

Attention All RCS Staff,

As you all know RCS is certified under the HSQF Standards. As part of that, RCS has a contractual agreement to ensure that all staff working with our clients meet and maintain both RCS's minimum training requirements and those expected of our clients

Mandatory yearly training sessions are:

- * Manual Handling
- * First Aid (3yearly)/CPR
- * Medication Awareness
- * Non-Violent Crisis Intervention
- * Professional Boundaries

RCS offers these training sessions free of charge (except First Aid/CPR) and they are held on a regular basis. These training sessions are very important and keeping up to date will enable us to continue offering you work.

An internal audit that has been conducted prior to the pending external audit has highlighted that most staff have an expired component that requires updating through one of the training sessions listed

As part of your signed offer of employment, section 5.2 – 5.2.6, you have agreed to maintain your training currency. We are, therefore, requesting you to contact us to book into training sessions - all of which are on the training schedule provided to you recently. This schedule is also displayed in the current newsletter and on the RCS Webpage

If you have completed First Aid/CPR or NVCi elsewhere please forward copies of the current certificates to be entered onto your staff file.

We request that these copies are supplied or booking into the relevant training is completed by Friday 10/10/14. As this issue is now of utmost importance failure to do so will result in shifts being placed “on hold” until you have booked in and completed all required training.

Your cooperation in this matter is greatly appreciated.

Kind Regards,



Jeanette Brown