

7547 Training

(a)

The I&A provider shall maintain a written plan for the provision of training to paid staff and volunteers. The training plan shall include elements of both: (1)

Familiarize both paid staff and volunteers during orientation with the Older Americans Act. (2) Define the role, purposes, and function of the I&A service, the governing body, and the administrative structure and policies of the I&A service.

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(b)

In addition to the training plan stated above, all staff, both paid and volunteer, who work directly with older individuals shall be trained by the I&A provider at least annually to handle emergencies, such as medical and natural disasters. The training shall consist of: (1) Familiarity with phone numbers of fire, police, and ambulance services for the geographic area served by the provider. These phone numbers shall be posted near the telephone for easy access when an emergency arises. (2) Techniques to obtain vital information from older individuals who

require emergency assistance. (3) Making written emergency procedure instructions available to all staff who have contact with older individuals.

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(3)

Making written emergency procedure instructions available to all staff who have contact with older individuals.