

CCIR#21-185 .0

## CONTINUING CARE INFORMATION RELEASE

**TO:** Long Term-Care Providers, Home Care Agencies

**FROM:** Paula Langille, Director, Long-Term Care, Seniors and Long-Term Care

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**DATE:** November 9, 2021

**RE:** **Revision to Educational Requirements for Entry to Practice Policy of Non-Licensed Care Staff Policy**

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### **Educational Requirements for Entry to Practice Policy of Non-Licensed Care Staff Policy**

Please be advised that the 2019 policy on Educational Requirements for Entry to Practice of Non-Licensed Care Staff has been updated. The revisions to this policy will provide opportunity for employees to join the workforce earlier and gain valuable learning experience to ensure professional fit prior to engaging in a formal education pathway.

The policy change will also ensure these conditional hire employees, CCA-In-Training (CCA IT), have the appropriate time to complete the important CCA training requirements while supporting their ability to maintain employment.

This policy applies to Nursing Homes and Home Support Agencies when hiring new conditional hire employees to work in their respective facilities or agencies, providing direct personal care and support services to Continuing Care clients.

Employers will continue to ensure that all individuals hired to work as CCAs are appropriately educated, have the required competencies for the role, receive an adequate orientation and are properly supervised. Agencies and facilities will continue to follow all policies, standards and requirements, such as the Home Care Policy Manual, and the Long-Term Care Program Requirements.

To ensure consistency in hiring practices across the sector, please note the following policy changes:

- Section 5.2.4 Unavailability of CCA or Provincially Certified Counterpart as per section 5.2.1 changed as follows:
  - An educational plan to achieve CCA certification is now within three (3) years, previously 2 years.
  - Develop and monitor an education plan within one year of hire, previously interpreted as immediately upon hire.
- Section 5.2.7:
  - CCA certification is to be obtained within three (3) years (previously 2 years) of the date of hire to continue employment involving the provision of direct care and support services, in the role of a CCA, to Continuing Care clients.

The revised policy will be available for viewing on the Departments Continuing Care website, at <https://novascotia.ca/dhw/ccs/policies-standards.asp>.

If you have any questions, please contact:

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