Passenger Profile Cards	2-3d					Qualified Trainer
Driving Proficiency Test	2-3d					Qualified Trainer
<b>POPULATION SPECIFIC TRAINING</b>	-	-	-	-	-	-
Understanding Mental Illness - Basic Physiology	2-5d					Qualified Trainer
Common Misconceptions	2-5d					Qualified Trainer
The Effects of Stigma	2-5d					Qualified Trainer
Sensitivity to Consumer/Family Needs	2-5d					Qualified Trainer
Understanding Substance Use Disorder	2-5d					Qualified Trainer
1. Symptoms	2-5d					Qualified Trainer
2. Withdrawals	2-5d					Qualified Trainer
3. Behavior	2-5d					Qualified Trainer
<b>OTHER:</b>	-	-	-	-	-	-
Initial Performance Plan / Appraisal	3d					Administrative Supervisor
Cardio Pulmonary Resuscitation (CPR)	1w					Qualified Instructor
First Aid	1w					Qualified Instructor
NARCAN Training	1w					Qualified Instructor
Crisis Intervention	1w					Qualified Instructor
Food Handler's Card (Coordinator to Schedule) (Non-licensed sites trained by SHCMHC trainer) (Licensed sites trained at Public Health Dept.)	ASAP					SHCMHC Trainer (non-licensed sites); Mercer County Health Department (licensed sites)

\* Training must be completed within this number of employment days.

**This checklist must be completed and turned in at the end of the Trauma 101 training.**

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<b>ORIENTATION TO SITE</b>	-	-	-	-	-	-
Introduction to CPST Staff	2wk					CPST Director
Tour of Facility	2wk					CPST Director
Location of Forms/Supplies/Medications	2wk					CPST Director
Introduction to Billing	2wk					CPST Director
Staff Parking	2wk					CPST Director
Computer Training and Password	2wk					IT Specialist
<b>CPST SERVICES OVERVIEW AND GENERAL INFORMATION</b>	-	-	-	-	-	-
Dress Code	2wk					CPST Director
Body Inventory/Belonging Search Procedure	2wk					CPST Director or LPN
Lockbox/ Consumer Belongings	2wk					CPST Director
Confiscated Items/ Paraphernalia	2wk					CPST Director
Suicide Watch	2wk					CPST Director or Veteran MH Tech
CPST Rules / Regulations	2wk					CPST Director
Fire Drills	2wk					CPST Director
Disaster Plan	2wk					CPST Director
Communication Log	2wk					CPST Director
Protective Oversight	2wk					CPST Director
Grocery Inventory/ Pickup	2wk					CPST Director
Consumer Grievance Procedure	2wk					CPST Director
<b>CPST DOCUMENTATION</b>	-	-	-	-	-	-
SALs	2wk					CPST Director
Service Activity Notes	2wk					CPST Director
Chore Checklist	2wk					Veteran MH Tech
Items Confiscated for Safety List	2wk					CPST Director
Consumer Rules / Regulations	2wk					CPST Director
Consumer Discharge	2wk					CPST Director
CPST Timelines	2wk					CPST Director
Chart Purging	2wk					CPST Director
Staff / Consumer Boundries	2wk					CPST Director

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