



Education Rehabilitation Training Plan Development Proposal

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A Proposal to conduct a job analysis and develop a new hire training based on the results for the Austin State Hospital Education and Rehabilitation Department

Up Down All Around
Austin, Texas

Background

The education rehabilitation department of the Austin State Hospital has approximately 40 staff. The job types include 1 director, 5 clinical supervisors, and 34 educational service provider staff. These staff have various areas of expertise such as music therapy, art therapy, recreational therapy, occupational therapy and general education. The music, art, and occupational therapists are professional groups with existing professional development plans from their licensing organizations. The approximately 15 recreational therapists and general educators, however, currently do not have a professional development plan. This proposal is to develop a professional development plan for the first 6 months of employment in the educational rehabilitation department for these staff.

Project

Develop a professional development training plan for new recreational therapists and general educator staff of the education/rehabilitation department at the Austin State Hospital that will cover their employment period from new hire into the department to 6 month review.

Goals

- Improve the new staff experience by providing training directly related to their job expectations
- Improve the staff experience by developing staff before one-to-one patient contact
- Decrease the amount of supervisor intervention during staff first year by providing onboarding training.

Audience

New recreational therapists and general educator hires into the Education rehab department

Stakeholders

The following stakeholders have been identified as influential in the outcomes of this project.

- Education/Rehabilitation department Director
- Current Staff Supervisors
- Current Experienced Staff
- New Hires
- Hospital Superintendent

Products

- Job task analysis
- Training Plan
- Bi-weekly project updates

High Level Process

- Facilitated discussion with department leadership to identify high performing staff and relevant historical information (such as job descriptions, old courses that might have fallen out of disuse and why they fell out of disuse if any)
- Shadow (Observe) identified staff and record (on paper) their daily tasks over several days at various times.
- Develop a list of tasks performed in the job
- Group/order the tasks in a learning hierarchy (what needs to be learned first to understand how to do the next)
- Identify objectives for the tasks
- Identify courses that exist and meet those objectives
- Group remaining objectives into plausible courses that need to be developed. Give the 'courses' draft names.
- Order all identified courses into a training plan for the first six months.

Risks/ Mitigations

Risks	Mitigations	Priority
Lack of buy-in from direct supervisors which could lead to low support for implementation	Include direct supervisors in a focus group style discussion to identify high performing staff and relevant historical information that will inform the project.	High
Results become complicated to implement	Keep the scope simple and limited to a specific job type and time frame.	Medium

Timeline/Milestones

<i>Expected Hours</i>	<i>Description</i>	<i>Due Date</i>
4	<p>Develop project scope, timelines and deliverables into a scope of work for the project.</p> <p>Scope of work will be developed in MS Word in a version compatible with the software on the State Hospital Computers.</p> <p>One paper copy of the scope of work will be delivered to the director by hand on the sixth of September, 2013. A digital copy in PDF format will follow via email the same day.</p>	9/6/13
4	<p>Facilitated discussion in person with 3 department leadership staff identified by the Director to identify high performing staff and relevant historical information (such as job descriptions, old courses that might have fallen out of disuse and why they fell out of disuse if any).</p> <p>There is no deliverable for this step.</p>	9/20/13
16	<p>Shadow (Observe) 3 identified high-performing staff for 3 random hours of their day and record (on paper) their daily tasks over several days at various times.</p> <p>There is no deliverable for this step.</p>	10/4/13
10	<p>Develop a list of tasks performed in the job. List will be developed in MS Word.</p> <p>One paper copy of the job task list will be delivered to the director by hand on the 18th of October, 2013. A</p>	10/18/13

	digital copy in PDF format will follow via email the same day.	
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16	<p>Group/order the tasks in a learning hierarchy (what needs to be learned first to understand how to do the next).</p> <p>There is no deliverable for this step.</p>	11/1/13
16	<p>Identify at least 1 objective for each task.</p> <p>There is no deliverable for this step.</p>	11/1/13
16	<p>Identify existing Austin State Hospital courses that meet above identified objectives.</p> <p>There is no deliverable for this step.</p>	11/15/13
8	<p>Group remaining objectives into plausible courses that need to be developed. Give the 'courses' draft names for the sake of identification only. At this point all objectives should be associated to a course, whether existing or identified as a gap.</p> <p>There is no deliverable for this step.</p>	11/15/13
4	<p>Order all identified courses into a training plan for the first six months.</p>	11/29/13
8	<p>Deliver a final report with all findings.</p> <p>Final report will be developed in MS Word in a version compatible with the software on the State Hospital Computers.</p> <p>One paper copy of the final report will be delivered to the director by hand on the 29th of November, 2013. A digital copy in PDF format will follow via email the same day.</p> <p>Final report will be between 5 and 15 pages and will</p>	11/29/13

	<p>include:</p> <ul style="list-style-type: none">• Background, need, and description of methodology• A chart with a list of tasks performed in the job, associated objectives with their associated courses, existing and identified, to match with objectives.• Based on the above chart a training plan for the first six months in the education/rehabilitation department• Recommended next steps	
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