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	Section: 4 Human Resources	Date: February 2, 2017
	Policy: 14B Library: Training & Continuing Education	Replaces: July 2, 2015

Training & Continuing Education (CEU)

Policy: All Personnel have available reference books, journals, internet access, etc.; that is in the office and online via our website library tab: <http://www.familyfriendshomecare.org/home-care-library>
 We also have available computers for all staff to utilize during office hours.

Resources include, but are not limited to:

- Professional journals
- General clinical references
- Drug reference books
- Clinical guidelines
- Current medical dictionary
- Current statutes and rules for any state in which the personnel provide care/service
- Online Continuing Education Training Classed via RCTCLearning.com (Rochester Community and Technical College)
- Online Caregiver Certification Training via Cargiverlist.com
- Bureau of Workers Compensation Training Link Website
- Center for Deployment Psychology: Online Military Culture Course Training Modules
 - Learn Military basic terminology
 - Post Trauma Stress Disorder (PTSD)
 - Other Military Related Training
- Agency Newsletters
- ClearCare Help Videos
 - How to use Telephony System
 - How to use the Family Room Portal

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel

Committee or other Review/Approval and dates of approval: Board of Directors (2/17), Compliance Committee (2/17)