**Template Policy/Procedure/Protocol for Local Health Departments’**

**Title X Staff Orientation and Training**

**Policy:** It is the policy of Any County Health Department (ACHD) to provide a comprehensive orientation for all staff working in the Title X program that is specific to the staff member’s role when working with Title X clients, and to provide all necessary training, one-time or on an annual basis, to assure continued understanding of program requirements.

**Purpose:** This policy is intended to establish guidelines for the orientation and training of Title X staff.

**Definitions:** None

**Applicable Laws, Rules and References:**

* Program Requirements for Title X Funded Family Planning Projects (<http://www.hhs.gov/opa/pdfs/ogc-cleared-final-april.pdf>)
* Providing Quality Family Planning Services MMWR (http://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf)

**Responsible Persons:** This policy applies to all members of the ACHD workforce who work in the Title X program, including full-time, part-time, and temporary paid employees, and contractors, under the direction of the Health Director.

**Procedures**:

1. Upon hire, any staff member who works with Title X clients will work with their supervisor to complete the checklist for “All Staff” orientation and any applicable role-specific orientation checklist outlined in the “Family Planning Staff Title X Orientation and Annual Trainings Checklists.”
2. Upon hire, all clinical staff (nurses and providers who may counsel clients) will complete the “Clinical Staff One-Time Trainings.”
3. Following hire, clinical staff will complete the “Clinical Staff Annual Trainings” checklist with each Fiscal Year or Calendar Year.
4. Following hire, all staff working in the Title X program will complete the “All Title X Staff Annual Trainings” checklist with each Fiscal Year or Calendar Year.
5. Following hire, all staff working in the Title X program will complete the “All Title X Staff Annual Confirmation of Understanding” with signatures/dates on an annual basis with each Fiscal Year or Calendar Year. **(Suggest entering a specific date for completion.)**
6. For required trainings, ACHD will prioritize trainings available online through the [National Family Planning Training Centers (NFPTC)](http://fpntc.org/) (http://fpntc.org/). The staff member will be responsible for retaining their completion certificates for specific courses to document the training content. If there is no specific training available on a particular topic from the NFPTC, training may be provided in the context of a staff meeting. Minutes of and sign-in sheets for the staff meeting will constitute documentation of the training content, and will be maintained by enter the title of the responsible individual.
7. Appropriate pages (as defined above) of the Family Planning Title X Orientation and Annual Training Checklist should also be maintained by the agency to document required orientation and training.

**Reference Plans and Policies:**

*Reference other agency policies, as appropriate.*

**Attachment:** Family Planning Staff Title X Orientation and Annual Trainings Checklists