

Department	Position	Training Required	Description	Competencies addressed	Frequency	Resources for training
All	New Hires except for seasonal Hires	IS-100.b	Introduction to Incident Command System - Structure on how the CCHD would operate in an emergency	Organizational: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5	New Hires within six (6) months of start date	Log on to https://oh.train.org/DesktopShell.aspx and search for IS-100.b (sponsored by FEMA)
All	New Hires except for seasonal Hires	IS-700.a	National Incident Management System (NIMS) overview	Organizational: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5	New Hires within six (6) months of start date	Log on to https://oh.train.org/DesktopShell.aspx and search for IS-700.a (sponsored by FEMA)
All	New Hires; Limited review for seasonal Hires	CCHD policy manual review - All 800 General Health District policies and some 700 Fiscal policies	A list of all approved CCHD polices are listed on the Health Department's website.	Organizational: All of the CCHD organizational competencies may apply to different policies	New hires (except seasonal hires) within ninety (90) days of start date; seasonal hires as directed; or as needed thereafter	www.cantonhealth.org - Under Employee Information section
All	New Hires; Limited review for seasonal Hires	CCHD Health Code	CCHD updated Health Code that contain policy, procedures, fee structures, rules, etc.	Organizational: All of the CCHD organizational competencies may apply to different sections of the health code	New hires (except seasonal hires) within ninety (90) days of start date; seasonal hires as directed; or as needed thereafter	www.cantonhealth.org - Under Employee Information section
All	New Hires except for seasonal Hires [that have no prior QI experience; or have prior QI experience but didn't receive a passing score for having introductory QI skills per the QI Skills Assessment.]	Introduction to Quality Improvement (QI) [Introduction to Quality Improvement in Public Health" course #1059243 in Ohio Train]	Introduction to the concept and principles of continuous QI and the PDCA model.	Organizational: 4A1, 4A2, 4A3, 4A4, 4A5	New Hires within 6 months of start	QI Plan: http://www.cantonhealth.org/ Skills Assessment available as attachment 800-015-13-F to QI Plan. Training available on Ohio Train (oh.train.org)
All	New Hires except for seasonal Hires	CCHD QI Plan	Review the CCHD QI Plan and/or QI Plan training documents to understand the CCHD QI infrastructure and the PDCA model.	Organizational: 4A1, 4A2, 4A3, 4A4, 4A5	New Hires within 6 months of start	QI Plan: http://www.cantonhealth.org/
All	Staff that serve on the QI Committee	LeanOhio Boot Camp	Comprehensive training covering Lean and Six Sigma concepts, QI tools, and hands-on skills.	Organizational: 4B1, 4B2, 4B3, 4B4, 4B5, 4B6	QI Committee members complete prior to starting QIPT Consultant duties	QI Plan: http://www.cantonhealth.org/ LeanOhio: www.lean.ohio.gov
All	New hires except for seasonal hires	Ohio Ethics Training	Areas of ethics law training: conflict of interest, gifts, nepotism, post employment and sales to agencies	Organizational: 3A2, 3A3; Core: 8A1	One (1) hour of training completed annually by classroom training, webinars or e-training.	Ohio Ethics Commission http://www.ethics.ohio.gov/education
APC	All	Continuous education to further develop skills by attending Ohio EPA DAPC offered courses	Various; dependent on which specific course is being offered by Ohio EPA DAPC.	Various; dependent on which specific course is being offered by Ohio EPA DAPC.	As needed	https://www.apti-learn.net/LMS/EPAHomePage.aspx

APC	All	Continuous education to further develop skills by completing free online offered courses through USEPA supported websites (APTI, NETI, etc.)	Various; dependent on which specific course is taken.	Various; dependent on which specific course is taken.	As needed	APTI: https://www.apti-learn.net/LMS/EPAHomePage.aspx NETI: https://wiki.epa.gov/inspector
APC	All except for seasonal Hires	APTI SI 422 APC Orientation	This course will provide the student with an introduction or refresher in the basics of air pollution control. After completing this course, the student should be familiar with the various interrelated aspects of air pollution control, understand the basic terminology, and have a rudimentary understanding of some of the technical aspects of regulating, measuring, and controlling air pollution. Course includes test.	Professional (MARAMA): Intro to APC	New Hires with no APC experience within 6 months of start or as needed	https://www.apti-learn.net/LMS/EPAHomePage.aspx
APC	All non-clerical APC Staff except for seasonal Hires	Field Health and Safety Annual Refresher Training	Training is provided to reinforce the safety precautions and awareness necessary to perform field activities safely. This training can be satisfied by a variety of ways which are specified in the APC SOP.	Organizational: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6	Annual	L:\APC\Training\Health & Safety
APC	All non-clerical APC Staff except for seasonal Hires	Method 9 Smoke School Classroom Lecture	Classroom lecture to teach the details of USEPA Method 9 regulation, scientific principles and procedures.	Credential: USEPA Method 9 Certification	New Hires within 6 months of start and once every 5 years	Eastern Technical Associates (http://www.eta-is-opacity.com/)
APC	All non-clerical APC Staff except for seasonal Hires	Method 9 Smoke School Field Certification	Visible Emissions Field testing for USEPA Method 9 certification	Credential: USEPA Method 9 Certification	New Hires within 6 months of start and once every 6 months	Eastern Technical Associates (http://www.eta-is-opacity.com/)
APC	Any APC M&I staff assigned anti-tampering inspection duties	Anti-tampering certification training provided by Ohio EPA	Course to provide knowledge of investigation and enforcement of federal and state vehicle tampering methods and procedures. Required for certification.	Credential: Ohio EPA Anti-tampering Inspector Certification	New Hires prior to anti-tampering duties start and once every 3 years	http://epa.ohio.gov/dapc/echeck/other_programs/tampering.aspx
APC	Any APC staff assigned asbestos inspector duties	Asbestos Hazard Evaluation Specialist (AHES) Certification Initial 5-day training course	Building Inspector/Management Planner Initial course allows students to perform asbestos sampling, inspections, planning, and air sampling in most states. Required for AHES Certification.	Credential: Ohio EPA AHES Certification	New Hires within 6 months of asbestos duties start	Course: Training Services International (www.tsitraining.com); OEPA Certification: http://www.epa.ohio.gov/dapc/atu/asbestos.aspx

APC	Any APC staff assigned asbestos inspector duties	Asbestos Hazard Evaluation Specialist (AHES) Certification Refresher 1-day training course	Building Inspector/Management Planner Refresher course allows students to perform asbestos sampling, inspections, planning, and air sampling in most states. Required for AHES Certification.	Credential: Ohio EPA AHES Certification	Annual	Course: Training Services International (www.tsitraining.com); OEPA Certification: http://www.epa.ohio.gov/dapc/atu/asbestos.aspx
APC	Any APC staff assigned asbestos inspector duties	Asbestos Hazard Abatement Specialist (AHAS) Certification Initial 5-day training course	Contractor/Supervisor Asbestos initial course allows students to perform, supervise, and oversee asbestos abatement projects. Required for AHAS Certification.	Credential: Ohio EPA AHAS Certification	New Hires within 6 months of asbestos duties start	Course: Training Services International (www.tsitraining.com); OEPA Certification: http://www.epa.ohio.gov/dapc/atu/asbestos.aspx
APC	Any APC staff assigned asbestos inspector duties	Asbestos Hazard Abatement Specialist (AHAS) Certification Refresher 1-day training course	Contractor/Supervisor Asbestos refresher course allows students to perform, supervise, and oversee asbestos abatement projects. Required for AHAS Certification.	Credential: Ohio EPA AHAS Certification	Annual	Course: Training Services International (www.tsitraining.com); OEPA Certification: http://www.epa.ohio.gov/dapc/atu/asbestos.aspx
APC	Any APC staff assigned asbestos inspector duties	Respirator fit testing	Quantitative Fit testing performed in compliance with OSHA Regulations 29 CFR 1910.134 Appendix A Part I Subparts A and C	Credential: Respirator wearer qualified	New Hires within 6 months of asbestos duties start and Annually thereafter	Ohio EPA SOP for Respirator use in the Asbestos Program (L:\APC\Training\Health & Safety)
APC	M&I staff (M&I Technician, Electronic Engineering Technician and M&I Supervisor)	APTI SI 434, Intro to Ambient Air Monitoring	This course introduces terms used in ambient air monitoring and presents practical information about the monitoring process. Theoretical monitoring concepts are also described. The goal of this course is to provide general information about the reference methods, continuous air quality monitors, monitoring network design and statistical techniques pertaining to ambient air monitoring. The course will review information on basic gas properties, PM sampling, manual sampling of ambient gaseous pollutants and calibration of monitors.	Professional (MARAMA): Ambient Monitoring, QA/QC, & Data Analysis	New Hires within 6 months of start or as needed	https://www.apti-learn.net/LMS/EPAHomePage.aspx
APC	M&I staff (M&I Technician, Electronic Engineering Technician and M&I Supervisor)	APTI SI 471, General Air Monitoring Quality Assurance	This course is designed to provide information on general quality assurance considerations for ambient air monitoring.	Professional (MARAMA): Ambient Monitoring, QA/QC, & Data Analysis	New Hires within 6 months of start or as needed	https://www.apti-learn.net/LMS/EPAHomePage.aspx

APC	New Hires	General Field Health and Safety Training	Self-instructional training covering APC Health and Safety Program; An intro to PERRP; Hazard Recognition and Awareness; Hazard Communication (Right to Know); Bloodborne Pathogens (Universal Precautions); Walking and Working Surfaces (various trip hazards); Electrical (common electrical hazards); PPE; Permit Required Confined Space; Fall Protection; Introduction to Industrial Hygiene; Emergency Action Plans and Exits; Fire Prevention Plans and Fire Protection; Hearing Conservation; and Inhalation Hazards.	Organizational: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6	New Hires within 90 days after start	L:\APC\Training\Health & Safety
APC	New Hires	APC on-the-job (OTJ) training	OTJ Training topics included on APC New Employee Training Checklist document. Includes APC procedure review; resources review; programs overview; and job-specific training/skills development.	Variety of topics covering various Core, Organizational and Professional competencies.	New Hires within 6 months of start or as needed	L:\APC\Training\New Hires
APC	New Hires	On-the-Job (OTJ) Safety Training	OTJ Safety Training involves the new hire accompanying an APC experienced employee on inspections before working solo. This on-the-job field training will enable the initial field exposure to be conducted safely with safety training transferred from the APC experienced employee to the new hire. If the new hire is an industrial experienced employee, then only one accompanied inspection is required. If the new hire is not an industrial experienced employee, a minimum of 2 accompanied inspections are required.	Organizational: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6	New Hires complete prior to starting solo field duties	L:\APC\Training\Health & Safety

APC	P&C staff (Engineer, Engineering Technician I, Engineering Technician II and P&C Supervisor)	APTI SI-460 Intro to Permitting	This course is designed to introduce students to the terms and concepts associated with Title V requirements of the Clean Air Act Amendments of 1990. The course will review the purpose of the federal air permit program, common permit definitions, elements required in a permit application and application review.	Professional (MARAMA): Permitting	New Hires within 6 months of start or as needed	https://www.apti-learn.net/LMS/EPAHomePage.aspx
EH	EH Director	ICS 400	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.	Core 1C5, 2C2, 3C2, 5C2	New Hires	Ohio EMA, FEMA, Ohio Train
EH	Sanitarian I, II, III	Food service training	This on the job training program as well as various continuing education classroom opportunities is designed to give the new hire or cross training employee the working knowledge into food service inspection, licensing and similar activities. OJT is obtained first for approximately 3 weeks with a senior food service inspector prior to attending any number of conferences offered through ODH, ODA, and OEHA	Core 1A1, 1A11, 2A7, 3A2, 4A6, 6A2, 7A9,	Annual	Director of EH, Ohio Department of Health, Ohio Department of Agriculture
EH	Sanitarian I, II, III	Nuisance training	This on the job training program as well as various continuing education classroom opportunities is designed to give the new hire or cross training employee the working knowledge into nuisance inspection and similar activities. OJT is obtained first for approximately 1 week with a senior inspector prior to attending any number of conferences offered through ODH, OEPA and	Core 1A1, 1A11, 2A7, 3A2, 4A6, 6A2, 7A9,	Annual	Director of EH, Ohio Department of Health, Ohio Department of Agriculture

EH	Sanitarian I, II, III, EH Director	ICS 200	ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.	Core 5B1, 7B12, 8B7	New Hires	Ohio EMA, FEMA, Ohio Train
EH	Sanitarian I, II, III, EH Director	ICS 800	The course introduces participants to the concepts and principles of the National Response Framework.	Core 5B1, 7B12, 8B7	New Hires	Ohio EMA, FEMA, Ohio Train
EH	Sanitarian III, EH Director	ICS 300	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.	Core 1C5, 2C2, 3C2, 5C2	New Hires	Ohio EMA, FEMA, Ohio Train
Lab	All	Analyte Assessments	<ol style="list-style-type: none"> 1. Direct observations of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing; 2. Monitoring the recording and reporting of test results; 3. Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records; 4. Direct observations of performance of instrument maintenance and function checks; 5. Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples; and 6. Assessment of problem solving skills. 	<ol style="list-style-type: none"> 1. Direct observations of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing; 2. Monitoring the recording and reporting of test results; 3. Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records; 4. Direct observations of performance of instrument maintenance and function checks; 5. Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples; and 6. Assessment of problem solving skills. 	New Hires or when a new analyte is added, at 6 months after hire and then annual	Laboratory Policy: 400-004-P_Quality Assessment Procedure

Lab	All	Blood borne Pathogens	<p>covers all elements of the standard including, but not limited to: information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker's occupational exposure. Also, HIV and HBV laboratory and production facility workers must receive specialized initial training, in addition to the training provided to all workers with occupational exposure. Workers must have the opportunity to ask the trainer questions. Also, training must be presented at an educational level and in a language that workers understand.</p>	<p>P-SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies. 4.01B, 4.02B, 4.03B and 4.04B. HD-5A3. Attend and participate in applicable safety meetings and/or other safetyrelated activities.</p>	Annual	<p>https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf OSHA's BloodbornePathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030</p>
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Lab	All	HIPAA	<p>HIPAA Privacy and Security Officer shall conduct an annual review of all policies, and update policies as necessary based on new circumstances, changes in federal regulations and any changes in state laws and regulations. An audit trail of policy changes will be maintained as detailed in Policy 1380 HIPAA Assignments and Documentation.</p> <p>2) The HIPAA Privacy and Security Officer shall insure that all new staff receive training on HIPAA Privacy and Security policies promptly after hiring, and will maintain documentation of the individual's training occurred in the personnel file or other permanent record.</p> <p>3) The HIPAA Privacy and Security Officer shall insure that staff receive training on HIPAA policies when they are substantially changed.</p>	<p>P-QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information. 9.01C, 9.02C and 9.03C.</p> <p>P-ETH 1.00. Professional code of conduct: adheres to policies* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.</p> <p>HD- Accountability: 2A8. Protects the confidentiality of all clients that are served.</p> <p>HD-5A3. Attend and participate in applicable safety meetings and/or other safety related activities.</p> <p>HD-5A4- Follows all safety rules; proactively works to prevent accidents; complies with occupational safety practices (i.e. use of seat belts, driving the speed limit, proper use of personal protective equipment, use of infection control practices, etc.).</p>	Annual	800-016-01-A HIPAA Privacy and Security Policies, 1350 Policy Updating and Staff Training
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Lab	All	OSHA Chemical Hazards	<p>In that class, each employee will be given information on: ? Location and availability of this Chemical Hygiene Plan, ? Details of the written Chemical Hygiene Plan, ? Chemicals and their hazards in the workplace, ? PEL's for OSHA regulated substances or exposure limits in use at CCHD. This information is in the SDS, ? How to lessen or prevent exposure to these chemicals. ? Signs and symptoms associated with exposure to hazardous chemicals. ? What CCHD has done to lessen or prevent workers' exposure to these chemicals? ? Protective measures employees can take to protect themselves from chemical exposures, such as PPE, work practices, and emergency procedures. ? Methods and observation that may be used to detect the presence of, or release of a hazardous chemical such as monitoring and the visual or odor of hazardous chemicals when being released. ? Procedures to follow if they are exposed. ? How</p>	<p>HD-5A3. Attend and participate in applicable safety meetings and/or other safety related activities. HD- 5A4-Follows all safety rules; proactively works to prevent accidents; complies with occupational safety practices (i.e. use of seat belts, driving the speed limit, proper use of personal protective equipment, use of infection control practices, etc.). P-EMR 2.00. Preparation for emergency events: prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.-</p>	Annual	400-03-01-A_Chemical Hygiene Plan
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Lab	All	Shipping and Handling of biological materials	Course Objectives: At the conclusion of this course, the participant will be able to: Summarize the source of regulatory oversight for packing and shipping hazardous laboratory materials. Discuss training and certification requirements for hazardous materials with your employer. Categorize hazardous materials prior to shipping. Label hazardous materials in accordance with DOT, IATA and USPS regulations. Demonstrate the ability to properly document the shipment of laboratory related hazardous materials. Recognize security threats associated with shipping laboratory specimens	HD- 5A4-Follows all safety rules; proactively works to prevent accidents; complies with occupational safety practices (i.e. use of seat belts, driving the speed limit, proper use of personal protective equipment, use of infection control practices, etc.). P-Occupational Health & Safety: 5A1, 5A2, 5A4, & 5A6. P-GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing. 7.01B, 7.02C, 7.03C and 7.05B.	Every 2 to 3 years	https://www.cdc.gov/labtraining/cdc-lab-training-courses/packing_shipping_62_materials.html
Nursing	Clinical staff only (excludes clerical, office manager, dental program manager, health services coordinator)	American Heart Association CPR	Training in Cardiopulmonary Resuscitation	Accountability: 2A1, 2A4; Occupational Health & Safety: 5A1-5A6, 5B2, 5B3;	Every 2 years	American Heart Association (AHA)
Nursing	All	Cultural Competency	Training to understand a patient's diverse values, beliefs, and behaviors, and customize treatment to meet the patients' social, cultural , and linguistic needs.	Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B2, 1B3, 1B4; Equity, Ethics & Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B2, 3B3, 3B5; Communication Skills: 3A1, 3A2, 3B1, 3B2, 3C1, 3C2; Cultural Competency Skills: 4A1-4A7, 4B1-4B8, 4C1-4C8; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1;	Annual	odh.ohio.gov
Nursing	All	HIPAA	Training on the Health Insurance Portability and Privacy rule of 1996 that provides data privacy and security provisions for safeguarding medical information	Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Annual	hhs.gov
Nursing	All clinical staff (excludes clerical staff & Office manager)	OSHA Blood borne Pathogens	Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.	Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Annual	osha.gov

Nursing	All Nurses	Renew nursing license	Nursing license requirements in the State of Ohio	Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Community Dimensions of Practice Skills: 5A7; Public Health Sciences Skills: 6B3, 6B4, 6B5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Every 2 years	nursing.ohio.gov
Nursing	Clerical and Nurses	MAC	The Medicaid Administrative Claiming (MAC) Program provides reimbursement to Local Health Departments (LHDs) for administrative activities that directly support efforts to identify and enroll eligible clients into Medicaid, to bring them services covered by Medicaid, to remove barriers to accessing Medicaid services and to reduce gaps in Medicaid services		Annual	odh.ohio.gov
Nursing	DON, Staff Nurse II, Staff Nurse III	ICS 200	ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New Hires	Ohio TRAIN
Nursing	DON, Staff Nurse III	ICS 300	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New Hires	Ohio TRAIN
Nursing	DON, Staff Nurse III	ICS 400	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New Hires	Ohio TRAIN
Nursing	DON, Staff Nurse III	ICS 800	The course introduces participants to the concepts and principles of the National Response Framework.	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New Hires	Ohio TRAIN

Nursing	DON, Staff Nurse III, Communicable Disease Nurse, DIS, STD Follow-up Nurse	ODRS Training	<p>The Ohio Disease Reporting System (ODRS) provides real-time secured access for state and local public health practitioners to report infectious diseases. ODRS allows local health departments with jurisdictional responsibility and relevant ODH program staff to have immediate access to infectious disease reports on a 24/7/365 basis for disease control and disease surveillance purposes. This assures cases of significant public health importance receive immediate attention and public health response. Infection preventionists, individual health care providers and laboratories can also become ODRS users for infectious disease reporting purposes.</p>	Analytical/Assessment Skills: 1A2-1A10, 1B1-1B10;	New to position	odh.ohio.gov
Nursing	DON, Staff Nurse III, MD	Stark Alert Activation Training	<p>Training for WENS (Wireless Emergency Notification System), also referred to as Stark Alert, is provided all new employees. This training describes the purpose of emergency notifications for staff safety, awareness and emergency response as well as testing protocols/requirements and additional uses of the system. Training is provided by the Emergency Planning Coordinator</p>	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New to position	Emergency Planning Coordinator

Nursing	DON, Staff Nurse III, MD, Office Manager, Communicable Disease Nurse, DIS, STD Follow-up Nurse	OPHCS Training	The Ohio Public Health Communication System (OPHCS) is a secure web-based highly reliable, persistent messaging and alerting system that uses email, fax, phone, pagers and other messaging modalities to support 24/7/365 notification and alerting. This system is used by the Ohio Department of Health, Local Health Departments, Hospitals, and other public health partners. The system is used for distribution of health alerts, prevention guidelines, disease investigation efforts and preparedness planning.	Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New to position	
Nursing	Nurses	Ohio Department of Health Trainings	Variety of topics		As required	odh.ohio.gov Ohio TRAIN
Nursing	Clinicians working CTS clinic	HIV Counseling Training	Training in the methods used to test individuals with pre- and post-test counseling services	Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B2, 1B3, 1B4; Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A8, 2B1, 2B4, 2B5; Equity, Ethics & Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B2, 3B3, 3B5; Occupational Health & Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B2; Communication Skills: 3A1, 3A2, 3B1, 3B2, 3C1, 3C2; Cultural Competency Skills: 4A1-4A7, 4B1-4B8, 4C1-4C8; Financial Planning & Management Skills: 7A3;	New Hires	odh.ohio.gov
Nursing	Nurses	Harm Reduction Education	Harm reduction (or harm minimization) is a range of public health policies designed to reduce the harmful consequences associated with various human behaviors, both legal and illegal. Harm reduction policies are used to manage behaviors such as recreational drug use and sexual activity in numerous settings that range from services through to geographical regions.	Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B2, 1B3, 1B4; Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A8, 2B1, 2B4, 2B5; Equity, Ethics & Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B2, 3B3, 3B5; Occupational Health & Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B2; Communication Skills: 3A1, 3A2, 3B1, 3B2, 3C1, 3C2; Cultural Competency Skills: 4A1-4A7, 4B1-4B8, 4C1-4C8; Financial Planning & Management Skills: 7A3;	New Hires	harmreduction.org odh.ohio.gov

Nursing	Clinicians working CTS clinic	STD Intensive Training Course	covers topics such as STD Epidemiology and reporting in Ohio, sexual history taking, male and female ex-ams, sexual health care in LGBT and adolescent populations, partner counseling and referral, and medical overviews of the various STDs	Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B2, 1B3, 1B4; Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A8, 2B1, 2B4, 2B5; Equity, Ethics & Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B2, 3B3, 3B5; Occupational Health & Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B2; Communication Skills: 3A1, 3A2, 3B1, 3B2, 3C1, 3C2; Cultural Competency Skills: 4A1-4A7, 4B1-4B8, 4C1-4C8; Financial Planning & Management Skills: 7A3;	New Hires	odh.ohio.gov
OPHI	Epidemiologist	Blood borne Pathogens	Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.	CSTE: 1, C-1, C-3, D-1, D-7; 2, A, A-2, B, 5, 7, B, D. CCHD Organizational: Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Annual	osha.gov & www.cste.org/group/cstecdcaec
OPHI	Epidemiologist	CDC Principles of Epidemiology Home Study Course	This course covers basic epidemiology principles, concepts, and procedures useful in the surveillance and investigation of health-related states or events. It is designed for federal, state, and local government health professionals and private sector health professionals who are responsible for disease surveillance or investigation. A basic understanding of the practices of public health and biostatistics is recommended.	CSTE: 1, A-1, A-3, B-2, B-3, B-4, C-4, C-5, F-1, F-2, G-3; 3, A,	New Hires, required within 6 months	www.cdc.gov/ophss/csels/dsepd/ss1978/index.html www.cste.org/group/cstecdcaec
OPHI	Epidemiologist	HIPAA	Training on the Health Insurance Portability and Privacy rule of 1996 that provides data privacy and security provisions for safeguarding medical information	CTSE: 1, D-1, D-7, ; 7, D. CCHD Organizational: Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Annual	hhs.gov & www.cste.org/group/cstecdcaec
OPHI	Epidemiologist	ICS 200	ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.	CCHD Organizational: Accountability - 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7. Equity, Ethics and Fairness - 3A2. Emergency Preparedness - 6A1, 6A2, 6A3.	New Hires, required within 1 year	Ohio EMA, FEMA, Ohio Train

OPHI	Epidemiologist	ICS 300	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.	CCHD Organizational: Accountability - 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7. Equity, Ethics and Fairness - 3A2. Emergency Preparedness - 6A1, 6A2, 6A3.	New Hires, required within 1 year	Ohio EMA, FEMA, Ohio Train
OPHI	Epidemiologist	ICS 400	This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.	CCHD Organizational: Accountability - 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7. Equity, Ethics and Fairness - 3A2. Emergency Preparedness - 6A1, 6A2, 6A3.	New Hires, required within 1 year	Ohio EMA, FEMA, Ohio Train
OPHI	Epidemiologist	ICS 800	The course introduces participants to the concepts and principles of the National Response Framework.	CCHD Organizational: Accountability - 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7. Equity, Ethics and Fairness - 3A2. Emergency Preparedness - 6A1, 6A2, 6A3.	New Hires, required within 1 year	Ohio EMA, FEMA, Ohio Train
OPHI	Epidemiologist	IS-120.A - An Introduction to Exercises	The course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC). This course will introduce the following concepts: [1] Managing an exercise program [2] Designing and developing an exercise [3] Conducting an exercise [4] Evaluating an exercise [5] Developing and implementing an	CCHD Organizational: Accountability - 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7. Equity, Ethics and Fairness - 3A2. Emergency Preparedness - 6A1, 6A2, 6A3.	New Hires	Ohio EMA, FEMA, Ohio Train
OPHI	Epidemiologist - PHEP funded	Master's level course in epidemiology and biostatistics	PHEP funded Epidemiologist are required to have earned a Master of Public Health degree from an accredited institution or meet the minimum educational requirements including a basic epidemiology course and a graduate level course in epidemiology or biostatistics	CTSE: 1, A-1, A-3, B-2, B-3, B-4, B-5, C-1, C-3, C-4, C-5, D-1, D-4, D-5, D-7, E-2, F-1, F-2, G-3, H-1, I; 2, A, A-2, B, C; 3, A, B, C-1, D; 4; 5; 6; 7, B, D, E; 8, A-1.	New Hires, required within 1 year	Any accredited graduate level public health program. & www.cste.org/group/cstecdcaec

OPHI	Epidemiologist	Ohio Public Health Communication System – OPHCS – User Training	<p>The Ohio Public Health Communication System (OPHCS) is a secure web-based highly reliable, persistent messaging and alerting system that uses email, fax, phone, pagers and other messaging modalities to support 24/7/365 notification and alerting. This system is used by the Ohio Department of Health, Local Health Departments, Hospitals, and other public health partners. The system is used for distribution of health alerts, prevention guidelines, disease investigation efforts and preparedness planning.</p>	CTSE: 3, B, D; 7, D. Emergency Preparedness: 6A1, 6A2, 6A3, 6B1, 6B2, 6B3, 6B4, 6B5;	New to position	OhioTrain & www.cste.org/group/cstecdcaec
OPHI	Epidemiologist	Packaging and Shipping Division 6.2 and Dry Ice (National Lab Training Network)	<p>Course Objectives: At the conclusion of this course, the participant will be able to: Summarize the source of regulatory oversight for packing and shipping hazardous laboratory materials. Discuss training and certification requirements for hazardous materials with your employer. Categorize hazardous materials prior to shipping. Label hazardous materials in accordance with DOT, IATA and USPS regulations. Demonstrate the ability to properly document the shipment of laboratory related hazardous materials. Recognize security threats associated with shipping laboratory specimens</p>	CTSE: 1, D-1, D-7; 2, B, C;; 5; 7, D.	Every 2 to 3 years	https://www.cdc.gov/labtraining/cdc-lab-training-courses/packing_shipping_62_materials.html

OPHI	Epidemiologist - PHEP funded	PHEP Epidemiologist Quarterly Meetings through ODH ORBIT	The quarterly statewide epidemiologists' meeting are a forum for disseminating information to the PHEP epidemiologists. These meetings build relationships between epidemiologists in various jurisdictions and allow epidemiologists to learn from one another. Topics may include: regional updates, outbreak investigation techniques, disease surveillance systems and methods, and more.	CTSE: 1, A-1, A-3, B-2, B-3, B-4, B-5, C-1, C-3, C-4, C-5, D-1, D-4, D-5, D-7, E-2, F-1, F-2, G-3, H-1, I; 2, A, A-2, B, C; 3, A, B, C-1, D; 4; 5; 6; 7, B, D, E; 8, A-1.	Quarterly	OPHCS & https://www.odh.ohio.gov/odhprograms/bid/orbitdis/orbit.aspx & www.cste.org/group/cstecdcaec
VS	All Public Health Clerks (except for Seasonal Help), the Deputy Registrar (Executive Assistant) and Local Registrar	Birth Affidavit Training	Process on how to complete the Birth Affidavit form if there are any errors on a birth certificate. - Online training.	Core 1.A.2, 1.A.4	New Hires or as needed	ODH - Vital Statistics Division
VS	All Public Health Clerks (except for Seasonal Help), the Deputy Registrar (Executive Assistant) and Local Registrar	Entering a Death Record Training	Process on how to register a death certificate. - Online training.	Core 1.A.2, 1.A.4	New Hires or as needed	ODH - Vital Statistics Division
VS	All Public Health Clerks (except for Seasonal Help), the Deputy Registrar (Executive Assistant) and Local Registrar	Fetal Death Training	Process on how to register a fetal death certificate. - Online training.	Core 1.A.2, 1.A.4	New Hires or as needed	ODH - Vital Statistics Division
VS/Admin	Any one issuing birth certificates, which includes Public Health Clerks, Fiscal Officer, Local Registrar and Deputy Registrar (Executive Assistant)	Central Issuance Training	Process on how to issue a birth certificate.	Core 1.A.2, 1.A.4	New Hires	ODH - Vital Statistics Division
WIC	All	The majority of required trainings are outlined in the State of Ohio WIC Policy and Procedure Manual (PPM). Additional trainings may be assigned by Supervisors on an as needed basis.	The State PPM is the main training document for all WIC Staff. If this PPM is updated before the Agency's Training Matrix, WIC Staff should defer to the State manual as this document is guided by Federal requirements.	----	Trainings may be repeated or assigned to staff on an as needed basis.	

WIC	All	Civil Rights	Each WIC staff person must receive annual civil rights training that covers topics described in the State WIC PPM, Section 111.6.	Core: 3A2, 4A1, 4A2, 4A4, 4A5	New Hires & Annual	State WIC PPM, Section 111.6 WIC Supervisors will provide training materials annually for staff.
WIC	All	Conflict of Interest Statement	Conflict of Interest Statements list situations that are prohibited as well as defining Illegal Use of Program Funds, Assets, and Property.	Core: 7A3, 8A1	New Hires & Annual	State WIC PPM, Section 113.12 State WIC PPM, Appendix 100, "Ohio WIC Program Employee Conflict of Interest and Misuse or Illegal Use of Program Funds, Assets, or Property Understanding".
WIC	All	Information Systems Security Training (ISS)	ISS addresses all aspects of systems security, including email, passwords, security threats, and ethical use of computers.	Core: 7A3	New Hires	WIC All Projects Letter (APL) 2013-077 WIC Supervisor will provide training materials annually for staff.
WIC	All	Value Enhanced Nutrition Education (VENA)	VENA trainings, along with annual staff observations, are completed to ensure staff provide participant-centered service. Training is also aimed at rapport building and cultural awareness skills; critical thinking and improved health outcomes.	Core: 3A1, 3A2, 3A5, 3A6, 3A7, 4A5	New Hires (required in the first 6 weeks)	State WIC PPM, Section 114.10 VENA Trainings are completed in the WIC Works System; Position-specific module requirements are listed in the State PPM, Appendix 100 VENA Training Protocol.
WIC	WIC Director	New Directors Training (Required/Provided by ODH)	One-day training designed to provide an overview of the WIC program requirements ranging from grant application preparation to vendor relations.	Organizational: 1B1-1B4, 2B2, 2B3	For New Directors with at least one month experience	State WIC PPM, Section 114.1 To arrange this training, project directors should contact their State WIC Nutrition and Administrative Services (NAS) Consultant.
WIC	Certifying Health Professionals	New Health Professionals (Required/Provided by ODH)	Provides a general overview of the certification process, nutrition education and counseling, breastfeeding education and promotion activities, and food issuance.	Dietitian Competency	New Hires	State WIC PPM, Section 114.2
WIC	Certifying Health Professionals	WIC University (Required/Provided by ODH)	One-day training designed to familiarize users with basic WIC system software functions.	Core: 7A3	Trainees should have at least one (1) month, and less than six (6) months WIC Program experience.	State WIC PPM, Section 114.7 Supervisors should contact the State WIC Nutrition and Administrative Services (NAS) Consultant to register staff.
WIC	Peer Helpers	USDA Training Program: <i>Loving Support Through Peer Counseling Training</i>	This required curriculum is divided into major sections. It defines a paraprofessional breastfeeding	Core: 3A2, 4A5 Organizational: 2A1, 2A8, 3A1, 3A2	New Hires	State WIC PPM, Section 406 Loving Support Training is provided by the Breastfeeding Coordinator.
WIC	Breastfeeding Coordinators, Certifying Health Professionals, Peer Helpers	Glow and Grow	This training is completed on the Ohio Train website to ensure that WIC staff attain a level of proficiency in the skills required to promote and support breastfeeding.	Core: 3A3, 3A6, 5A1, 5A5, 5A8, 5A9	New Hires	State WIC PPM, Section 113 Ohio Train website - search for "Ohio WIC Grow and Glow".

WIC	Breastfeeding Coordinator, Dietitians & Peer Helpers	Breast Pump Training	After initial training, all staff who issues pumps must receive an annual update on how to assemble and clean the pumps.	Core: 5A8	New Hire & Annual	State WIC PPM, Section 405. The Breastfeeding Coordinator provides training information to all necessary staff on an annual basis.
WIC	WIC Assistants, Certifying Health Professionals, Breastfeeding Coordinator	OSHA Blood borne Pathogens	Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.	Accountability: 2A1, 2A2, 2A3, 2A4, 2A8; Equity Ethics & Fairness: 3A2; Continuous Quality Improvement: 4A5; Leadership & Systems Thinking Skills: 8A1, 8B1, 8C1	Annual	osha.gov
WIC	Breastfeeding Coordinator, Certifying Health Professionals	<i>Depression</i> newsletter	USDA feels that all WIC Health Professionals should know: the prevalence & impact of depression on health outcomes, where to refer families for help, and how to use VENA skills to obtain information.	Organizational: 4A4, 4A5	New Hires	State WIC APL #2015-067 The Depression Newsletter within this APL serves as the Ohio WC training. Supervisors will provide these materials to staff. Training references will be maintained in the New Health Professional Training Binder.
WIC	WIC Assistants & others	Lap Competency Training	Annual review of WIC laboratory pr	Organizational: 4A4, 4A5, 5A1-5A6	New Hires & Annual	State WIC PPM, Sections 263, 264, 267 WIC Supervisors will provide annual trainings regarding required procedures and policy updates.

