

**Policy & Procedure Manual**

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**QUALITY ASSURANCE MEASURES TRAINING – AD-III-12**

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**POLICY:**

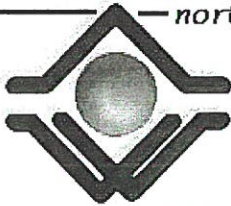
In accordance with Regulation 299/10 of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act ( 2008 ) OPTIONS northwest will provide initial and ongoing training for all staff, students, volunteers and board members as appropriate to their roles.

**PURPOSE:**

1. To be in compliance with Ontario Regulation 299/10.

**PROCEDURE:**

1. During the orientation period for all staff, students, volunteers, and board members, relevant training in the Quality Assurance Measures will be provided.
2. The training shall include review of relevant Ministry of Community and Social Services Quality Assurance Measures in accordance with Regulation 299/10 of the SIPDDA (2008)
3. Once training is complete, the participant will sign a certificate of completion which will be forwarded to Human Resources for recording in the Human Resources Information System (HRIS) and the training documents will be filed in the appropriate personnel file.
4. The Supervisor/Director will be informed of the completion of this training.
5. Following initial training on the Quality Assurance Measures, additional specific training to meet the requirements of the Act shall be completed, as required, on an annual basis.



Personal Support Services

**RECOMMENDED BY:** Administration

**POLICY:** AD-III-12

**DEPARTMENT:** Administration

**CATEGORY:** Support Principles

**EFFECTIVE DATE:** April 2015

**SUPERSEDES VERSION DATED:** N/A

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**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources,  
Personal Support Services Administration, Personal Support Services, On-Call  
Schedulers, Community Resource Team

**ORIGINAL POLICY DATE:** April 2015

**AUTHORIZED BY:** Director, Personal Support Services

**SIGNATURE:** Cheryl Duce