

WELCOME TO THE

DOC in Training Leadership Program!

Your People & Culture Partner



maxwell
management group
the right fit every time

DOC in Training Learning Journal

Pre-Work Self Reflection: (8-10 Hrs.)

- DOC Personal Inventory
- Leadership assessment



PILLAR 1

PILLAR OVERVIEW

ZOOM LINKS for Each Pillar TBD

GOVERNANCE, LEADERSHIP & PROFESSIONAL PRACTICE

Learning Session 1:

Mar 19 2024
(3:30 pm – 6pm)

Knowledge Exchange Session 2:

Mar 26
(3:30 pm – 6pm)

Self-paced:

Pre-Reading,
Workplace project

- Organizational chart
- Operational structures and processes – (time management, utilizing external stakeholder)
- Communication & Transparency
- Scope for professional practice, allied health and non-regulated workers
- DOC Roles (clinical DOC / Administrative DOC)
- CNO Standards of Practice code of Conduct
- Reflective Practice and professional accountability
- Transformational Leadership self-assessment
- Policy and Procedures - sustenance
- Strategic planning alignment
- Time management , Board / Directors meeting platform



PILLAR 2

PILLAR OVERVIEW

LEGISLATIVE REGULATIONS & COMPLIANCE

Learning Session 1:

April 2 2024
(3:30 pm – 6pm)

Knowledge Exchange Session 2:

April 9 2024
(3:30 pm – 6pm)

Self-paced:

Pre-Reading,
Workplace project

- Legal Framework: (O. REGS, FLTCA, Bill of Rights, MOL, Human Rights, OH&S, etc.)
- Reporting Requirements
- OHT Agreements
- Compliance
 - Clinical
 - Non-clinical
- MOH compliance preparedness & tracking (CIS, Complaint investigation)
- IPAC Standard - PHO, Covid Self-assessment evaluation tool



PILLAR 3

QUALITY IMPROVEMENT & CHANGE

Pre-Reading material
(2-4 hrs.)

Learning Session 1:
April 16 2024
(3:30 pm–6pm)

Knowledge Exchange Session 2:
April 23 2024
(3:30 pm–6pm)

Self-paced:
Pre-Reading,
Environmental Quality Scan

PILLAR OVERVIEW

- Quality Improvement Framework
- MOH Requirements
- Risk management
- Leadership, employee and stakeholder engagement
- KPIs & Measurement
- CIHI DATA
- Documentation, Communication & Transparency
- Accountability Framework
- Audits, evaluation, tracking & Monitoring
- HQO QIP
- QI methodologies - CQI Infrastructure
- CQI Initiative Annual Report



PILLAR 4

FINANCIAL MANAGEMENT & FUNDED ENVELOPES

Learning Session 1:
April 30 2024
(3:30 pm–6pm)

Knowledge Exchange Session 2:
May 7 2024
(3:30 pm–6pm)

Self-paced:
Pre-Reading, Multiple Choice Quiz

PILLAR OVERVIEW

- Funded envelopes
- RAI/MDS/RUGS & PCC
- HIN funding
- NS envelope (wound, pain, supplies, ostomy, oxygen, staff training, assessments, etc.)
- Performa Budget and variance reports
- Other funding grants (fall prevention, wound care institute, Fellowships, etc.)

Maxwell Management Group Ltd. Education Division

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PILLAR 5

EVIDENCE-BASED IMPLEMENTATION & INTEGRATION

Learning Session 1:
May 14 2024
(3:30 pm – 6pm)

Knowledge Exchange Session 2:
May 21 2024
(3:30 pm – 6pm)

Self-paced:
Pre-Reading,
Community Partnership
Networks

PILLAR OVERVIEW

- O.REGS / FLTCA
- CNO Documentation Standards
- Bill of Rights
- Clinical Best Practice Guidelines
- Integrated clinical programs and care (list of all Required/clinical Programs)
- Leveraging with community partners
- IPAC
- Implementation & Integration strategies
- PCC documentation
- Consent & Capacity



PILLAR 6

PERSON CENTERED PHILOSOPHY OF CARE & THE FAMILY

Learning Session 1:
May 28 2024
(3:30 pm – 6pm)

Knowledge Exchange Session 2:
June 4 2024
(3:30 pm – 6pm)

Self-paced:
Pre-Reading, Gap
Analysis

PILLAR OVERVIEW

- Philosophy of care
- QIP Focus (2 domains)
- satisfaction surveys
- Resident Council preferences
- Family Council preferences
- Complaint/Concern process
- Individualized Care Plans
- Care conferences
- Person centeredness - Cultural, linguistic, spiritual, food committee



PILLAR 7

HUMAN RESOURCE MANAGEMENT & CAPACITY DEVELOPMENT

Learning Session 1:

June 11 2024
(3:30 pm – 6pm)

Knowledge Exchange Session 2:

June 18 2024
(3:30 pm – 6pm)

Self-paced:

Pre-Reading, Survey

PILLAR OVERVIEW

- Management Rights
- Employment legislation (Sick time, WSIB, leaves, etc.)
- EDI
- Contracts & accountability
- Employee files
- Training, orientation/onboarding and professional development
- Recruitment & retention
- Performance Appraisals, learning plans
- Investigations and follow through
- Healthy workplace environment & cultural competency
- Onboarding, Annual & Mandatory Education (including Agency)
- Nursing Practice professional development
- Succession planning

FINAL CONGRESS
(2 hrs)

OVERVIEW

POSTER PRESENTATION

Knowledge Exchange & Poster Presentation

live zoom session

July 9 2024
(3:30 – 6pm)

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