


WORK STANDARD	 Saskatchewan Health Authority		Title: On Site TLR Contingency Training during COVID-19 Role performing Activity: TLR Trained Buddy
	Location:	Department/Unit: Quality and Safety	
	Document Owner: Deanne Fabish/Sherrie Glister	Date Prepared: April 1, 2020	
	Last Revision: April 2, 2020	Date Approved:	
	Related Policies/Documentation TLR Contingency Training Competency Checklist, TLR Contingency Training – TLR Trained Buddy Guide, TLR User Manual		

Work Standard Summary: Due to the extraordinary times created by the COVID-19 Pandemic, a non-traditional approach to TLR education and training will be used.

Essential Tasks:	
1.	<i>New hire shall complete the General Orientation, includes TLR education components</i>
2.	The Manager shall pair new hire with a TLR Trained Buddy (TLR competent individual). This may be a TLR trainer or a worker that possesses an in depth knowledge and demonstrates proper application of TLR principles and techniques.
3.	TLR Trained Buddy shall review TLR Contingency Training Competency Checklist with manager and develop a plan with manager to meet the criteria.
4.	During orientation to the floor the TLR Trained Buddy shall perform regular duties of work while explaining and demonstrating the tasks, techniques, equipment, and principles that are outlined on the TLR Competency Checklist. The buddy will be responsible to observe, coach and mentor the new hire for competent application of TLR principles and techniques, referring to the TLR Contingency Training – TLR Trained Buddy Guide and the TLR User Manual to ensure accuracy.
5.	The new hire must give a return demonstration of the applicable listed principles and techniques.
5.	When the new hire has shown their ability to apply the applicable TLR principles and techniques, the TLR Trained Buddy will circle the appropriate rating for each one on the TLR Contingency Training Competency Checklist.
6.	When the TLR Contingency Training Checklist is completed the TLR Trained Buddy will give it to the manager for approval.
7.	When the Manager has approved the new hire’s completion of TLR Contingency Training competency, the new hire will be deemed fit for work and may work independently without TLR Buddy supervision.
8.	The Manager will scan and e-mail a copy of the TLR Contingency Training Checklist to the Quality and Safety Team @ Sherrie.Glister@saskhealthauthority.ca or Deanne.Fabish@saskhealthauthority.ca
9.	The Quality and Safety Team will track the new hire completion of the TLR Contingency Training Checklist. Following the COVID-19 Pandemic, once it is safe to do so, staff completing the TLR Contingency Training will be invited back into full TLR training.