

DDS Statewide Training Calendar

Staff Training Information

Staff may not be registered for training greater than 90 days prior to their expiration date.

Classroom Expectations

Attendees shall arrive 15 minutes prior to the start of class. (No late admissions will be allowed)

Full Participation is required

Cell phones must be kept on silent or turned off, use of cell phone during the training class is prohibited.

Dress Code

Clothing

- Clothing must cover body appropriately. Clothing must allow for unrestricted movement and physical participation of all aspects of the course.
 - Allowed: Appropriate slogans, statements, pictures.
 - Not Allowed: Political, racial, vulgar, ripped, or dirty clothing is not acceptable.
- No head coverings that limit sight or interfere in training or skill checks.

Footwear

- Allowed: Sneakers and clogs are appropriate if they have full back support.
 - Toes and feet must be covered and allow for safe movement. Footwear must resist slipping.
- Not Allowed: Heels, open-toed shoes, slippers, slides, and flip-flops are examples of footwear that would contribute to injury and would not be allowed in training or skill checks classes.

Hair and Nails

- Hair must not restrict visual fields.
- Nails must allow attendee to don gloves without ripping and must allow attendee to perform the tasks of the training maneuvers safely and without injury to self or others.

Jewelry

- Earrings, chains, rings must be worn in moderation to reduce the risk of injury to self and others.

Webinars

Webinars are held monthly for the following,

- ADA/Ethics/Abuse and Neglect Prevention Recertification (***For staff that previously attended the 2023 initial curriculum***)
- Dementia (Held on a quarterly basis)
- CPR (***Must attend an in-person skills check within 30 days following***).

When registering an employee for a webinar, supervisors should ensure the employee has a state or personal email address listed in Saba to ensure the invitation to join training via **Teams** can be successfully sent. Invitations to training are sent the day prior. Register for the webinar in Saba.

Web-Based

Web-Based training is available on Saba for the following trainings:

- Abuse and Neglect Prevention Initial Training
- Abuse and Neglect Prevention Recertification (***For staff that previously attended the 2023 initial curriculum***)
- ADA
- Ethics
- Sexual Harassment Prevention
- First Aid (***Must attend an in-person skills check following***).
- CPR (***Must attend an in-person skills check following***).
- Workplace Diversity and Inclusion
- Domestic Violence Prevention
- Workplace Violence Prevention

Supervisors may register employees to attend any of the above listed trainings via a web-based format in Saba.

Instructor-Led

All compliance training required classes are held at each training location monthly. Please check the on-going training calendar for the dates and times available and register your employee in Saba.

Abuse and Neglect Prevention Initial training will be held twice a month, on Fridays, in Wallingford, from 1pm-4:30pm. To register an employee for this training please email dds.training@ct.gov

Initial PMT training is held twice a month, at rotating locations, the employee must attend both days consecutively. To register an employee for this training please email dds.training@ct.gov

BLS Training

Training is offered in person or an employee requiring Basic Life Support Training may email dds.training@ct.gov to be sent the link to attend the online class. Following the completion of the online class, please schedule an in-person skills check at any training location under the BLS interval within 30 days of completing the online course.

PMT 8-Hour

These classes will be held quarterly, please see the on-going training calendar for the next scheduled session. This class is intended for employees that didn't complete their yearly refresher and are out of compliance.

Training Details

Day 1

9:00am-9:30am- ADA

9:30am-10:30am- Ethics

10:30am-12:30pm- Abuse and Neglect Recertification *(For staff that previously attended the 2023 initial curriculum)*

1pm-4:00pm- PMT Refresher

Day 2

8:30 am-12:30pm- First Aid / Basic Health / Signs and Symptoms of Illness

1:00 pm-3:00 pm- OSHA/ Infection Control

Various times: First Aid skills check **You must complete the online webinar to register for this class**

Day 3

9am-11am- Sexual Harassment Prevention

11am-12pm- HIPPA/Confidentiality

12:30pm-4:00pm- CPR

Medication Administration, Review and Recertification

3-hour long class, held in each training location monthly. Times may vary, please see the on-going training calendar for next scheduled sessions. Employees should be registered for Med. Review classes, 90 days prior to yearly deadline. ***If we are experiencing Inclement Weather, please call 860-616-2080 ext. 5***

Other Important Information

- The DDS ongoing training calendar are classes available to DDS employees and CCH Providers which can be found at [On-Going Training Calendar](#)
- All staff must register on Saba for class prior to attending
- Staff must arrive for training on time, late entry will not be permitted
- While attending in-person sessions please refrain from wearing strong scented perfumes and or colognes
- Regular Time Training Code - RTRNG
- Overtime Training Code- OVT/Override Reason-OTTRN
- If we are experiencing inclement weather, please call 860-418-6190 2 hours prior to the start of class for an update.
- If we are experiencing inclement weather and you are scheduled for New Employee training, please call 860-418-6191 2 hours prior to the start of class for an update