

New Jersey Pre-Service Trainer's Manual

**SECTION V: DESCRIPTIONS OF
PRE-SERVICE TRAINING**

Overview of Developmental Disabilities

The Overview of Developmental Disabilities module is eight-hour training. Content will contain the following: information about different types of disabilities and their causes, information on how to provide support and assistance, basic information about how a disability can affect the way a person learns and interacts with others, the importance of community integration, and different methods and teaching strategies.

Medication

The Medication module is an eight-hour training. This is an introductory class that concentrates on basic concepts and procedures that staff will need to know to perform their job responsibly. Upon completion of this course, staff members will be able to: describe staff responsibilities related to all phases of medication, identify and report changes observed in individuals' physical and behavioral conditions, assist individuals with visiting a doctor, demonstrate proper use of medication forms, procedures to properly store and administer medication. These concepts will be tested with a written exam and two (2) practical exams. Your agency may require the staff to do a follow-up training prior to administering medication for the first time. Staff should check with their supervisor.

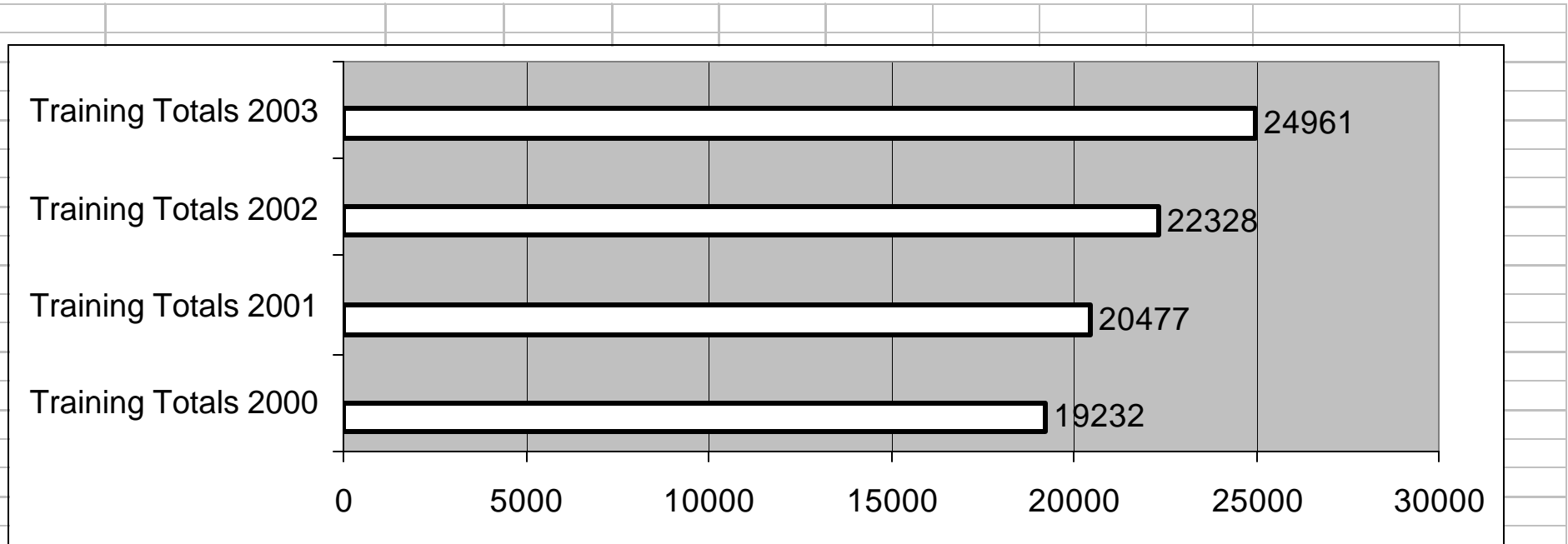
Preventing Abuse and Neglect

The Preventing Abuse & Neglect module is a five-hour training. Persons with developmental disabilities are at a very high risk of being abused or neglected.

People on whom they rely for support and assistance may sometimes take advantage of them. These individuals often lack the power, personal resources, experience, communication skills and survival abilities needed to protect themselves. Staff will learn how to identify and understand the nature of different types of abuse and neglect. They will learn how to recognize and prevent possible causes of abuse and neglect as well as how to follow reporting procedures. These concepts will be tested with a written exam.

American Red Cross Adult CPR and First Aid

The goal of these basic level Adult CPR and First Aid courses is to provide staff with the knowledge and skills necessary in an emergency situation and to activate Emergency Medical Services (EMS). This training will prepare staff to prevent injury, promote personal safety, recognize emergencies and make appropriate decisions regarding care. This training will also include techniques to be used for rescue breathing, conscious and unconscious airway obstruction, Adult CPR and heart attack. This information will be tested with both a written exam and a practical application of skills. Staff who successfully completes these courses will receive certificates from the American Red Cross (Adult CPR certificate valid for one year, First Aid certificates valid for three years).



Breakdown for 2003 classes

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| Overview | 3994 | 16% |
| Preventing Abuse | 4243 | 17% |
| Medication | 4493 | 18% |
| Basic First Aid | 4992 | 20% |
| Adult CPR | 7239 | 29% |