



The Excel Academy is a Private Vocational School licensed under the Private Vocational Schools Act, Alberta Advanced Education. We provide professional development training to organizations in the Human Services field. Our instructors have lengthy supervisory experience in a variety of institutional and community settings and have backgrounds in rehabilitation and nursing. They bring to their students an experienced instructional history and a vast array of practical information.

PROFESSIONAL DEVELOPMENT COURSE DESCRIPTIONS

Abuse Awareness, Protocols & Prevention

This full day support worker course is dedicated to creating a zero tolerance agency culture with respect to abuse issues. The comprehensive training reviews both the mandatory abuse reporting Provincial Legislation – “Protection of Persons In Care Act” as well as the “Abuse Prevention and Response Protocols” presented in 2004 by the Provincial Board, Persons with Developmental Disabilities. Practical participation involving exercises, case scenarios and role playing will provide realistic situations that require participants to problem solve a variety of abuse issue situations.

Course Highlights:

Participants will:

- learn definitions and descriptions of abuse as per the P.D.D. “Abuse Prevention and Response Protocols”
- learn expanded definitions and descriptions of abuse encompassed in Alberta Legislation – “Protection of Persons in Care Act”
- see outlines of legal aspects of abuse reporting
- learn detailed identification, both physical and behavioural indicators, of abuse
- see outline of employee’s legal, ethical and moral responsibilities to report witnessed or suspected abuse
- identify strategies to ensure immediate safety, care and well being of individuals who may have experienced abuse
- learn team debriefing strategies
- learn steps required for proper and effective documentation of allegations of abuse
- learn follow up procedures and processes e.g. who to contact, when, actions to be followed through with, etc.
- identify community resources accessible for supporting client and staff

Addictions

This full day course will provide participants with an introduction to addictions and provide initial strategies and support requirements for front line staff to work with clients with addictions.

Course Highlights:

Participants will:

- learn protective and risk factors which contribute to addiction formation
- learn definitions and or defining characteristics of several types of addictions
- learn support requirements and strategies to work with clients with addictions

Autism Spectrum Disorders

This full day course will provide participants with an introduction to this disorder and provide initial strategies and support requirements for front line staff to support clients with this disorder.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Autism
- learn historical facts about Autism and its known causes
- learn diagnostic criteria
- learn specializations/classifications of Autism
- learn development of Autism and prognosis
- learn support requirements and strategies

Brain Injury

This half day course will provide participants with an introduction to this disorder and provide initial strategies and support requirements for front line staff to their support clients.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of brain injuries
- learn known causes of this disorder
- learn diagnostic criteria
- learn prognosis of brain injuries
- learn support requirements and strategies

Cerebral Palsy (CP)

Participants in this half day course will be introduced to this disability that affects body movement and muscle coordination. Cerebral palsy is the most common, permanent physical disability of childhood.

Course Highlights:

Participants will:

- learn process of diagnosis
- learn definitions and or defining characteristics of Cerebral Palsy
- learn about Cerebral Palsy and its known causes
- learn support requirements and strategies

Client Choice, Rights and Responsibilities

Participants in this full day course will learn that self-determination, or the process of ensuring an individual chooses their own destiny begins with enabling a person to make their own informed choices.

Course Highlights:

Participants will:

- learn responsibility of "informed choice" and "dignity of risk"
- learn how well meaning support workers may be limiting client's freedom of choice
- learn practical skills in how to empower individuals that are supported

Critical Incident Debriefing

This one day course will provide support workers with skills required to resolve conflict in their personal and professional environments.

Course Highlights:

Participants will:

- learn how to correctly debrief and document critical incidents
- learn how to identify and implement risk management tools to decrease liability
- learn how to report accidents or unusual incidents according to Occupational Health and Safety standards
- learn how to develop and implement post critical incident intervention techniques
- learn how to provide informal counseling to clients and staff involved in an incident

Diabetes

This full day course will provide participants with an introduction to this disease where the body cannot make or use insulin properly.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Diabetes
- learn about Diabetes and its known causes
- learn diagnostic criteria
- learn development of Diabetes and prognosis
- learn support requirements and strategies

Dressing Assistance

This half day course addresses the skills support workers need to know when they are assisting their clients in dressing.

Course Highlights:

Participants will:

- learn safety precautions when dressing persons with disabilities
- be able to demonstrate proper techniques when dressing clients with physical and/or cognitive limitations or prostheses
- learn the options available in specialized clothing/prosthetics

Elimination

This half day course addresses urinary functions and care and bowel elimination and care.

Course Highlights:

Participants will:

- learn the function of the urinary system and bladder
- learn the importance of adequate fluid intake
- learn what the most common urinary problems are
- learn how to support incontinence
- learn how to toilet a client with disabilities
- learn about catheters and drainage systems
- learn about ostomy care
- learn about bowel elimination
- learn what diarrhea and constipation is, possible causes and appropriate diet

- learn proper disposal of incontinence products
- learn about enemas and suppositories

Epilepsy

This half day course will provide participants with an introduction to this disease and provide information on its management.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Epilepsy
- learn about Epilepsy and its known causes
- learn development of Epilepsy and prognosis
- learn support requirements and strategies

Feeding Assistance

This half day course addresses the skills support workers need to know when they are assisting their clients in feeding.

Course Highlights:

Participants will:

- learn how to handle and store food safely
- learn various feeding techniques
- learn a variety of special diets required for a variety of disabilities
- learn proper hygiene for clients and staff during meals and their preparation
- review procedures to prevent and assist choking
- discuss/introduce assessments and invasive feeding procedures as well as community resources available.

Fetal Alcohol Spectrum Disorders

This full day course will provide participants with an introduction to this disorder and provide initial strategies and support requirements for front line staff to work with their FASD clients.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of FASD
- learn historical facts about FASD and its known causes
- learn diagnostic criteria
- learn specializations/classifications of FASD
- learn development of FAS and prognosis
- learn support requirements and strategies

This module will teach you what these feeding procedures are and the care that is required for the client who is receiving nasogastric or gastrostomy tube feedings.

Huntington's Disease

Huntington's Disease is an inherited disease that destroys brain cells. Participants in this full day course will learn how to provide their clients who are challenged with this disease with the care they require through the progression of it.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Huntington's Disease
- learn historical facts about Huntington's Disease and its known causes
- learn diagnostic criteria
- learn development of Huntington's Disease and prognosis
- learn support requirements and strategies

Illness and Physical Loss

Participants in this half day course will learn about care giving and the grieving process that clients who have experienced illness or physical loss go through.

Course Highlights:

Participants will:

- identify areas of illness/physical loss
- learn how this loss can later a client's quality of life
- learn how to work compassionately with client's, their families, and personal emotions around illness and physical loss

Introduction to Alzheimer's Disease

Alzheimer's Disease is a brain disease caused by damaged brain cells that control intellectual function. This full day course will provide participants with an introduction to this disease and provide initial strategies and support requirements for front line staff to work with their Alzheimer's clients.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Alzheimer's Disease
- learn historical facts about Alzheimer's Disease and its known causes
- learn diagnostic criteria
- learn development of Alzheimer's Disease and prognosis
- learn support requirements and strategies

Introduction to Parkinson's Disease

Parkinson's Disease is a slowly progressive disease of the nervous system that affects the brain centers that control movement.

This full day course will provide participants with an introduction to this disease and provide initial strategies and support requirements for front line staff to work with their clients who have it.

Course Highlights:

Participants will:

- learn definitions and or defining characteristics of Parkinson's Disease
- learn historical facts about Parkinson's Disease and its known causes
- learn diagnostic criteria
- learn development of Parkinson's Disease and prognosis
- learn support requirements and strategies

Lifting and Transferring, Body Mechanics, Positioning

Lifting and transferring are among the most frequent personal care activities support workers are responsible for when supporting individuals with disabilities or the elderly. This full day course will provide participants with the skills to lift their client's properly.

Course Highlights:

Participants will:

- learn through practical instruction how to lift and transfer properly
- learn safe and efficient transfers through applied body mechanic principles
- learn appropriate body positioning and alignment to support and improve their client's health and quality of life

Medication Administration for Paraprofessionals

Proper, responsible and professional Medication Administration is an essential aspect of community care. This full day course is designed to enhance the medication administration skills of Paraprofessionals within any human service organization. Learn specific, regulated, safe and appropriate skills for all aspects of medication administration through study of a prepared manual, participation in multi media presentation and practical learning exercises.

Course Highlights:

Participants will:

- learn the 12 general rules of medication administration delivery
- identify medication orders
- explore the 7 rights of medication delivery
- be introduced to documentation procedures (identification and completion of standard forms such as the 'medication profile', 'medication administration record', and other relative forms as well as a review of generally accepted documentation practices)
- learn medication administration procedures (both general practice guidelines and the specific procedures) related to: P.R.N. Medications, Spacer Devices, Skin Medications, Pouch Pack vs. Blister Packs, Oral Liquids, Ear Drops, Assorted Inhalers/Disks, Nebulizers, Suppositories/Enemas, Oral Solids, Eye Drops/Ointments, Nose Drops/Nasal Sprays
- learn to manage medication delivery
- recognize medication administration challenges
- learn about medication appointments, new medication processes, discontinued medication processes, L.O.A. procedures, month end processes, medication administration errors and policies and procedures
- discuss practical case scenarios and will role play situations that require participants to problem solve and respond immediately to situations, document them and provide follow up actions.

Nasogastric and Gastrostomy Tube Feeding

This half day course will provide participants with an introduction to nasogastric and gastrostomy tube feedings.

Course Highlights:

Participants will:

- learn what these feeding procedures are
- learn the care that is required for the client who is receiving nasogastric or gastrostomy tube feedings
- learn the safety precautions and guidelines that must be followed when caring for a client with a tube feeding
- demonstrate proper procedures related to feeding, measuring, equipment and hygiene

Non-Violent Crisis Prevention and Intervention Training Program – Full Course

This two day course is only available for Excel Society employees and Community Support Worker Students

Non-violent Crisis Prevention and Intervention is a world renown, nationally recognized program. It is based on a safe, non-harmful behaviour management system designed to help support workers provide

the best possible care and welfare of assaultive, disruptive or out of control clients even during the most violent moments. This course is taught by certified CPI instructors.

Course Highlights:

Participants will:

- learn what can initiate violent behaviours
- learn techniques to decelerate rising aggressive behaviours
- learn techniques to protect themselves with aggressive clients in a non violent way
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Non-Violent Crisis Prevention and Intervention Training Program – Recertification

This one day course is only available for Excel Society employees and Community Support Worker Students

This one day course refreshes participants on the components of the detailed two day course. Participants are required to recertify every two years.

Palliative Care and Grieving

Participants in this half day course will learn about palliative care and how to work compassionately with their client's and families as well as their own emotions around end of life decision making.

Course Highlights:

Participants will:

- learn definitions of palliative care and available supports
- learn essential support strategies and steps within the grieving process to enable them to sensitively address issues raised as individuals face death

Personal Care – Grooming, Bathing and Hygiene

This half day course addresses the skills support workers need to know when they are assisting their clients with their daily grooming, bathing and hygiene .

Course Highlights:

Participants will:

- identify adaptive/safety equipment related to personal care/grooming, bathing and hygiene
- learn how to assist clients with hair care
- learn how to assist clients with mouth care
- learn how to assist clients with skin care
- learn how to assist clients with nail care
- learn how to assist clients with shaving
- learn safety precautions when bathing clients
- learn bed bath techniques
- learn procedures for tub baths, showers, whirlpool baths, sitz baths
- learn to acknowledge and demonstrate respect, dignity, privacy and comfort issues

Persons Centered Planning Training

Human services agencies are shifting from a focus on agency practices and system rules to being more centered on what choices persons with disabilities want in their lives regarding their care, lifestyles and inclusion in community lives. One of the most powerful methods for achieving these goals is person-centered planning training. This full day course explores this concept.

Course Highlights:

Participants will:

- learn what persons centered planning is and how the concept developed
- learn strategies that can be used to help their clients achieve a persons centered planned lifestyle that is in sync with their life choices
- demonstrate the process of creating a person centered plan

Positive and Restrictive Procedures for Front Line Staff

This two day course has been specifically designed to increase support workers' knowledge and awareness of what constitutes a restrictive procedure. This course will assist support workers in identifying the differences between aversive and non-aversive behaviour management.

Course Highlights:

Participants will:

- review standards and detailed strategies developed to ensure the avoidance of aversive behaviour management approaches
- learn how to respond to unanticipated behaviours of concerns
- learn best practices
- learn basic functional assessment and proactive positive procedures
- learn how to do a full functional assessment
- learn what a valid consent is
- learn how to develop a positive and restrictive procedure
- learn what baseline procedures are and teaching plans
- learn evaluation strategies

Professional Documentation

One of the most sought after characteristics for any support worker is the extent to which they care and support clients; this ability is second only to their ability to document the excellent support they provide. Documentation, the ability to professionally prove in a durable format the excellent support provided, is the foundation of all support services. This full day training session takes basic recording of information to the level of "Professional Documentation" by identifying value-based, thoughtfully developed, policy specific, efficient and accurate documentation processes.

Course Highlights:

Participants will:

- identify agency risk management consideration with respect to documentation processes
- define "professionalism" in documentation through:
 - o empathic communication, altruism, honor and integrity, respect, responsibility and accountability, excellence and best practices, leadership
- plan and organize for documentation
- identify agency specific documentation processes that include:
 - o staff communication logs, annual funding renewal reports, client care planning, month end summaries, client daily progress notes, off site documentation processes, client financial records, release of confidentiality, strength and support requirements, unusual incident reporting
- learn standards and principles for effective documentation

Self Esteem and Assertiveness

Participants in this full day course will learn the critical importance and impact that self esteem establishes for themselves and their clients.

Course Highlights:

Participants will:

- learn how to identify aggressive, assertive and passive qualities
- learn how to develop skills to change passive behaviour into assertive behaviour
- learn how to implement a personal assertive attitude
- learn how to identify skills to decrease aggressive behaviour and change it into positive assertive behaviour

Sexuality – Every Person’s Right

This three day course helps participants to recognize and acknowledge that individuals in supports are sexual beings. Participants will have in depth discussion on sexuality and will become familiar with the sensitivity of this topic. Participants will learn to respect cultural, ,religious and sexual orientation of individuals in supports. This course is a REACTIVE program for support workers to address the questions and actions of clients in a standardized professional way that focuses on client’s choices and rights as individuals – it is not a proactive course on sexuality for clients.

Course Highlights:

Participants will:

- learn basic sexual anatomy and physiology
- learn basic sexual terminology
- learn health and hygiene habits
- learn safe social practices
- learn a spectrum approach to life time sexuality and relationship building
- learn about supports available specific to support worker’s clients
- learn about STIs and other medical basics of sexuality
- learn aspects of a support workers role regarding information sharing and liability

Standard First Aid and CPR C Course

In this two day course participants will receive certified instruction in a nationally standardized First Aid program.

Course Highlights:

Participants will:

- learn how to recognize and provide intervention for life threatening emergencies until medical aid arrives
- learn how to administer first aid for head and spinal injuries, fractures of the upper and lower limbs
- learn how to give artificial respiration
- learn how to help someone who is choking
- learn how to deal with shock, unconsciousness, severe bleeding and a variety of other injuries
- provide resuscitation for adults, children and infants through one and two person CPR

Standard CPR C Recertification

This four hour course will refresh participants in their Cardiopulmonary Resuscitation skills.

Course Highlights:

Participants will:

- learn how to activate emergency medical services
- provide assistance to an adult , child and infant whose heart has stopped, who is not breathing, or who is choking
- review life choices that can help reduce a heart attack or stroke

Supporting People Who Have Behaviour Concerns

This full day course addresses complex, interactive issues of behaviour management.

Course Highlights:

Participant will:

- learn how to use different life style approaches to address behaviour management
- be provided with concrete, proactive, practical problem solving approaches developed to meet complicated issues connected with behaviour management
- learn how to clearly identify behaviour for change
- learn skills to avoid power struggles
- learn how to develop anger management coping skills
- learn how to identify the communicative intent of behavior and the development of a behaviour intervention implementation plan

Supportive Workplace Diversity

This full day course explores the need for support workers to recognize the diversity of their coworkers cultures, backgrounds and personal histories.

Course Highlights:

Participants will:

- learn to respect and appreciate the diversity of their coworkers
- learn the importance of conducting themselves in their work environment in a respectful, professional way without discrimination

Universal Precautions

This four hour course will introduce participants to terminology, practices and recognition of the importance of procedures which reduce transmission of harmful pathogens and disease.

Course Highlights:

Participants will:

- learn how to identify high risk areas and scenarios
- participate in activities which practice standard accepted universal precautions (proper glove and gown use, barrier devices, handwashing and bedmaking procedures and sterilization and cleaning techniques

WHMIS

This four hour course is a hands on approach to the Workplace Hazardous Materials Information System that details information regarding the hazards of materials produced, sold in, imported and used in workplaces.

Course Highlights:

Participants will:

- learn how to read material safety data sheets
- learn how to reduce injuries, illnesses and death in the workplace by understanding identified hazards
- learn hazard symbols