



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Employee Training
APPLICABILITY:	All staff, Supervisors
CONTACT PERSON & DIVISION:	Leigh Page, Fiscal Officer, Administration
ORIGINAL DATE ADOPTED:	03/02/2016
LATEST EFFECTIVE DATE:	03/02/2016
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-009-P

**A. PURPOSE**

The intent of this document is to outline procedures and expectations of both employees and supervisors to meet and document training requirements for the Canton City Health District (CCHD).

**B. POLICY**

In order to maintain a competent workforce, as per the Public Health Accreditation Board (PHAB) Measures 8.2.2A and 8.2.3A, the CCHD will ensure that all employees are current with all required trainings for their position and allow for additional training opportunities which may promote an employees’ professional development. This may include but not limited to: new hire trainings, annual requirements, trainings to improve performance standards and those assigned by supervisors.

The CCHD administration is responsible for informing new hires of the CCHD required trainings and should set up new hires with log-in information to Ohio TRAIN. Supervisors are responsible for making their staff aware of required division and position specific trainings. Supervisors should provide reasonable deadlines and provide accommodations as needed for trainings to be completed. Supervisors should also inform their staff of additional trainings that may improve professional development, even if said training is not required.

If an employee identifies a training opportunity, the employee should bring it to their supervisor’s attention as a way to further promote professional development. It is the responsibility of employees to be sure they are up to date on required trainings. Required and optional trainings completed are to be tracked by employees on Ohio TRAIN and summarized by supervisors on the employees’ annual performance evaluation (per policy 800-002-P).

**C. BACKGROUND**

Training for employees will vary depending on division and position. A list of required trainings for CCHD, each division and specific positions is available in the Workforce Development Plan (WDP).

**D. GLOSSARY OF TERMS**

**Ohio TRAIN:** Online training database. Ohio TRAIN can be accessed on-line at <https://oh.train.org>.

**Professional Development:** Process of improving and increasing capabilities of staff through access to education and training opportunities including credentials such as academic degrees to formal coursework, conferences and informal learning opportunities situated in practice.

**Professional Development Trainings:** Trainings that are not required by CCHD but will improve professional development.

**Workforce:** The people engaged in work in a particular company or industry.

**Workforce Development Plan (WDP):** An assessment of the knowledge and skills of the current workforce linked to the anticipated knowledge and skills of the future workforce to best meet agency goals and objectives.

## E. PROCEDURES

### 1. HEALTH DISTRICT REQUIRED TRAININGS

Canton City Health District wide trainings should be facilitated by an Administrative employee. All required trainings are listed on the 800-900-01-A\_Required Training Matrix (herein referred to as the training matrix), denoted as "All" in the department column.

- a) Upon employment with the CCHD, new employees should complete new employee training/new hire training within the deadlines specified in the frequency column in the training matrix. New employee training is available through the Ohio TRAIN website. {To be implemented once new hire training is developed.}
- b) IS-100b: Introduction to the Incident Command System (ICS) must be completed within six months of hire date. This training is available through the Ohio TRAIN website.
- c) IS-700a: Introduction to the National Incident Management System (NIMS) must be completed within six months of hire date. This training is available through the Ohio TRAIN website.

### 2. DIVISION/POSITION SPECIFIC TRAININGS

Supervisors are required to provide new employees with Division and position specific trainings that are required for the position. All required division and position specific trainings are listed on the training matrix. Employees should have these trainings completed within the deadlines specified in the training matrix. Some division/position specific training may require a shorter or longer time period to be completed. Supervisor should convey deadlines with employees when trainings are assigned. This should be documented within the employees' probationary period and/or annual performance evaluations.

- a) It is recommended for supervisors to use Ohio TRAIN to conduct trainings whenever possible.
- b) Additional trainings may be assigned to employees at the discretion of the supervising staff.

### 3. REQUIREMENTS OF EMPLOYEE

- a) It is the responsibility of the employee to complete required assigned trainings.
  - i) Employees should maintain a log in Ohio TRAIN, including, but not limited to training title, completion date and certificate (if applicable), of all trainings completed. The training log should be submitted to the employees' supervisor prior to the employees' annual performance evaluation. It is up to the supervisor to let the employee know when the training log is due.
  - ii) If training is not completed on Ohio TRAIN, employee should add the training information to their Ohio TRAIN transcript. Here are the steps to add training to Ohio TRAIN:
    - (1) Log onto Ohio TRAIN (<https://oh.train.org>).
    - (2) Under your dashboard on the right, click the plus (+) next to My Learning.
    - (3) Choose TRAIN Transcript.
    - (4) Next to the header Non-TRAIN Courses, click Add.
    - (5) Enter all course details and choose save. All red asterisk fields are required fields.
    - (6) If a certificate is awarded, click upload external certificate,
      - (A) Enter the title of the certificate in the title field.
      - (B) Click on browse and choose correct file.
        - Accepted formats for certificates include the following: gif, jpeg, jpg, bmp, pdf and png.



(C) Click on upload and close out of the box.

#### **F. CITATIONS & REFERENCES**

800-002-P\_Employee Performance Evaluation  
Workforce Development Plan  
PHAB Standards & Measures

#### **G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Jessica Boley, WIC Dietitian

#### **H. APPENDICIES & ATTACHMENTS**

800-009-01-A\_Required Training Matrix

#### **I. REFERENCE FORMS**

800-009-02-F Training Evaluation Form

#### **J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

#### **K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.