

Apprenticeship Training Standard

Developmental Services Worker

Trade Code: 620D

Development Date: 2008

COMPETENCY ANALYSIS PROFILE Developmental Services Worker (620D) (All unshaded skill sets must be demonstrated/completed)

SKILL SETS SKILLS

PROMOTE INDIVIDUAL'S ADAPTIVE SKILLS	Teach and support individual's domestic skills	Teach and support individual's personal care	Teach and support individual's life skills	Teach and support individual's functional academics	Teach and support individual's social skills
6171.0	6171.1	6171.2	6171.3	6171.4	6171.5
	Teach and support individual's recreation and leisure activities	Teach and support individual's parenting skills	Teach and support individual's job readiness skills		
	6171.6	6171.7	6171.8		
MAINTAIN SAFE ENVIRONMENT	Practice universal precautions	Perform environmental scan	Respond to accidents, incidents and occurrences	Lift and transfer individuals and equipment	Operate and maintain equipment
6172.0	6172.1	6172.2	6172.3	6172.4	6172.5
MODEL AND PROMOTE HEALTHY LIFESTYLE	Promote and monitor physical health	Promote and monitor nutritional health	Promote and monitor personal hygiene	Promote spiritual well-being	Promote and monitor emotional well- being
6173.0	6173.1	6173.2	6173.3	6173.4	6173.5
	Liaise with health care professionals	Implement health care professionals' recommendations	Provide information on sexuality	Promote mental health	Promote individual's health and safety
	6173.6	6173.7	6173.8	6173.9	6173.10
	Promote and support life transitions				
	6173.11				
MANAGE MEDICATION	Adminster medication	Monitor response to medication	Ensure safe storage and disposal	Maintain inventory	Complete documentation
6174.0	6174.1	6174.2	6174.3	6174.4	6174.5

DEVELOPMENTAL SERVICES WORKER

	Liaise with health professionals	Educate individual and family regardin medication			
	6174.6	6174.7			
APPLY CRISIS INTERVENTION STRATEGIES	Assess the situation	De-escalate situation	Intervene with individual	Debrief with individual	Debrief with staff
6175.0	6175.1	6175.2	6175.3	6175.4	6175.5
	Debrief with other individuals	Develop protocols			
	6175.6	6175.7			
PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF PERSON DIRECTED PLANS	Gather information	Collaborate in the development of person directed plans	Implement person direct plan	Implement multi- disciplinary team recommendations	Regularly review person directed plan
6176.0	6176.1	6176.2	6176.3	6176.4	6176.5
	Coordinate community services and supports				
SUPPORT INDIVIDUAL TO DEVELOP AND MAINTAIN RELATIONSHIPS	Demonstrate respect for individual's rights	Establish rapport with individual	Respect and encourage individual's personal choices	Teach and facilitate individual's self- advocacy and citizenship skills	Advocate for the individual
6177.0	6177.1	6177.2	6177.3	6177.4	6177.5
	Promote and facilitate individual's independence				
FACILITATE FAMILY AND COMMUNITY RELATIONSHIPS	Establish rapport with family	Advocate for family	Support family	Support community participation and inclusion	Promote and foster natural supports
6178.0	6178.1	6178.2	6178.3	6178.4	6178.5

DEVELOPMENTAL SERVICES WORKER

DEVELOP SELF AND MAINTAIN PROFESSIONALISM	Develop and maintain professional relationships	Maintain confidentiality	Adhere to legal consent processes	Identify, mediate and resolve conflicts	Recognize and report signs of individual's neglect and abuse
6179.0	6179.1	6179.2	6179.3	6179.4	6179.5
	Identify and manage personal needs	Practice time management	Maintain lifelong learning	Participate as a team member	
	6179.6	6179.7	6179.8	6179.9	

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PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (http://www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: http://www.collegeoftrades.ca/about/legislation-and-regulations

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyperson or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TOAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

Apprentice

- 1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
- 2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
- 3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
- 4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

- 1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
- 2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
- 3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
- 4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre Ministry of Training, Colleges and Universities 33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3 Toll-free: 1-800-387-5656; Toronto: 416-326-5656

TTY: 1-866-533-6339 or 416-325-4084.

ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice "Apprenticeship is Learning On-the-job"

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer "Training is an Investment"

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice's exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skillsets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
U6171.0	PROMOTE INDIVIDUAL'S ADAPTIVE SKILLS	
U6172.0	MAINTAIN SAFE ENVIRONMENT	
U6173.0	MODEL AND PROMOTE HEALTHY LIFESTYLE	
U6174.0	MANAGE MEDICATION	
U6175.0	APPLY CRISIS INTERVENTION STRATEGIES	
U6176.0	PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF PERSON DIRECTED	
U6177.0	SUPPORT INDIVIDUALS TO DEVELOP AND MAINTAIN RELATIONSHIPS	
U6178.0	FACILITATE FAMILY AND COMMUNITY RELATIONSHIPS	
U6179.0	DEVELOP SELF AND MAINTAIN PROFESSIONALISM	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

APPRENTICE COMPLETION FORM

APPRENTICE NAME			
Print			
Signature			
Social Insurance Number			
_	ompletion form to you	ır local Apprenti	signed by the Supervisor/Trainer iceship Client Services Office.
In-school Completed (Proof to be provided)	Yes ()	No ()	Not applicable ()
Hours completed as Per Contract:	Yes ()	No ()	Not applicable ()
SPONSOR/EMPLOYE	R INFORMATION		
Name			
Address			
Telephone			
E-mail Address			
Signature of Signing Authority			

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

A. DESCRIPTION/DUTIES

A **DEVELOPMENTAL SERVICES WORKER** supports people who have a developmental disability to enhance their capacity to function in all aspects of community living and to support the full inclusion of Ontarians with developmental disabilities in all aspects of society:

- > Promoting Individual's Adaptive Skills
- > Maintaining Safe Environment
- ➤ Modeling and Promoting Healthy Lifestyle
- Managing Medication
- ➤ Applying Crisis Intervention Strategies
- ➤ Participating In the Development and Implementation of Person Directed Plans
- > Supporting Individuals to Develop and Maintain Relationships
- ➤ Facilitating Family and Community Relationships
- > Developing Self and Maintaining Professionalism

A DEVELOPMENTAL SERVICES WORKER demonstrates knowledge of:

- Ontario Disability Support Program Act
- ➤ Child and Family Services Act
- Developmental Services Act
- Regulated Health Professionals Act
- Ontario Health and Safety Act
- > Intervention Strategies
- > Teaching Strategies
- > Responding to Abuse
- ➤ Health and Wellness
- > Pharmacology
- Dual Diagnosis
- ➤ Community Building
- > Professionalism
- > Developmental Disabilities
- ➤ Philosophy of Support
- > Social Services
- Person Directed Plans

BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES: (ON-THE-JOB AND OFF-THE-JOB):

- **4500 hours** (3720 on-the-job)
- Includes **780** hours of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES

U6171.0	PROMOTE INDIVI	DUAL'S ADAPTIVE SK	ILLS
U6171.1	abilities and support n	by assessing individual's letion of daily activities ooking, according to agency's	
	Date Completed	Apprentice	Supervisor/Trainer
U6171.2	and support needs; an	by assessing individual's abilities daily living activities (as essing, eating, using the toilet, procedures.	
	Date Completed	Apprentice	Supervisor/Trainer
U6171.3	and support needs; an problem-solving, deci	•	•
	Date Completed	Apprentice	Supervisor/Trainer
U6171.4	abilities and support	needs; and providing suppo	ademics by assessing individual's ort including money management ding to the person directed plan.
	Date Completed	Apprentice	Supervisor/Trainer

U6171.5	Teach & Support Individual's Social Skills by assessing individual's abilities and support needs; supporting development of interpersonal skills; facilitating inclusive community participation and providing opportunities for individuals to develop and maintain relationships with others, according to agency's policies, vision and mission.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6171.6	Teach & Support Individual's Recreation and Leisure Activities by assessing individual's abilities, interests and support needs; and facilitating access and participation in a variety of activities in different settings according to individual's interests and person directed plan.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6171.7	Teach and Support Individual's Parenting Skills by assessing individual's abilities and support needs; supporting access to resources; providing information to enhance abilities and providing opportunities to experience a variety of parental support activities, according to person directed plan.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6171.8	Teach & Support Individual's Job Readiness Skills by assessing individual's abilities and support needs; and facilitating opportunities for volunteering, job training experiences, job skill development, according to person directed plan.					
	Date Completed	Apprentice	Supervisor/Trainer			

U6172.0	MAINTAIN SAFE I	ENVIRONMENT				
U6172.1	Practice universal precautions by washing hands and using barrier equipment including gloves, gowns, and masks; sanitizing equipment; safely disposing of body fluids and preventing cross-contamination, according to established health and safety standards, agency protocols and legislation.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6172.2	Perform environmental scan by visually inspecting premises with respect to fire safety, temperatures, electrical outlets, hazardous material storage, and equipment condition; and reporting findings, in order to protect self and others and to ensure a safe environment, according to legislation and agency's policy and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6172.3	Respond to accidents, incidents and occurrences including emergency response, evacuation, reporting and documenting, according to legislation, policies and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6172.4		lividuals and equipment us s, according to legislation ar	sing techniques which prevent nd agency's policies and			
	Date Completed	Apprentice	Supervisor/Trainer			
U6172.5	Operate and maintain equipment including lifts, wheelchairs, assistive devices and vehicles according to legislation, manufacturer recommendations and agency's policies and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			

U6173.0	MODEL AND PRO	MOTE HEALTHY LIFES	STYLE			
U6173.1	Promote and Monitor Physical Health by observing, assessing, documenting, accessing medical care, encouraging a healthy lifestyle, and promoting physical activity to meet the individual's identified needs and goals, according to person-directed plan and protocols, legislation, doctor's orders and recommendations, and agency's policies and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			
U 6173.2	Promote and Monitor Nutritional Health by planning, monitoring nutritional intake, and providing menus/snacks to promote health according to <i>Eating Well with Canada's Food Guide</i> and the dietary requirements of individuals.					
	Date Completed	Apprentice	Supervisor/Trainer			
U 6173.3	monitoring, bathing,	Promote and Monitor Personal Hygiene by teaching, supporting, and monitoring, bathing, bathroom routines and feminine hygiene care, to maintain the individual's personal health and hygiene according to agency's policies and procedures.				
	Date Completed	Apprentice	Supervisor/Trainer			
U 6173.4	_	rting individual's religious b	ess to spiritual activities and peliefs and spiritual values			
	Date Completed	Apprentice	Supervisor/Trainer			
U 6173. 5	respecting emotions;	_	y recognizing, supporting, and esteem and being sensitive to idual's support needs.			
	Date Completed	Apprentice	Supervisor/Trainer			

U6173.6	Liaise with Health Care Professionals by providing health care information, arranging and accompanying individuals to health care appointments, advocating for the individual, and consulting with health / social service agencies and families to ensure individual's health care needs are met, according to agency's policies and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6173.7	Implement Health Care Professionals' Recommendations by processing and following orders and treatment plans, monitoring, reporting and arranging follow-up, according to agency's policies and procedures.					
	Date Completed	Apprentice	Supervisor/Trainer			
U6173.8	including interpersona communicable disease	1	and social norms, safe sex and onsidering age, gender, culture			
	Date Completed	Apprentice	Supervisor/Trainer			
U6173.9	comprehensive inform access to services; ass supporting individual	nation for consultation with sisting with the evaluation of in following prescribed treat stress and providing support	coms of mental illness; preparing clinicians; ensuring individual's of the effectiveness of treatments; atment regimes; supporting prepared or treatments, according to			
	Date Completed	Apprentice	Supervisor/Trainer			
U6173.10	Promote individual's health and safety by immediately obtaining professional assistance when an individual is in crisis, according to person directed plan and agency protocols.					
	Date Completed	Apprentice	Supervisor/Trainer			

U61 73.11	including adolesco	port life transitions of individuence to adulthood and senior yeng; and navigating and bridging and procedures.	ars by assessing needs;
	Date Completed	Apprentice	Supervisor/Trainer

U6174.0	MANAGE MEDICA	TION			
U6174.1	Administer medication in compliance with the physician's order to meet individual needs according to agency's policies and procedures.				
	Date Completed	Apprentice	Supervisor/Trainer		
U6174.2	medication to determi	Monitor response to medication by observing individuals' response to medication to determine adverse reactions and reporting and documenting according to agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer		
U6174.3	Ensure safe storage and disposal of medication in a secure location, to ensure the integrity of the medications according to legislation and agency's policies and procedures.				
	Date Completed	Apprentice	Supervisor/Trainer		
U6174.4	Maintain inventory by recording medications dispensed and ordering, according to doctor's orders, and agency's policies and procedures.				
	Date Completed	Apprentice	Supervisor/Trainer		
U6174.5	Complete documenta	ation according to agency's	policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer		
U6174.6	_	ofessionals by reporting ob ing to agency's policies and	servations and consulting with d procedures.		
	Date Completed	Apprentice	Supervisor/Trainer		

U6174.7	Educate individual	and family regarding med	lication by providing information,
	11 0	e	on, side effects, procedures of use y's policies and procedures.
	Date Completed	Apprentice	Supervisor/Trainer

U6175.0 APPLY CRISIS INTERVENTION STRATEGIES

U6175.1	Assess the situation by observing behaviour of individual and self, recognizing and investigating antecedents, recognizing health related factors, managing the environment, removing threatening objects and non-involved individuals; and problem-solving, to meet the individual's needs; according to person directed plan, legislation and agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6175.2	De-escalate situation by observing and recognizing individual's verbal physical cues; responding to physical and verbal aggression; managing environment, using verbal and non-verbal strategies; setting realistic at consequences of behaviour; re-directing by offering alternatives; acknowledge behaviour; coordinating with team; listening empathetically; observing measuring change in the individual's behaviour; in order to protect self-and promote positive behaviour; according to individual's plan, legisla agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6175.3	Intervene with individual by following approved protocols and according to regulatory requirements outlined in the <i>Developmental Services Act</i> , the <i>Child and Family Services Act</i> and agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6175.4	Debrief with individual by performing visual scan of environment, assessing individual's physical and emotional condition, re-establish rapport, actively listening, reviewing cause and effects of behaviour, identifying antecedents, acknowledging behaviour, encouraging positive behaviour patterns and alternatives, explaining limits and consequences, restoring a safe environment; and accessing additional support; according to legislation and agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	

U6175.5	Debrief with staff by assessing staff's physical and emotional condition; reviewing, discussing and assessing situation including: antecedents, behaviours interventions, consequences; identifying next steps and alternative actions; and completing documentation, according to legislation and agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6175.6	Debrief with other individuals by assessing individuals physical and emotional condition, re-establishing rapport, actively listening, reviewing cause and effects identifying antecedents, acknowledging behaviour, restoring a safe environment and accessing additional support; according to legislation and agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6175.7	plan preventative stra	tegies for future intervention	fying antecedents, identify and ns, in consultation with according to agency's policies
	Date Completed	Apprentice	Supervisor/Trainer

U6176.0	PARTICIPATE IN T		ND IMPLEMENTATION OF	
U6176.1	Gather information by building rapport; consulting with the individual, family, significant others, colleagues/staff, professionals and resources; researching individual's social, intellectual, emotional, spiritual and physical goals, needs and desires, consistent with agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6176.2	Collaborate in the development of person directed plans by consulting with the individual, family, significant others, colleagues/staff, professionals and other resources; organizing and facilitating meetings; analyzing information; and establishing priorities; according to legislation, individual's interests, skills and abilities and agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6176.3	Implement person directed plan by enabling choice, creating learning opportunities; facilitating and providing a variety of opportunities and experiences; accessing resources; support achievement of individual's goals and improved of quality of life, according to individuals' interests, skills, abilities and person-directed plan.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6176.4	Implement multi-disciplinary team recommendations including physicians, psychiatrists, psychologists, dieticians, behavioural consultants, therapists and teachers by providing opportunities and experiences; accessing resources; preparing support materials; to enhance independence, achievement of individualized goals and improvement of quality of life, according to individual's interests, skills, abilities and person directed plan.			
	Date Completed	Apprentice	Supervisor/Trainer	

U6176.5	Regularly review person-directed plan by consulting with the individual, family, significant others, colleagues, staff, professionals and resources; reviewing and monitoring progress and outcomes; analyzing information; organizing and facilitating meetings; and documenting and reporting observations; according to legislation, individuals interests, skills and abilities and agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6176.6	and service providers,	sharing information, provide	by liaising with other agencies ding consultative services, ing for inclusion, according to
	Date Completed	Apprentice	Supervisor/Trainer

U6177.0 SUPPORT INDIVIDUAL TO DEVELOP AND MAINTAIN RELATIONSHIPS

U6177.1	Demonstrate respect for individual's rights by actively listening; recognizing and acknowledging individual's rights, personality, strengths, needs, and choices on behalf of the individual; respecting privacy, confidentiality, personal dignity, and activities; and showing empathy and sensitivity, according to agency policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6177.2	Establish rapport with individual by utilizing available information; observing and interacting to develop a relationship; actively listening; observing verbal and non-verbal cues; using adaptive tools such as sign language, syllabus boards, voice recognition software, responding in a positive and sensitive manner; and adapting communication strategies, according to the individual's ability and situation.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6177.3	Respect and encourage individual's personal choices by providing and supporting opportunities and experiences; and observing individual, to be involved with, support and assist in decision-making in all aspects of their life, according to agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6177.4	providing opportunitions reg	individual's self-advocacy es and encouraging individu garding personal life choice on according to individual	als to express their s; and supporting responsible	
	Date Completed	Apprentice	Supervisor/Trainer	

U6177.5	Advocate for the individual by communicating and expressing wants and needs on behalf of the individual to support individual's choices and rights.			
	Date Completed	Apprentice	Supervisor/Trainer	
U6177.6	abilities and support n and assisting individu actions; and using pos	needs; recognizing and provi als to recognize their respon- citive guidance techniques (I as autonomy, according to the	ace by assessing individual's iding opportunities; supporting asibilities, consequences of their how), to increase potential and e legislation and agencies	
	Date Completed	Apprentice	Supervisor/Trainer	

U6178.0	FACILITATE FAMI	LY AND COMMUNITY	Y RELATIONSHIPS
U6178.1	educating; sharing info the individual and fami relationship of trust; ac responding in a sensitiv	rmation; recognizing and ily; respecting cultural an tively listening; observin	nd encouraging relationships, being sensitive to the needs of d social diversity; developing a g verbal and non-verbal cues; g positive conflict resolution, and policies and procedures.
	Date Completed	Apprentice	Supervisor/Trainer
U6178.2	funding and support se supporting family; and	rvices; liaising with servi	y; supporting applications for ce providers and schools; ferences, according to person res.
	Date Completed	Apprentice	Supervisor/Trainer
U6178.3	Support family by providing information; involving family in person-directed planning and implementation of plans, according to person directed plan and agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6178.4	Support community participation and inclusion by developing a maintaining community partnerships, providing information; providing support; researching, and consulting, coordinating supports acceptance person-directed plan and agency's policies and procedures.		information; providing education nating supports according to
	Date Completed	Apprentice	Supervisor/Trainer
U6178.5	are participating, to sup	pport the individual in sha	Ifying and enabling others who ared activities in an inclusive ction, according to person-

Apprentice

Supervisor/Trainer

Date Completed

U6179.0	DEVELOP SELF A	ND MAINTAIN PROFES	SIONALISM		
U6179.1	Develop and maintain professional relationships by recognizing and respecting personal boundaries and viewpoints, values and cultural differences, and separating personal from professional perspectives; according to agency's policies and procedures.				
	Date Completed	Apprentice	Supervisor/Trainer		
U6179.2	consent of the individ	Maintain confidentiality by disclosing information only with the informed consent of the individual, or when legally required, according to legislation and agency's policies and procedures.			
	Date Completed	Apprentice	Supervisor/Trainer		
U61 79.3	Adhere to legal consent processes by supporting individuals in decision-making regarding all aspects of their personal care and financial resources, or by making certain that substitute consent is obtained according to legislation.				
	Date Completed	Apprentice	Supervisor/Trainer		
U6179.4	- ·	d resolve conflicts by acknowledge and rights of others,	owledging and respecting according to agency's policies		
	Date Completed	Apprentice	Supervisor/Trainer		
U6179.5	physical and behavior	_	lect and abuse by observing gon any concern, according to		
	Date Completed	Apprentice	Supervisor/Trainer		

U6179.6	Identify & manage personal needs by recognizing indicators of stress, anxiety, fatigue, and illness; problem-solving; and accessing resources, to address apprentice's concerns, according to agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6179.7	Practice time management by prioritizing workload, meeting deadlines, decision-making, and completing documentation, according to agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6179.8	Maintain lifelong learning by researching and participating in professional developments in the field; maintaining knowledge of leading practices, maintaining certifications, taking courses, and upgrading computer application skills; according to legislation and agency's policies and procedures.		
	Date Completed	Apprentice	Supervisor/Trainer
U6179.9	group processes and contribution information; reporting listening and contribution clarifying team members.	other points of view; negotiangly observations; collaborating atting; implementing recommon roles and responsibilities attings and enhancing quality	disciplinary teams, by respecting ating; problem-solving; sharing in decision-making; actively hendations and action items; it; delivering services; mentoring of care, according to agency's
	Date Completed	Apprentice	Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):			
SPONSOR/EMPLOYER	INFORMATION		
Training Agreement #			
Name			
Address			
Telephone			
E-mail Address			
SUMMARY OF TRAININ	NG		
Employment Start Date			
Employment End Date			
Total hours of training & instruction between dates of employment.			
Date Completed	Apprentice	Supervisor/Trainer	

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Date Completed	Apprentice	Supervisor/Trainer		
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APPRENTICE RECORD

APPRENTICE NAME (Print):				
SPONSOR/EMPLOYER INFORMATION				
NG				
Apprantice		Supervisor/Trainer		
	INFORMATION	NG		

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.