

# EXAMPLE FROM LEONARDVILLE NURSING HOME

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## POLICY FOR CAREER DEVELOPMENT

The team at Leonardville Nursing Home recognizes the employees of our home as our greatest asset. The caring people who work here and the relationships we enjoy with those who live here is what sets us apart from other nursing homes. It is our goal to recognize the value of each individual team member by supporting them in all efforts to grow both personally and professionally.

All new team members will be assigned an orientation guide upon hire. This person will serve as a primary contact and support person to the new team member throughout the initial orientation process.

As part of the initial formal orientation process, each new employee will meet with their team leader to discuss personal career goals. These goals will be reported to the Neighborhood Council to discuss possible opportunities that will support the employee in their endeavors.

## VERSATILE WORKER TRAINING:

All new hires are required to complete the new-hire General Orientation process. This orientation includes formal training in each of the following areas for all team members:

- Safe food service and dining processes
- Housekeeping expectations and processes
- Life enhancement and activity responsibilities
- Transportation training

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## LATERAL ADVANCEMENT OPPORTUNITIES:

Along with the traditional advancement opportunities available when an employee is promoted from one position to another, several lateral opportunities exist as well.

**Orientation Guides:** This position is available to any team member in good standing who completes the orientation guide training. Once trained the guides serve in the pool of team members who take the lead in serving new team members as a support person through their orientation process.

**Bereavement Coordinator:** This position is available to any team member in good standing who completes the bereavement coordinator training. Once trained, the guides coordinate end-of-life support with the neighborhood team to assure that special needs of both the elder and their loved ones are being met.

**Dining guides:** These positions are available to any dining team member. Dining guides must complete the Dining guide orientation checklist which includes training on Dining services and Dining audit processes. Dining Guides serve as a liaison between the neighborhood teams and the dining teams. They take the lead in assuring neighborhood kitchens meet the dining standards of our home, train new team members in the area of dining services and provide day-to-day support to the neighborhoods. Dining guides attend all neighborhood team meetings and neighborhood family meetings.

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## LATERAL ADVANCEMENT OPPORTUNITIES (CONTINUED):

**Household Coordinators:** Any neighborhood team member can apply for Household Coordinator positions when there are openings. Household coordinators must complete the Household coordinator orientation checklist which includes training on Servant leadership as well as other leadership and human resource subjects.

Household Coordinators serve each team to coordinate day-to-day life and services in the neighborhood. Neighborhood leadership teams make final selections from those who apply. A pay incentive is available with this position.

**Clinical coordinators:** Any nurse, LPN or RN can apply for Clinical coordinator positions as there are openings. Clinical coordinators must complete the Clinical coordinators orientation checklist which includes training on Servant leadership as well as other leadership and human resource subjects. Clinical coordinators serve each team to coordinate nursing services in the neighborhood. Neighborhood leadership teams make final selections for those who apply. A pay incentive is available with this position.

**Neighborhood Leadership Teams:** Any person working in a neighborhood, regardless of their role, may be asked by the coordinators to serve on the neighborhood leadership team. Neighborhood leadership team members must complete the leadership team orientation checklist which includes training on Servant leadership as well as other leadership and human resource subjects. Persons serving on this team demonstrate a strong commitment to person-centered care and the elders living in the neighborhood. This team works together to support elders in living a meaningful life. A pay incentive is available with this position.