

	Dimensions: Competence	HAO Standard: 4.1 A, G, H, I, J, L, M	Policy: Competence #2
	Original Approval Date: February 17, 2003	Date Revised: April 15, 2009	Revision Approval Date: August 31, 2009

TOPIC: **CONTINUING EDUCATION FOR VOLUNTEERS/STAFF**

POLICY STATEMENT:

- Education of NNPCN staff and volunteers and sharing of information is vital to the success of the organization
- NNPCN (N/PS) promotes and provides to its volunteer/staff continuous educational opportunities in order to maintain and enhance their knowledge and skills

PROCEDURE:

1. Volunteers/staff will be notified of educational opportunities by the NNPCN office or be visiting the NNPCN website.
2. Volunteers are to submit their requests to attend to the office.
3. Volunteers may be financially supported in whole or in part for registration at, workshops, conferences, seminars or courses (related to Palliative Care and Bereavement) dependent upon availability of funding. Volunteers may be expected to share the training and experiences received with other volunteers, including Board members. Requests in excess of \$250.00 are to be approved by Board.
4. In order to insure fairness, the following criteria may be taken into consideration:
 - length of service
 - hours of service within the past year
 - education components previously attended
 - previous financial assistance provided

5. In cases where there are limited seats available, the following selection process will be used.

One-Day Seminars – In-Town – (NNPCN sponsored)

1. Call the office to book a seat
2. Waiting list will be available for those who wish to be contacted last minute, should a seat open up. This will be done through the NNPCN office, unless otherwise directed.

Out Of Town – Day Trip Only – (NNPCN sponsored)

Same process as In-Town.

Conferences/Seminars – 2 Or More Days – In Town (NNPCN Sponsored)

1. Call the office to book a seat – seats limited for some presentations
2. Waiting list will be available for those who wish to be contacted last minute, should a seat open up. This will be done through the NNPCN office, unless otherwise directed.

**OUT OF TOWN:
CRITERIA:**

1. Current, active volunteer with the organization
2. Minimum one (1) year service
3. Relates to their palliative volunteer interest
4. Willing to report back to the Board and at their respective team meetings.
5. Proof of attendance at funded, or partially funded courses, conferences, seminars or workshops must be presented for documentation in NNPCN (N/PS) volunteer files within 30 days. (exceptions to be approved by Program Administrator)
6. NNPCN (N/PS) will liaise with other community agencies to provide joint education days.
7. NNPCN (N/PS) volunteers have access to up-to-date resources, as they become available, within the agency.
8. Education/training sessions are evaluated and the results are used to plan future sessions.

9. Interviews and evaluation are used to identify on-going training needs.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy