

Training Committee Meeting  
6/18/04

In attendance: Jennifer Glick, DMHAS LeeAnn Boatwright, DMHAS, Theresa Velendzas, LTCOP, Jennifer Keyes, LTCOP

Conference date is 10/27/04 and will be held at the Marriott Rocky Hill.

Dr. Morrison has been confirmed as the key-note speaker for the conference and the fee is acceptable. Lee-Ann has information required for payment and will pass it along to Rick Brown.

Lee-Ann advised that Dr. Morrison will also be doing the breakout session with Nursing Directors and will develop a lesson plan with objectives.

Members discussed whether Admissions Coordinators are among target attendees. The consensus was that they should be.

Theresa is working on the application to NASW for CEUs for conference attendees. Theresa will need as much information as possible about workshops to include with the application. She is planning to have it completed by July 2 but would like an opportunity to review it with the committee. Lee-Ann offered to provide input if needed.

LTCOP staff to work on certificates for attendees and the program for the day's events, invitations, etc.

Trip to the Marriott to discuss logistical arrangements and meet with event coordinator to be scheduled. LTCOP staff will handle this. Jennifer Keyes will follow up.

Workshops :

1. Alzheimer's Association - Virtual Sensitivity Training - Contacts - Casey McGannon, Theresa Velendzas.
2. IOL (Topic?) Contact - Teresa Cusano
3. DMHAS (Hearing Voices) - Contact - Lee-Ann Boatwright
4. DMHAS (Position for safety) -Contact -Lee-Ann Boatwright
5. DMHAS (Advanced Conflict Resolution-targeted for CNAs) Contact - Lee-Ann Boatwright

6. Alzheimers Resource Center (Environment and Care) Afternoon only- Contact - J. Glick.

And....

Dr. Morrison - (Control or Negotiation) - Morning only - targeted to Nursing Directors. Contact - Lee-Ann Boatwright

Need to have more detailed discussions with speakers before next meeting....  
Need to know if any workshops have limitations on number of attendees that can be accommodated and space and A/V needs. Each contact person should discuss this with speakers and advise Jennifer Keyes. Jennifer can also contact speakers for this information if needed.

The group discussed a survey/needs assessment to be completed by conference attendees to address future training needs, etc. J. Glick will speak to Julie Robison about design.

Group discussion of Intern activity. Literature review and/or research on training curriculum for CNAs. Theresa will speak with Cristina about having the Intern collect information from all of the programs and schools that provide training. Cristina will supervise assignment.

Group discussion of a "manual" to be given to attendees. Questions raised centered around how to construct it and what content would be. Can we utilize contents/materials from the workshops and make it more of a "train the trainers" manual?

Provider/Vendor booths - To whom will we offer? Who will be charged or not charged? Also where will booths be located? Jennifer Keyes will discuss with Teresa Cusano prior to next meeting.

Next meeting Friday, July 2nd, 9 a.m. at Department of Social Services.

Submitted 6/23/04

J. Keyes/ LTCOP