

DIVISION OF MENTAL HEALTH AND HOSPITALS
ADMINISTRATIVE BULLETIN 2:05

DATE: April 25, 1984

SUBJECT: Staff Development and Training
Applicability: H,CO

I. Introduction

This policy has been established for the continuous and systematic development of training within the Division of Mental Health and Hospitals in order to increase employee's effectiveness while providing mental health services and for the appropriate training and development of employees in order to meet future needs for the provision of those services.

II. Policy

A. Central Training Office Responsibilities

The Division will provide a continuing system of training for all employees. It is the responsibility of the Central Training Office to assist in the planning, implementation and evaluation of training throughout the Division, as well as within the appropriate Community Mental Health sector. The Central Training Office shall be directly responsible for:

1. Coordinating, monitoring, and evaluating all employee development and training resources throughout the Division, including:
 - a. Developing training priorities in concert with the annual goals and objectives of the Division of Mental Health and Hospitals and sees that these priorities are reflected in the training plans of institutions.
 - b. Providing assistance to hospital units in planning and evaluating programs designed to train and develop their staff and to review and approve their training plans.
 - c. Authorizing and approving expenditures and requests for employee training within hospital training plans in accordance with Civil Service, Treasury, Department and Divisional policy, regulations and procedures.
 - d. Acting as Central Office training representative on State Hospital Recruitment Committees for training officers.

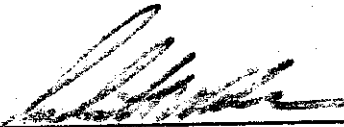
- e. Providing direct oversight in those hospital training units which are without a training officer and responsible for final authorization of the hiring of training officers in all facilities
2. Administering a comprehensive reporting system for major training projects throughout the Division.
3. Monitoring compliance with training/staff development plans and programs of Division funded community mental health agencies.
4. Providing for training programs derived from the Division's goals and objectives and/or legal matters.
5. Acting as technical consultant in the development of various Bureau-sponsored training programs within Central Office in areas of assessment, design, implementation, and evaluation.
6. Providing for the systematic development of training of all employees who are charged with the responsibility of training other employees.
7. Establishing and maintaining a Central Office Training Advisory Committee to assist in the provision of equitable criteria for selection of candidates for employee development and training programs, i.e., inservice training, tuition aid, education leave, etc., and providing recommendations to the Department Training Office on training program offerings.
8. Acting as Division liaison on Department committees and task forces and as representative at colleges, universities, and other agencies on all matters pertaining to employee development and training.

B. Institution Training Unit Responsibilities

Institution Training units shall be responsible for the overall assessment, planning, coordination, implementation, and evaluation of training programs within their facility, including:

1. Preparing and submitting to the Division Central Training Unit a comprehensive training plan on an annual basis in accordance with the policies and guidelines of the Division Training Office, Department, and Civil Service.
2. Providing for the systematic development and training of all employees within the facility:
 - a. Responsible for developing training programs which address management problems and gaps in clinical knowledge identified by quality assurance, JCAH, or by Department/Division quality reviews.

- b. Responsible for developing/providing programs focused upon the following eight training priorities:
 - (1) Orientation
 - (2) Discharge Oriented Service Planning
 - (3) Emergency Services/Crisis Intervention
 - (4) Alternatives to long-term psychiatric hospitalization
 - (5) Programming for the chronic client
 - (6) Management Training
 - (7) Professional clerical training
 - (8) Continuing Clinical Education
- 3. Establishing and maintaining a facility-based Training Advisory Committee to assist in the provision of equitable criteria for the selection of candidates for employee development and training programs, i.e., inservice training, tuition aid, education leave, etc., and providing recommendations to the Division Training Office on matters of training program offerings.
- 4. Developing and making available to the Division Central Training Office, on a monthly basis, a progress report of training and staff development activities, including:
 - a. Programs of training and education offered;
 - b. Instructor(s) for program(s) and
 - c. Student affiliates at facility and where assigned.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

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DIVISION OF MENTAL HEALTH AND HOSPITALS

Administrative Bulletin Transmittal Memorandum No. 59

April 25, 1984

SUBJECT: Administrative Bulletin 2:05
Staff Development and Training

This Administrative Bulletin establishes policies and responsibilities related to Staff Development and Training functions, Office of Human Resources, within the Division of Mental Health and Hospitals.


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