

## 2010 Administration Plan

Business Plan	Sub-Plans	Plan Details
<p style="text-align: center;">Services for the Disabled</p>	<p>(1) Social Work</p>	<ol style="list-style-type: none"> <li>1. Manage the admission, release, and transfer of students; administer the placement of individual protected cases; handle individual cases not suitable for home-return on holidays; conduct other individual case-studies; build up welfare and service resources to back up the family-support system.</li> <li>2. Arrange regular seminars and reading clubs for parents to improve their professional expertise; organize support groups to help parents of emotionally-impaired students build up stress management abilities.</li> <li>3. Integrate resources and strengthen promotional/educational functions; develop volunteer services; conduct donation-related business; expand community participation and enhance the effectiveness of the mutual-support system, so as to elevate the quality of our services.</li> <li>4. Organize a variety of student clubs for students of different ages and personal characteristics; create diversified life experience for the disabled students; establish a peer-support network and increase self-reliance capabilities of the disabled.</li> <li>5. Implement the “Little Helper” program for students so that they can practice the work skills and training courses they’ ve learned; cultivate a service-oriented life attitude for the students; help them fully develop their potential and build up self-esteem by taking care of their peers, participating in public affairs, community activities, team work, etc.</li> <li>6. Arrange neighborhood activities or other events showing care to the less advantaged, thereby increasing</li> </ol>

		<p>students’ participation in society.</p> <p>7. Organize festival events to make life more fun for the students and to improve parent-child relationships.</p> <p>8. Initiate professional training for social workers and present results to visitors from charity organizations and other related individuals.</p> <p>9. Develop various business plans on a continual basis that are based on the established position and functions of the Yang Ming Home.</p> <p>10. Organize the Committee for Protecting the Rights and Interests of Students.</p>
	(2) Life Guidance and Education	<p>1. Enhance staff training: Organize on-the-job training programs for teaching staff and caregivers based on the principles of the Yang Ming Home and the “Standards for the Allocation of Staff and Facilities for Public Welfare Organizations for the Disabled” so as to elevate the professionalism and overall work quality of the teachers and caregivers.</p> <p>2. Aggressively implement educational programs to improve the self-care abilities of students to take care of themselves; arrange group and leisure activities to ensure the highest quality of student training and care services.</p> <p>3. Organize various activities to address aging issues and individual differences of students, thereby elevating the quality of life quality for students.</p> <p>4. Improve the design, use of space, and facilities in the Yang Ming Home in order to minimize accidental injuries.</p>
Services	(3) Occupational	<p>1. Provide diversified programs for occupational training and skill development:</p>

<p>for the Disabled</p>	<p>Development</p>	<p>(1) Develop training courses based on the personal and occupational needs of the students, aiming to build up the required skills for students.</p> <p>(2) Integrate skill-training for producing and selling; compile a business plan for a fusion-style bakery.</p> <p>2. Career Development and Guidance: Build up partnerships with private enterprises and job resource centers; aggressively identify and match job opportunities for the students; explore job markets for students with job competencies and help students adapt themselves to the jobs.</p> <p>3. Market the “home-made products” produced from the occupational training programs: Design and develop unique products based on the special culture of the Yang Ming Home; aggressively participate in charity sales and community activities; establish internet marketing channels.</p> <p>4. Initiate community activities to encourage participation in society; improve students’ social adaptability by arranging achievement presentations and diversified leisure activities.</p>
	<p>(4) Health &amp; Medical Services</p>	<p>1. Construct the Yang Ming Medical Network: Cooperate with Taipei City Hospital Yang Ming Medical District to provide outpatient and emergency patient delivery services; establish hospital-grade physical examinations for students; continuously develop various health-improvement programs and services through the suggestion system of the medical support coordination committee.</p> <p>2. Establish a cross-disciplinary project team: Convene cross-disciplinary project meetings on a continual basis to discuss various issues including the aging of students, evaluation measures and indicators, and the assessment program for individualized training/education, etc. The purpose is to accommodate the unique needs of students and as well as the demand for functional transformation of the Yang Ming Home resulting</p>

		<p>from the aging of students.</p> <ol style="list-style-type: none"><li>3. Improve infection control: provide training specifically for a full-time infection controller nurse; establish various infection-control indicators and standard procedures so as to ensure the health and safety of the students.</li><li>4. Initiate health-improvement programs on a continual basis: Establish health-care plans for students to address various issues including being overweight and underweight, Osteoporosis prevention, swallowing difficulties (dysphagia), etc.; establish healthcare-focused plans and guidelines for individual students supported by regular or non-periodical onsite assessment programs. The goal is to enable all nursing staff to maintain a full grasp on the current status and any changes in students' personal health.</li><li>5. Provide training to employees on first-aid skills and the use of assistive devices (e.g., wheelchairs) to ensure the safety and health of the students.</li><li>6. Actively organize physical fitness activities: Arrange two "Sports Days" within the Yang Ming Home every year; actively train and prepare students to participate in external sports competitions, thereby improving their health and building up self-esteem.</li><li>7. Establish and review various standard operating procedures on a continual basis for various health/medical services.</li><li>8. Establish a quality-assurance circle to improve various work procedures: Improve various medical/health service procedures through the operation of the quality assurance circle including support by rehabilitation and nursing circles.</li></ol>
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<p>Services for the Disabled</p>	<p>(5) Staff Training</p>	<ol style="list-style-type: none"> <li>1. Provide pre-job and on-the-job training; implement regular or non-periodic performance evaluations for each division with the purpose of building up professional expertise and better service attitudes of employees.</li> <li>2. Improve the design and use of space to provide a better working environment for the teaching staff/caregivers; minimize occupational injuries and/or illnesses.</li> <li>3. Develop various incentive systems to motivate employees to ensure the highest quality of teaching and student care.</li> </ol>
	<p>(6) Environmental Quality and Safety</p>	<ol style="list-style-type: none"> <li>1. Improve the quality of life for students: <ol style="list-style-type: none"> <li>(1) Continuing renovating the Yong-Fu Homeland.</li> <li>(2) Begin renovation on the Hua-Gang Homeland.</li> </ol> </li> <li>2. Improve the environment' s general hygienic quality. <ol style="list-style-type: none"> <li>(1) Carry out various cleaning arrangements.</li> <li>(2) Organizing competitions for the “Greenest (Most Environmentally-friendly) Bathrooms” .</li> <li>(3) Implement pest-control measures against rats, cockroaches, and other pests.</li> </ol> </li> <li>3. Administer security-related procedures for service areas: <ol style="list-style-type: none"> <li>(1) Administer building public security certification and reporting procedures.</li> <li>(2) Arrange public liability insurance and fire insurance.</li> <li>(3) Set up security maintenance and emergency procedures for the security guards and side door security posts.</li> <li>(4) Handle annual cleaning and maintenance of water-storage tanks, water towers, and water cooling towers in</li> </ol> </li> </ol>

		<p>the service areas.</p> <p>(5) Conduct fire-safety maintenance; arrange regular fire-safety inspections and fire drills; assist with the emergency rescue procedures for the whole service area.</p>
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