



# Grenville Accessibility Job Aid

## When communicating with people with disabilities:



Focus on the person, not the disability.



Ask how you can help.



Approach the person from the front.



Speak directly to the person even if an attendant is present.



Speak in a normal tone of voice.



Listen, clarify and verify to understand their needs.



Treat the person with dignity and respect.



When booking appointments, ask if the patient requires accommodation to access our services.

## For people who are vision impaired:



Identify yourself.



Ask if they would like some assistance.



Advise them of possible hazards such as doors or steps.



Never interfere with, or distract service animals.



Let the person know when you're leaving and, if possible, leave them in contact with tangible object such as a wall or table.

## For people with intellectual or developmental disabilities:



Clearly identify yourself, your role and that you're offering to assist.



Maintain eye contact.



Use plain language and single step directions.



Offer physical assistance/direction when necessary.



Don't be offended by unconventional responses or behavior.

## For those who are deaf, deafened or hard of hearing:



Attract the individual's attention before speaking, i.e: gently wave your hand.



Ask whether an alternative method of communications is required, i.e: sign language or writing.



Speak directly to the individual and not the interpreter.



Keep hands away from your face when speaking.



Be clear and precise when giving directions. Repeat and rephrase if necessary.



Confirm you have been understood.

## For people with physical disabilities:



When speaking, sit or crouch to their eye level.



Respect personal space.



Don't assume help is needed - respect the person's right to refuse help.



Be aware of what is/is not accessible to people in wheelchairs.



If you need to move their walker or wheelchair, ask for permission.



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If a situation or question arises and you need help, or to report a barrier for people with disabilities, please email [accessibility@grenvillehealth.com](mailto:accessibility@grenvillehealth.com) or call Grenville General Hospital at 423-3458-4774, ext. 0290. To learn more about Grenville General Hospital Accessibility Plan, visit us at [www.grenvillegeneral.com](http://www.grenvillegeneral.com)

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# Style Guide For Job Aids

**CL Gary**



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**ATD's Handbook for Talent Development and Training in Healthcare** Jacqueline Burandt, Gregory Rider, Niranjani Chidamber Papavaritis, 2021-11-16 Your Guide for Success in Talent Development and Healthcare Within every corner of a healthcare system reside talent development and training initiatives and thus the need for talent development TD professionals and expertise The ATD Talent Development and Training in Healthcare Handbook addresses the many opportunities and complex TD professionals face in the growing and rapidly changing healthcare space Effective talent development is the thread that weaves through an entire healthcare organization to ensure it is up to standard with latest practices in treating patients while providing a safe and engaging environment for staff Whether you are new to the field a clinician new TD or a seasoned TD professional in need of solutions and best practices you can turn to this evergreen resource whenever you need tried and true advice TD professionals have the unique role of tying together organizational and employee advancement in healthcare systems and likewise this handbook dives into areas for both business and professional evolution It covers six key themes across 26 chapters Learning and Development Basics Organizational Development Employee Development Business Acumen for the Health System Digital Transformation and Literacy Patient Centric Care Written by 25 fellow healthcare practitioners with extensive experience in the field from nurses physicians and administrators to instructional designers chief learning officers technology experts and leaders across the industry this book will help you maximize the impact of your work and improve your abilities to deliver the best care possible to your patients

Visual Design Solutions Connie Malamed, 2015-03-31 Enhance learners interest and understanding with visual design for instructional and information products No matter what medium you use to deliver content if the visual design fails the experience falls flat Meaningful graphics and a compelling visual design supercharge instruction training and presentations but this isn't easy to accomplish Now you can conquer your design fears and knowledge gaps with Visual Design Solutions a resource for learning professionals seeking to raise the bar on their graphics and visual design skills This informal and friendly book guides you through the process and principles used by professional graphic designers It also presents creative solutions and examples that you can start using right away Anyone who envisions designs or creates instructional or informational graphics will benefit from the design strategies laid out in this comprehensive resource Written by Connie Malamed an art educator and instructional designer this book will help you tap into your creativity design with intention and produce polished work Whereas most graphic design books focus on logos packaging and brochures Visual Design Solutions focuses on eLearning presentations and performance support Visual Design Solutions includes practical guidelines for making smart design choices ways to create professional looking products and principles for successful graphics that facilitate learning Ideal for instructional designers trainers presenters and professors who want to advance from haphazard to intentional design this book will help them realize their design potential Gain the knowledge and confidence to design

impressive effective visuals for learning Increase learner comprehension and retention with visual strategies offered by an expert author Serves as a reference and a resource with a wealth of examples for inspiration and ideas Addresses an intimidating topic in an informal friendly style In four parts the book provides a thorough overview of the design process and design concepts explores space image and typography and presents workable solutions for your most persistent and puzzling design problems Get started and begin creating captivating graphics for your learners      **Resources in Education** ,1982

*The GUI Style Guide* Susan L. Fowler,Victor R. Stanwick,1995 The GUI Style Guide provides the tools necessary for programmers to write interfaces for a variety of windowing environments All of the guidelines are useful to programmers either creating IBM mainframe applications or writing Windows applications It also explains how to take advantage of object oriented programming and fourth generation languages Contains all of the information for designing an effective GUI such as human factors color menu levels and prototyping Explains how to create an interface that makes sense to others Demonstrates similarities between various manufacturers underlying windowing environments Covers examples from all sorts of software on as many hardware platforms as possible Provides programmers with the necessary tools to write interfaces for a variety of windowing environments Includes all of the guidelines necessary for programmers to create any type of windowed application from IBM CUA mainframe to pen to Macintosh Motif NeXt and Windows systems

**Instructor's Peer-to-peer Learning Guide for the Army Reconnaissance Course** William Cooper,2010

**Effective Training Manuals** ,1988      *Designing Effective Instruction* Gary R. Morrison,Steven M. Ross,Jerrold E. Kemp,2007 This valuable resource provides instructional designers with the guidance they need to meet the challenge of creating effective and efficient instruction Maintaining a careful balance between theory and application the Fourth Edition presents a practical easy to follow approach to instructional design that can be applied to K 12 classrooms higher education distance education and business programs The authors incorporate behavioral and cognitive approaches into their model so that readers can reap the benefits of both      **Hill's Manual of Social and Business Forms** ,1875      **Plant Protection**

**and Quarantine: Special topics** Robert P. Kahn,1989      *The Selection and Use of Instructional Media* A. J.

Romiszowski,1988 Grade level 8 9 10 11 12 s t      **Manager's Guide to Mobile Learning** Brenda J. Enders,2013-09-25 A guide to spearheading a mobile learning program It covers everything from the basics to working with developers and gaining stakeholder support It offers managers an overview of how to create implement and successfully use mobile learning platforms      Guide to Design of Air Force Check-list Publications David W. Rees,1960 Many problems face the designer who wants to present job information in check list form Perhaps the major problem is that of condensing complex job information into the abbreviated form Another important problem involves how best to lay out check lists so as to maximize their effectiveness on the job This guide is intended to help alleviate these problems by providing a handbook of background information and general principles for the guidance of the designer The purpose and function of check list publications are

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