

**HOLLY CENTER NEW EMPLOYEE SCHEDULE**  
**June 4 – 19, 2008**

<b>DAY I</b>	<b>Wednesday, June 4, 2008</b>	<b>HSB Training Room I</b>
<b>REQUIRED TRAINING:</b>		
8:00 a.m. – 9:30 a.m.	Personnel Orientation	S. Horner
9:30 a.m. – 11:00 a.m.	General Characteristics	M. Johnson
11:00 a.m. – 12:00 p.m.	Supporting Individuals & Families in Making Choices	M. Johnson
12:00 p.m. – 12:30 p.m.	LUNCH	
12:30 p.m. – 1:00 p.m.	Get PPDs – Infirmary	
1:00 p.m. – 2:30 p.m.	Individual-Directed, Outcome-Oriented Planning	V. Johnson
2:30 p.m. – 3:30 p.m.	Communicable Disease	P. Morris
3:30 p.m. – 4:00 p.m.	Hazardous Substances	M. Johnson
4:00 p.m. – 4:30 p.m.	Policies & Procedures	M. Johnson
<b>DAY II</b>	<b>Thursday, June 5, 2008</b>	<b>HSB Training Room I</b>
<b>REQUIRED TRAINING:</b>		
8:00 a.m. – 9:00 a.m.	The Aging Process & Special Needs of the Elderly	K. Mattox
9:00 a.m. – 10:00 a.m.	Personnel	
10:15 a.m. – 11:15 a.m.	Seizure Management & VNS Therapy	H. Carbone
11:15 a.m. – 12:30 p.m.	Communication Skills	C. King
12:30 p.m. – 1:00 p.m.	LUNCH	
1:00 p.m. – 2:00 p.m.	Fundamental Rights	M. Johnson
2:00 p.m. – 3:00 p.m.	Equal Access Compliance	V. Johnson
3:00 p.m. – 4:30 p.m.	Community Integration and Inclusion	M. Johnson
<b>DAY III</b>	<b>Friday, June 6, 2008</b>	<b>HSB Training Room I</b>
<b>INTRODUCTION TO HOLLY CENTER (Part I):</b>		
8:00 a.m. – 9:00 a.m.	Timesheets, Misc. Policies, Dress Code	C. Scarborough
9:00 a.m. – 9:30 a.m.	Substance Abuse Policy & VIDEO	L. Holloway
9:30 a.m. – 10:30 a.m.	Meet the Supervisors	Managers/Supervisors
10:30 a.m. – 11:30 a.m.	Fire Safety	D. Fields
11:30 a.m. – 12:00 p.m.	Workplace Emergencies	M. Johnson
12:00 p.m. – 12:30 p.m.	LUNCH	
12:30 p.m. – 1:00 p.m.	Resource Office	Ralph Morris
1:00 p.m. – 1:30 p.m.	Workplace Medical Emergencies	M. Johnson
1:30 p.m. – 2:00 p.m.	Philosophy, History, & Goals	Facility Director: T. Kish
2:00 p.m. – 3:30 p.m.	Performance Evaluation & Planning	M. Holley
3:30 p.m. – 4:15 p.m.	Facility Tour	M. Johnson
4:15 p.m. – 4:30 p.m.	PPD's Read - Infirmary	
	<b>Saturday, June 7, 2008</b>	<b>OFF</b>
	<b>Sunday, June 8, 2008</b>	<b>OFF</b>
<b>DAY IV</b>	<b>Monday, June 9, 2008</b>	<b>HSB Training Room I</b>
<b>REQUIRED TRAINING:</b>		
8:00 a.m. – 9:30 a.m.	Abuse Policies	M. Johnson
9:30 a.m. – 11:00 p.m.	Domestic Violence & the Workplace	M. Johnson
11:00 a.m. – 12:00 p.m.	Emergency Preparedness	M. Johnson
12:00 p.m. – 12:30 p.m.	LUNCH	
12:30 p.m. – 1:00 p.m.	Holly Community, Inc.	L. Lewis
1:00 p.m. – 2:00 p.m.	H.I.P.A.A.	M. Johnson
2:00 p.m. – 2:15 p.m.	ID Pictures	M. Johnson
2:15 p.m. – 2:45 p.m.	Volunteer Services	M. Belote
2:45 p.m. – 4:30 p.m.	Safe Lifting	T. Crowley
<b>DAY V</b>	<b>Tuesday, June 10, 2008</b>	<b>Classroom I, Activities Building</b>
<b>DEVELOPMENTAL TRAININGS (PART II)</b>		
<b>REQUIRED TRAINING:</b>		
8:00 p.m. 3:30 p.m.	Behavioral Principles and Strategies (Part I)	M. Johnson
3:30 p.m. – 4:30 p.m.	Introduction to Computers (Kiosk) @ Holly Center	M. Johnson

<b>DAY VI</b>	<b>Wednesday, June 11, 2008</b>	<b>Classroom I, Activities Building</b>
<b>REQUIRED TRAINING:</b>		
8:00 a.m. – 12:00 p.m.	Behavioral Principles and Strategies (Part II)	M. Johnson
12:00 p.m. – 12:30 p.m.	LUNCH	
12:30 p.m. – 4:30 p.m.	First Aid (DCT only)	K. Mattox
*12:30 p.m. – 4:30 p.m.	<i><u>Nurses – Clinical Experience in Residences</u></i>	
<b>DAY VII</b>	<b>Thursday, June 12, 2008</b>	<b>HSB Training Room I</b>
<b>REQUIRED TRAINING:</b>		
8:00 a.m. - 12:00 noon	C.P.R.	M. Johnson
12:00 noon – 12:30 p.m.	LUNCH	
<b>CINICAL SKILLS WORKSHOPS (PART III)</b>		<b>HSB Training Room I</b>
12:30 p.m. – 1:00 p.m.	OT Overview	K. Littleton
1:00 p.m. – 2:15 p.m.	Feeding Strategies	K. Littleton
2:30 p.m. – 3:00 p.m.	Feeding: Thickening Lecture and Demo	K. Littleton
3:00 p.m. – 4:30 p.m.	Oral Hygiene	L. Thomas
<b>DAY VIII</b>	<b>Friday, June 13, 2008</b>	<b>HSB Training Room I</b>
<b>SKILLS WORKSHOP</b>		
8:00 a.m. – 8:30 a.m.	Arjo Lift Demonstration	J. Harris
8:30 a.m. – 9:30 a.m.	Wheelchair & Adaptive Equipment	J. Harris
9:30 a.m. – 11:30 a.m.	Documentation	K. Mattox
11:30 p.m. – 12:00 noon.	LUNCH	
12:30 p.m. – 2:00 p.m.	Vital Sign Review (DCT only)	K. Mattox
2:00 p.m. – 4:30 p.m.	Quality Assurance/Variance Reports	P. Stallings
	<b>Saturday, June 14, 2008</b>	<b>OFF</b>
	<b>Sunday, June 15, 2008</b>	<b>OFF</b>
<b>DAY IX</b>	<b>Monday, June 16, 2008</b>	<b>HSB, Training Room I</b>
<b>SKILLS WORKSHOP</b>		
6:30 a.m. – 11:30 p. m.	Assigned areas	
11:30 a.m. – 12:00 p.m.	2 <sup>nd</sup> PPD – Infirmary	
12:00 p.m. – 12:30 p.m.	LUNCH	
12:30 p.m. – 1:00 p.m.	Educational Video	
1:00 p.m. – 3:00 p.m.	Medication Administration for Nurses (Includes Baclofen Therapy)	C. Gravenor/V. Whittington
<b>DAY X</b>	<b>Tuesday June 17, 2008</b>	<b>HSB, Training Room I</b>
<b>SKILLS WORKSHOP</b>		
8:00 a.m. – 9:00 a.m.	Plan of Care Review (IHP)	V. Johnson/K. Mattox
9:00 a.m. – 9:30 a.m.	Behavior Intervention Training	M. Fields
9:30 a.m. – 11:30 a.m.	Introduction to Training (Level I)	K. Littleton/R. Flynn
11:30 a.m. – 12:30 noon	Behavior Reports	N. Puente
12:30 a.m. – 1:00 noon	LUNCH	
1:00 p.m. – 1:30 p.m.	Perceptual Impairment	C. King
1:30 p.m. – 2:30 p.m.	Augmentative Communication Devices	C. King
2:00 p.m. – 4:30 p.m.	Active Treatment	V. Johnson
<b>DAY I &amp; II</b>	<b>Wednesday &amp; Thursday, June 18 &amp; 19, 2008</b>	
<b>CLINICAL EXPERIENCE:</b>		
6:30 a.m. – 3:00 p.m.	Assigned Areas/Day Program	
12:30 p.m. – 1:00 p.m.	AFSCME/MPEC/MFNHP/MCEA Reps (Wednesday) PPD Read – Infirmary (Thursday)	F. Jarez/M. Spiller
<b>DAY III</b>	<b>Friday, June 20, 2008</b>	
<b>CLINICAL EXPERIENCE:</b>		
6:30 a.m. – 3:00 p.m.	Assigned Areas	
12:30 p.m. – 3:00 p.m.	Intermediate Training (Level II)	V. Johnson