

Greetings from the Training Unit,

Below are training dates & registration links for **July 2022**

August and September dates & links will be sent out within the next few weeks.

**\*\*NEW INFO NEEDED FOR SIGNING UP!\*\***

**There are new fields required to be filled out when staff sign-up for all in-person classes.**

**We are now asking staff to list:**

**\*Their Supervisor's Name, phone number and email.**

**There are several reasons this is needed:** following up if staff no-show multiple times, if staff do not have a reliable email or functioning cell phone (or have difficulty with texting), if we have to cancel a class and can't reach the staff on the number/email that's provided, etc. We've also been asked by several providers if they can be alerted when their staff sign-up (this feature is not available but we can at least confirm dates if requested).

**REMINDERS:**

- When signing up for ALL classes, please make sure staff indicate the agency they work for **and the NAME of the AFC/Group home/site** (we need this info for sites that require tracking and/or for plans of correction).
- It is also **ESSENTIAL** when signing up for a class, that staff put **THEIR own email address and THEIR own cell phone #** (not an agency phone number, landline, etc.).

**We are using a TEXT CONFIRMATION FOR ALL IN-PERSON CLASSES:**

- The Training Unit has been sending out **TEXT MESSAGES** to staff within at least **72+ HOURS** before the class they registered for, to confirm their attendance.
- The text sent to staff serves as both a reminder that they are signed up (the message gives the date, time, name, & location of the class) and, asks for a **confirmation** that they are still able to attend. **Staff need to respond with a "C" to CONFIRM** they are still planning on attending **OR**, respond with **"CANCEL"** if they are no longer able to attend the registered class.

**Because we have had low attendance rates & continued no-shows, IF WE DO NOT receive a confirmation TEXT BACK FROM STAFF THEY WILL BE REMOVED FROM THE CLASS LIST.**

- **CPR Skills Demo Class:** We send **individual** emails out to staff at least **7-10 DAYS** ahead of their scheduled CPR Skills Demo Class. This email includes **instructions** with a **link & password** for watching **First Aid Videos**. Bridget & Sarah are both CC'd on every First Aid 'Instruction' email, if you need verification please email us (see contact info below).

- **NEW!** We are also sending staff a text when they sign up for CPR/FA to **confirm they received the First Aid email**, and ask them to either confirm or reply back with their email if they did not receive it
- **If you have NOT received a First Aid email within 7 days of your scheduled CPR Skills Demo class, please send an email to either Bridget or Sarah :**

[doyle@ceicmh.org](mailto:doyle@ceicmh.org)  
[guy@ceicmh.org](mailto:guy@ceicmh.org)

- Once staff successfully pass the quiz they will see a **"Certificate of Completion"** on the computer screen:
- **Staff need to BRING a copy of this Certification WITH THEM on the date they are registered for the in-person CPR Skills Demo.**
- **A printed Certificate OR a picture** on their cellphone are both acceptable.

### **REMINDER for Self-Determined/RESPITE Staff ONLY:**

If you are supporting a person utilizing **Self-Determination/RESPITE**, please **DO NOT sign up for a CPR Skills Demo Class**: Please email the **Case Manager** associated with the person you support to receive further instructions for completing First Aid Only.

**REMINDER:** The Training Unit does **NOT** hold or provide Recipient Rights Orientation (RRO) trainings. Info for registering for a RRO Zoom can be found on our public website: [www.ceicmh.org](http://www.ceicmh.org) under **CALENDAR OF EVENTS** on the home page.

## **JULY 2022 TRAINING DATES:**

### **CPR SKILLS DEMO DATES:**

**\*CPR Skills Demo classes take approx. 60-90 minutes:**

7/5/22 10:30A [CLICK HERE](#)  
 7/6/22 10:30A [CLICK HERE](#)  
 7/11/22 12:30P [CLICK HERE](#)  
 7/12/22 9:30A [CLICK HERE](#)  
 7/13/22 9:00A [CLICK HERE](#)  
 7/15/22 9:00A [CLICK HERE](#)  
 7/15/22 11:00A [CLICK HERE](#)  
 7/20/22 11:00A [CLICK HERE](#)  
 7/21/22 9:00A [CLICK HERE](#)  
 7/21/22 11:00A [CLICK HERE](#)  
 7/25/22 12:00P [CLICK HERE](#)  
 7/26/22 9:00A [CLICK HERE](#)  
 7/27/22 9:00A [CLICK HERE](#)  
 7/27/22 11:00A [CLICK HERE](#)  
 7/29/22 10:30A [CLICK HERE](#)

## **BASIC HEALTH & MEDS TRAINING (BHM) DATES:**

**ALL BHM CLASSES ARE SCHEDULED FROM 9:00A - 2:00P**

7/6/22 9A-2P [CLICK HERE](#)  
7/7/22 9A-2P [CLICK HERE](#)  
7/13/22 9A-2P [CLICK HERE](#)  
7/14/22 9A-2P [CLICK HERE](#)  
7/19/22 9A-2P [CLICK HERE](#)  
7/20/22 9A-2P [CLICK HERE](#)  
7/27/22 9A-2P [CLICK HERE](#)

## **MEDICATION REFRESHER DATES:**

**\*ALL MED REFRESHER CLASSES ARE SCHEDULED FOR 2 HOURS MAX:**

**Staff have 2 HOURS to complete a Medication Administration demo, find med errors & successfully pass a written test)**

7/8/22 10A-2P [CLICK HERE](#)  
7/12/22 11A-1P [CLICK HERE](#)  
7/18/22 11:30A-1:30P [CLICK HERE](#)  
7/26/22 11A-1P [CLICK HERE](#)

## **INSULIN & GLUCOMETER TRAINING DATES:**

**THIS COURSE TAKES APPROX. AN HOUR TO COMPLETE**

7/6/22 9A [CLICK HERE](#)  
7/11/10:30A [CLICK HERE](#)  
7/13/22 11A [CLICK HERE](#)  
7/18/22 10:30A [CLICK HERE](#)  
7/20/22 9:00A [CLICK HERE](#)  
7/25/22 10:30A [CLICK HERE](#)  
7/29/22 9A [CLICK HERE](#)

**The training unit will be closed on the following days:**

**MONDAY JULY 4TH**

**If you have trouble signing up for classes or have any questions please email or call:**

**Bridget Doyle: [doyle@ceicmh.org](mailto:doyle@ceicmh.org) OR 323-9610 x 2339**

**Sarah Guy: [guy@ceicmh.org](mailto:guy@ceicmh.org) OR 323-9610 x 2353**

Thank you!  
Bridget

Bridget Doyle | LMSW

Training Unit Coordinator

Phone: 517-323-9610 x 2339

Community Mental Health Authority of Clinton, Eaton, Ingham Counties