

Summary of Changes to 2006 Manuals

Section I: Information for New Employees, Volunteers and Sub-Contractors

- CARF accreditation outcome noted; process for reviewing policies defined
- Managers have access to newly hired employees through the online staff list (replaces the old paper staff list)
- Job Postings – now online - www.spectrumsociety.org

Section II: Policies and Procedures Manual

- 5.d. New clause on program-specific guidelines around visitors to the home
- 13.a. Specifies “Individuals who require assistance with banking”
- 13.f. New requirement that someone outside the program monitors personal funds
- 13.g. New clause on handling of personal trust funds
- 18.g. New requirement that staff who drive provide a copy of their driver’s abstract
- 18.j. New clause - staff found at fault for accidents in Spectrum vehicles may be asked to pay the collision deductible
- 18.o. Added “fire extinguisher and communication device” to vehicle emergency supplies list
- 25. Clarification of reportable / non-reportable medication errors
- 33.i. New clause on annual review of medications by pharmacist or nurse
- 33.j. New clause on reporting of medication errors
- Appendix E: “Semi-Annual Health and Safety Report” – now tracks different people and shifts involved in completing the report from one period to the next
- Appendix E: “Semi-Annual Health and Safety Report” – new section to track recommendations of External Inspections (Community Housing only)
- Appendix F: “In-House Incident Report for Non-Reportable Medication Errors” – new form (replaces old MCFD form)
- Appendix G: “Emergency Drills Record” – new column for tracking follow-up

Section III: Personnel Policy Manual

- 4.d. New requirement that staff who drive provide a copy of their driver's abstract
- 8.c. Updated wage scale
- 9.h. New clause on retirees accessing benefits
- 10.a. New "Health and Safety" committee – separate from Policy Committee
- 12. Clarification of eligibility for statutory holidays
- 26.b. Now distinguishes between voluntary and involuntary reduction of hours; new clause regarding the impact of reduced permanent hours on benefits coverage
- 26.c. Describes the impact of promotion/transfer on benefits coverage
- 38. New "Personal Relationships" policy – replaces "Hiring of Relatives"
- 39. Job postings now online (not distributed to each program site); all *internal* applicants will be contacted

The draft policy and procedure manuals for 2007 are on the website under Publications – look in the folder labeled DRAFTPolicies2007. There are three manuals:

- Information for new employees, volunteers and sub-contractors
- Policies and Procedures Manual
- Personnel Policy Manual

<http://www.spectrumsociety.org/Newsletters/Forms/PublicView.aspx>