**LONG-TERM CARE TRAINING REQUIREMENTS   
AND MONTHLY EDUCATION CALENDAR**

F-940 in the State Operations Manual, Appendix PP states that, ***“A facility must develop, implement, and maintain an effective training program for all new and existing staff; individuals providing services under a contractual arrangement; and volunteers, consistent with their expected roles. A facility must determine the amount and types of training necessary based on a facility assessment as specified at §483.70(e).”***

The intent of this is to improve resident safety, create a more person-centered environment, and reduce the number of adverse events or other resident complications. Some trainings are **required** by federal regulation.

**These required trainings include:**

* **Communication**
* **Resident’s Rights**
* **Abuse, Neglect, and Exploitation**
* **QAPI**
* **Infection Control**
* **Compliance and Ethics**
* **Behavioral Health**
* **Emergency Preparedness**

In addition to these required trainings, CMS expects facilities to conduct other trainings based on their needs and facility assessment. This training can vary across facilities. CMS also does not propose a specific training mechanism to meet the training requirements.

**It is up to the facilities to decide:**

* **Who will facilitate the training(s) (i.e., in-house staff, outside resources, etc.)**
* **How often the trainings will take place (i.e., annually, quarterly, twice a year, etc.)**
* **The methods of training (i.e., computer-based, self-directed, facilitated, etc.)**
* **What other topics of training need to be done based on the facility’s needs and the facility assessment (i.e., trauma informed care, person-centered care, end-of-life, etc.)**

This monthly calendar is designed to help you determine, schedule, and customize what trainings your facility needs in accordance with federal regulations, your facility assessment and any specific facility identified needs.

**MONTHLY EDUCATION CALENDAR (Year)**

This tool can be used to develop your facility specific training schedule based on your facility’s needs and the facility assessment. Topics highlighted in **red** signify **required trainings**, while others are examples of trainings that may be considered.

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| **January** | **February** | **March** |
| 1. **Abuse, Neglect, Exploitation** 2. **Cultural Competency/ Non-Discrimination** 3. **Grievances and Complaint Handling** 4. **QAPI Program** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Emergency Preparedness** 2. **Dietary Sanitation** 3. **HIPAA Privacy and Security** 4. **Resident Rights, Dignity, Quality of Life** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Admission, Transfer, and Discharge** 2. **Dementia/Cognitive Impairment** 3. **Identification of Changes in Condition** 4. **Skin and Wound Care** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **April** | **May** | **June** |
| 1. **Behavioral Health** 2. **Effective Communication** 3. **Infection Prevention and Control Program** 4. **Nutrition/Hydration** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Licensed Nurse Skills Fair** 2. **Compliance and Ethics Program** 3. **Medication Management** 4. **Workplace Safety** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Nurse Aide Skills Fair** 2. **End of Life/Hospice** 3. **Neurological Disorders** 4. **Trauma Informed Care** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **July** | **August** | **September** |
| 1. **Abuse, Neglect, Exploitation** 2. **Fall Prevention and Management** 3. **QAPI Program** 4. **Documentation** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Bloodborne Pathogens** 2. **End Stage Renal Disease/ Dialysis** 3. **Pain Management** 4. **Resident Rights, Dignity, Quality of Life** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Dementia/Cognitive Impairment** 2. **Cardiac Care** 3. **Identification of Changes in Condition** 4. **Emergency Preparedness** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **October** | **November** | **December** |
| 1. **Behavioral Health** 2. **Effective Communication** 3. **Infection Prevention and Control Program** 4. **Environmental Infection Control** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Compliance and Ethics Program** 2. **Pulmonary Care** 3. **Person Centered Care** 4. **Restorative/Rehabilitative Care** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Oxygen Safety** 2. **Musculoskeletal Disorders** 3. **Customer Service/ Professionalism** 4. **Diabetes** 5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |