

Manual of Administration

TOPIC: Human Resources	SUBJECT: On-going Conditions of Employment	Code: HR140
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PURPOSE: To outline training required for maintaining “Conditions of Employment” of all staff.

The conditions of employment which require on-going training are:

1. **NON-VIOLENT CRISIS INTERVENTION CERTIFICATION (CPI):**

Certification in Non-Violent Crisis Intervention (CPI) is required every three (3) years.

2. **EMERGENCY FIRST AID CERTIFICATION:**

Certification in Emergency First Aid by St. John Ambulance or Red Cross is required every three (3) years. A valid St. John Ambulance or Red Cross Standard First Aid certification will also be accepted.

3. **YEARLY UPDATES:**

- **Health and Safety / WHMIS**
- **Abuse Training**
- **Physical Restraint**
- **Mission Statement**
- **Service Principles and Statement of Rights**

Staff requiring mandatory updates will be scheduled to attend by their Manager. **For casual employees, the cost of the Emergency First Aid Certification course will be paid by Avenue II. The Emergency First Aid course will be held at Avenue II and casual staff must attend on their own time.**