

January

The CASS Report

This Issue:

Page 1 - New Year

Page 2 - Staff Training

Page 3 - Staff Training continued

Page 4 - Health and Safety

Happy New Year! Here are a few ways to
prioritize your health in 2022

▶ Take breaks from social media

▶ Nourish and hydrate your body

▶ Find meaningful ways to move

▶ Embrace your authentic self

Staff Training

WELCOME TO ALL NEW CASS STAFF!



Check out the CASS Website – www.c-a-s-s.org for all your training requirements. Once logged in, go to Training in the Staff Quick Links section for a complete list of required (and, some optional) training.

If you have questions email training@c-a-s-s.org

Be sure and let your coordinator know your training days so schedules can be changed to accommodate your client.

Abuse Awareness Training – on-line – expires every three years

Open Future Learning (OFL) – Two modules of OFL are mandatory for all CASS Staff – “Challenging Behaviours” and “Introduction to Your Role”. Email training@c-a-s-s.org to register for OFL. No expiration.

Challenging Behaviours – Part II – on the CASS Website – No expiration

Medication Administration – If you need Med Admin for your position with CASS, email training@c-a-s-s.org to register for this course. When you have completed the course, please email thomas.brosh@c-a-s-s.org – he will arrange to do the practicum remotely.

Health and Safety – This course is available on line – log in to the website then staff resources>training>Health and Safety.

Mental Health First Aid – now available in a Standard (Virtual) Format!

Thursday and Friday, February 24 and 25

Mental Health First Aid (MHFA) is the support provided to a person who may be experiencing a decline in their mental well-being or a mental health crisis. The course consists of Module 1 – Self-Directed about 2 hours and Modules 2 and 3 – Virtual Classroom time about 6 hours.

Watch for upcoming courses being provided through CASS, and talk to your supervisor about attending!

First Aid/CPR – First Aid/CPR – Staff needing to update their First Aid/CPR need to be sure the trainer is Government of Alberta OH&S Approved. The following link gives a list of the approved training providers:

<http://humanservices.alberta.ca/working-in-alberta/1348.html>

Many safety training venues are offering two-part First Aid classes with an on-line portion to start and a review and CPR practice in the classroom. The maximum billable hours for First Aid is now 8 hour

Staff TrainingContinued

CPI Training – expires every three years

December 2 or 16

There are three separate steps to completing your CPI Training

1) online training through CPI

2) zoom review and discussions with the instructor, and

3) a group session to practice the “physicals” part of the training

Please follow the instructions below to complete this training.

I. Click on this link to register

<https://calendly.com/sarah-mcmillen-cpi/cpi-training>

Choose only one date.

Thursdays, unless otherwise specified.

January 13 or 27

February 1 – Tuesday evening – 6-9 pm

February 10 or 17

March 10 or 24

April 7 or 21

May 5 or 19

June 2 or 16



II. You are required to complete the CASS Voluntary Payroll Deduction Form found on the website under Forms and Documents, and email it to reception@c-a-s-s.org

III. You will receive an email / link from CPI about two weeks before your chosen date – you must complete the online work before your chosen date.

IV. You will receive an email from the instructor, Sarah McMillen the week of your date, inviting you to attend a zoom meeting for review and discussions on the material you completed online with CPI.

V. Due to ongoing COVID restrictions the “physicals” part of the training has been postponed indefinitely. Upon completing the online work and the zoom discussion staff will be issued their CPI certification card with the understanding they are responsible for completing the physicals as soon as restrictions are lifted and dates can be scheduled.

Health and Safety

How to Prevent Frost Bite



1. Dress in loose, light, comfortable layers. Wearing loose, light layers helps trap warm air. The first layer should be made of a synthetic material, which wicks moisture away from your body. The next layer should be insulating. Wool and fleece are good insulators and hold in more body heat than cotton. The top layer should be windproof and waterproof. A down parka and ski pants can help keep you dry and warm during outdoor activities.
2. Protect your feet and toes. To protect your feet and toes, wear two pairs of socks. The first pair, next to your skin, should be made of moisture-wicking fabric. Place a pair of wool or wool-blend socks on top of those. Your boots should also provide adequate insulation. They should be waterproof and cover your ankles. Make sure that nothing feels tight, as tight clothing increases the risk of frostbite.
3. Protect your head. To protect your ears and head, wear a heavy wool or fleece hat. If you are outside on a bitterly cold day, cover your face with a scarf or face mask. This warms the air you breathe and helps prevent frostbite on your nose and face.
4. Protect your hands. Wear insulated mittens or gloves to help protect your hands from the cold.
5. Make sure snow cannot get inside of your boots or clothing. Wet clothing increases the risk of developing frostbite. Before heading outdoors, make sure that snow cannot easily get inside of your boots or clothing. While outdoors, if you start to sweat, cut back on your activity or unzip your jacket a bit.
6. Keep yourself hydrated. Becoming dehydrated also increases the risk of developing frostbite. Even if you are not thirsty, drink at least one glass of water before you head outside, and always drink water or a sports drink before an outdoor workout. In addition, avoid alcohol, as it increases your risk for frostbite.
7. Recognize the symptoms. In order to detect frostbite early, when it's most treatable, it's important to recognize the symptoms. The first signs of frostbite include redness and a stinging, burning, throbbing or prickling sensation followed by numbness. If this occurs, head indoors immediately.