

Division of Mental Retardation Services
West Tennessee Regional Office
April - June 2009

- Please distribute this calendar to staff within your agency
- Classes will begin promptly as listed
- **Registration is required for all training. Please notify the Regional Office if someone is unable to attend a class as scheduled. You may use the College of Direct Support to register or cancel.**

To register for training in West Tennessee please contact:

Jensie Fields, Training Officer, 901-745-7838, jensie.fields@state.tn.us

Carolyn Ojuri, Regional Trainer, 901-745-7944, carolyn.ojuri@state.tn.us

Eunice Spencer, Regional Trainer, 731-421-5165, eunice.spencer@state.tn.us

- Please note that the following schedule is subject to change. Contact Jensie, Carolyn or Eunice for the most current information.
- To register for the following training, please contact the trainer or administrative support person listed for each class:

PCM training – Cedric Nelson 901-745-7650 cedric.nelson@state.tn.us or

Demetric Poke 901-745-7764 demetric.poke@state.tn.us

Grier Appeals Process training – Libby Taylor 901-745-7327 libby.taylor@state.tn.us

Regional Therapeutic Services Orientation and Falls: Causes and Preventive Strategies –

Cindy Marbry 901-745-7580 cindy.marbry@state.tn.us

Challenges in Physical Management and Mealtime Challenges –

Pat Walton 901-745-7592 pat.walton@state.tn.us

A Guide to Nutrition Resources and Menu Planning and Writing – Carolyn Foster

901-745-7593 carolyn.foster@state.tn.us or use **The College of Direct Support**

Sign Language Classes – Marie Isbell 901-745-7633 marie.isbell@state.tn.us

Supporting People Who are Deaf-Blind and Aspiration Overview – Therapeutic Services Team – Marie Isbell

901-745-7633 marie.isbell@state.tn.us

Training Locations:

West TN Regional Office in Arlington – 11427 Milton Wilson; Arlington, TN 38002

West TN Regional Office in Jackson – 37 Executive Drive; Jackson, TN 38305

Locations outside of the Regional Offices will be specified next to each class

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
4/2/09 9:00 AM - Noon	Competency Based Train-the-Trainer	Sensitivity and Ethics Carolyn Ojuri Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
4/8/09 9:00 AM - Noon	Competency Based	Effective Training Techniques Eunice Spencer Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Jackson Training Room
4/8/09 1:00 – 4:00 PM	Competency Based Train-the-Trainer	Abuse Prevention Eunice Spencer Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Jackson Training Room
4/9/09 9:00 AM – 1:00 PM	Competency Based Train-the-Trainer	Protection From Harm Sharon Miller-Bowles Regional Incident Management Specialist	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
4/17/09 8:30 AM – 3:30PM	Orientation	New Provider Orientation Carolyn Ojuri Regional Trainer	New Providers	WTRO – Arlington Mark Twain 5 Classroom 2
4/23/09 9:00 – 11:00 AM	Competency Based Train-the-Trainer	Title VI Eunice Spencer Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO – Jackson Training Room
5/5/09 9:00 AM – 1:00 PM	Competency Based Train-the-Trainer	Protection From Harm Sharon Miller-Bowles Regional Incident Management Specialist	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO – Jackson Training Room
5/6/09 1:30 – 4:00 PM	Competency Based	Effective Training Techniques Carolyn Ojuri Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
5/12/09 - 5/13/09	Pre-Service Core Training	Independent Support Coordination	ISC's and Regional Office Case	WTRO – Jackson Conference Room

9:00 AM – 4:00 PM		Session 1 Eunice Spencer Regional Trainer	Managers	
5/15/09 9:00 AM - Noon	Competency Based Train-the-Trainer	Sensitivity and Ethics Eunice Spencer Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO – Jackson Training Room
5/28/09 1:30 – 4:00 PM	Competency Based Train-the-Trainer	Title VI Carolyn Ojuri Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
6/9/09 9:00 AM – 1:00 PM	Competency Based Train-the-Trainer	Protection From Harm Sharon Miller-Bowles Regional Incident Management Specialist	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
6/10/09 1:30 – 4:00 PM	Competency Based Train-the-Trainer	Abuse Prevention Carolyn Ojuri Regional Trainer	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 5 Classroom 3
6/10/09 – 6/11/09 9:00 AM – 4:00 PM	Pre-Service Core Training	Independent Support Coordination Session Two Eunice Spencer Regional Trainer	ISC's and Regional Office Case Managers who have completed Session One	WTRO – Jackson Conference Room
6/19/09 8:30 AM – 3:30PM	Orientation	New Provider Orientation Carolyn Ojuri Regional Trainer	New Providers	WTRO – Arlington Mark Twain 5 Classroom 2

**Division of Mental Retardation Services
West TN Regional Office - Nursing/Health Education**

Additional health related trainings materials such as Diabetes Mellitus, DM and insulin Administration, Epi-Pen, Medication Self-Administration, Breast Exams, Understanding Psychiatric Issues and DSM IV, Discharge Planning, When to Seek Medical Help, How to ask questions, Supporting Individuals with DD and Death Reporting are scheduled upon request.

For More Information, please contact Leah McWain, RN @ Leah.McWain@state.tn.us

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
4-1-09 9:30 AM - 4:30 PM	Competency Based	PSR Leah McWain, RN Nurse Educator	Provider agencies- direct care staff, ISC, Guardians, Nurse	Jackson Regional Office Training Room
4-3-09 9:30 AM - 4:30 PM	Competency Based	PSR Leah McWain, RN	Provider agencies- direct care staff, ISC, Guardians, Nurse	Memphis Regional Office Davy Crockett 2 Training Room
4-7-09 9:30AM - 3:00PM	Competency Based	Seizure Training Leah McWain, RN Nurse Educator	Provider Agencies, ISC, Families, Guardian Advocates	Jackson Regional Office Training Room
4-9-09 9:30AM-3:00PM	Competency based	Seizure Training Leah McWain, RN Nurse Educator	Provider agencies- direct care staff, ISC, Guardians, Advocates	Memphis Regional Office Davy Crockett 2 Training Room
4-15-09 9:30AM -4:30PM	Competency based	HealthCare Oversight Form Revised Health Passport Leah McWain, RN Nurse Educator	Provider agencies- direct care staff, ISC, Guardians, Nurse	Jackson Regional Office Training Room
4-16-09 9:30AM -4:30PM	Competency based	HealthCare Oversight Form Revised Health Passport Leah McWain, RN Nurse Educator	Provider agencies- direct care staff, ISC, Guardians, Nurse	Memphis Regional Office Davy Crockett 2 Training Room
4-21-09 9:30AM - 3:00PM	Competency based	Medication Variance Leah McWain, RN Nurse Educator	Provider agencies, nurses, direct care staff	Jackson Regional Office Training Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
4-23-09 9:30AM-3:00PM	Competency based	Medication Variance Leah McWain, RN Nurse Educator	Provider agencies, nurses, direct care staff	Memphis Regional Office Davy Crockett 2 Training Room
5-6-09 9:30AM - 4:00PM	Competency Based	Diabetes Mellitus Leah McWain, RN Nurse Educator	Provider Agencies	Jackson Regional Office Training Room
5-7-09 9:30AM-4:00PM	Competency based	Diabetes Mellitus Leah McWain, RN Nurse Educator	Provider agencies	Memphis Regional Office Davy Crockett 2 Training Room
5-13-09 9:30AM - 2:00 PM	Competency Based	Standard Precautions Leah McWain, RN Nurse Educator	Provider agencies Regional office staff	Jackson Regional Office Training Room
5-14-09-09 9:30AM-2:00PM	Competency Based	Standard Precautions Leah McWain, RN Nurse Educator	Provider agencies Regional office staff	Memphis Regional Office Davy Crockett 2 Training Room
5-19-09 9:30AM - 2:00PM	Competency Based	Psychotropic Medications Leah McWain, RN Nurse Educator	Provider agencies	Jackson Regional Office Training Room
5-22--09 9:30 AM - 2:00 PM	Competency Based	Psychotropic Medications Leah McWain, RN Nurse Educator	Provider Agencies	Memphis Regional Office Davy Crockett 2 Training Room
6-2-09 9:30 AM - 4:00 PM	Competency Based	Orientation to Community Living	Nurse new to DD and provider agencies requiring information regarding nursing issues	Jackson Regional Office Training Room

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
6-5-09 9:30 AM-4:00 PM	Competency Based	Orientation to Community Living	Nurse new to DD and provider agencies requiring information regarding nursing issues	Memphis Regional Office Davy Crockett 2 Training Room
6-10-09 9:30 AM-4:00 PM	Competency Based	Seizure Training Leah McWain, RN Nurse Educator	Provider Agencies, ISC, Families, Guardian Advocates	Jackson Regional Office Training Room
6-11-09 9:30 AM-4:00 PM	Competency Based	Seizure Training Leah McWain, RN Nurse Educator	Provider Agencies, ISC, Families, Guardian Advocates	Memphis Regional Office Davy Crockett 2 Training Room
6-16-09 through 6-17-09 9:30 AM-4:00 PM	Train-the-trainer RN's only, (that meet the following requirements): An RN for at least 2 years with at least 1 year of which must be in the provision of services to people with MR	Medication Administration for unlicensed personnel Leah McWain, RN Nurse Educator	RN's only, (that meet the following requirements. An RN for at least 2 years with at least 1 year of which must be in the provision of services to people with MR/DD. <u>Bring resume</u> <u>And copy of Nursing license to training.</u> <u>Review medication administration manual prior to class.</u> For information, please call Leah McWain at Leah.McWain@state.tn.us	Memphis Regional Office Davy Crockett 2 Training Room

Medication Administration Training and Testing Schedules
Regional Medication Monitoring Schedules

April 2009 - West Regional Nurses

TYPE OF TRAINING			
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DATE/TIME	I=INITIAL R=RECERTI- FICATION	NAME OF INSTRUCTOR	LOCATION OF TRAINING	Trainers Contact Numbers
04/07/09- 04/09/09 8:00A-4:30P	I	Regional Nurses	Jackson Regional Office 37 Executive Drive Jackson, TN 38305 Conference Room	Please e-mail or Fax Class Request to Debra.Seay@state.tn.us and Leah.McWain@state.tn.us Fax # 901-745-7539. You will be notified via e-mail or Fax when staff is to attend class.
04/14/09-04/15/09 8:00A-4:30P	R	Regional Nurses	Jackson Regional Office 37 Executive Drive Jackson, TN 38305 Conference Room	Please e-mail or Fax Class Request to Debra.Seay@state.tn.us and Leah.McWain@state.tn.us Fax # 901-745-7539. You will be notified via e-mail or Fax when staff is to attend class.
04/28/09-04/29/09 8:00A-4:30P	R	Regional Nurses	Arlington Developmental Center 11437 Milton Wilson Road Arlington, TN 38002 Davy Crockett Training Room Unit 2 901-745-7416	Please e-mail or Fax Class Request to Debra.Seay@state.tn.us and Leah.McWain@state.tn.us Fax # 901-745-7539. You will be notified via e-mail or Fax when staff is to attend class.
04/21/09-04/23/09 8:00A-4:30P	I	Regional Nurses	Arlington Developmental Center 11437 Milton Wilson Road Arlington, TN 38002 Davy Crockett Training Room Unit 2 901-745-7416	Please e-mail or Fax Class Request to Debra.Seay@state.tn.us and Leah.McWain@state.tn.us Fax # 901-745-7539. You will be notified via e-mail or Fax when staff is to attend class.

Please note all training is subject to change.
Information to complete form is due the last day of the preceding month.

West TN Regional Office Therapeutic Services Training

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
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4/7/09 - 4/8/09 9:00 AM – 4:30 PM	Competency Based	Challenges In Physical Management Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
04/09/09 8:30 a.m. – 4:00 p.m.	In-Service	Supporting People Who are Deaf-Blind Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
4/14/09 9:00 – 11:00 AM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
4/14/09 11:00 AM - Noon	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
4/16/09 9:00 – 11:00 AM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Jackson Training Room
4/16/09 11:00 AM - Noon	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals),	WTRO - Jackson Training Room

			ISC's, Therapists, Advocates, Other Interested Persons	
04/16/09 9:00 a.m.–12:00 p.m.	In-Service	Communication Overview Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
4/21/09 9:00 AM – 4:30 PM Day 1	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
4/22/09 9:00 AM – Noon Day 2	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
4/28/09 9:00a.m.-12:00p.m.	In-Service	Therapy Services Orientation Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
5/5/09 – 5/6/09 9:00 AM – 4:30 PM	Competency Based	Challenges In Physical Management Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
5/7/09 9:00a.m.-12:00p.m.	In-Service	Communication Overview Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3

5/12/09 1:00 – 3:00 PM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
5/12/09 3:00 – 4:00 PM	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
5/14/09 8:30a.m.-4:00p.m.	In-Service	Supporting People Who are Deaf-Blind Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
5/14/09 1:00 – 3:00 PM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Jackson Training Room
5/14/09 3:00 – 4:00 PM	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Jackson Training Room

5/19/09 9:00 AM – 4:30 PM Day 1	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
5/20/09 9:00 AM – Noon Day 2	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
5/21/09 9:00a.m.-12:00p.m.	In-Service	Therapy Services Orientation Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
5/26/09 8:30a.m.-12:00p.m.	In-Service	Aspiration Overview Marie Isbell, MA, CCC-SLP (contact Marie Isbell at 901 745-7633)	Providers, Direct Support Professionals, Personal Assistants, Nursing and Medical staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
6/2/09 – 6/3/09 9:00 AM – 4:30 PM	Competency Based	Challenges In Physical Management Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
6/4/09 9:00 – 11:00 AM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
6/4/09	In-Service	Menu Planning and	Residential	WTRO - Arlington

11:00 AM - Noon		Writing Carolyn Foster, RD, LDN	Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	Mark Twain 3
6/11/09 8:30a.m.-4:00p.m.	In-Service	Supporting People Who are Deaf-Blind Therapeutic Services Team (contact Marie Isbell at 901 745-7633)	Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons	WTRO - Arlington Mark Twain 3
6/11/09 9:00 – 11:00 AM	In-Service	A Guide to Nutrition Resources Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Jackson Training Room
6/11/09 11:00 AM - Noon	In-Service	Menu Planning and Writing Carolyn Foster, RD, LDN	Residential Providers (site/home/program managers, direct support professionals), ISC's, Therapists, Advocates, Other Interested Persons	WTRO - Jackson Training Room
6/16/09 9:00 AM – 4:30 PM Day 1	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us
6/17/09 9:00 AM – Noon Day 2	Competency Based	Mealtime Challenges Therapeutic Services Team	Provider and ISC Agencies, WTRO Staff, Families, Guardians, Advocates	WTRO - Arlington Mark Twain 3 Training Room Contact Pat Walton 901-745-7592 Pat.walton@state.tn.us

<p>6/18/09</p> <p>9:00a.m.-12:00p.m.</p>	<p>In-Service</p>	<p>Communication Overview</p> <p>Therapeutic Services Team (contact Marie Isbell at 901 745-7633)</p>	<p>Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons</p>	<p>WTRO - Arlington Mark Twain 3</p>
<p>6/23/09</p> <p>9:00a.m.-12:00p.m.</p>	<p>In-Service</p>	<p>Therapy Services Orientation</p> <p>Therapeutic Services Team (contact Marie Isbell at 901 745-7633)</p>	<p>Provider (site/home/program managers, direct support professionals) and ISC Agencies, WTRO Staff, Families, Guardians, Therapists, Advocates, Other Interested Persons</p>	<p>WTRO - Arlington Mark Twain 3</p>