

Big Bend Community Based Care Policy & Procedure

Series: 1200: Training and Supervision

Policy Name: Training Content

Policy Number: 1201

Origination Date: 2/1/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to assure that personnel throughout the agency are trained to fulfill their job responsibilities.

Procedure

- A.** All BBCBC Staff will complete the following trainings within the allotted timeframes:
1. BBCBC Orientation courses which include BBCBC Staff Orientation, Emergency Preparedness, Safety and Security and Sexual Harassment within two (2) weeks of employment;
 2. HIPAA Training within two (2) weeks of employment date and annually;
 3. Security Awareness training within ten (10) days of employment date and annually.
- B.** All BBCBC Staff will become oriented within three (3) months of employment to:
1. The mission, vision, values, and services of the agency;
 2. The cultural and socioeconomic characteristics of the service population;
 3. The agency's relationship and role within the community;
 4. The organizational structure and lines of authority within BBCBC;
 5. The policies on the BBCBC website relevant to the employee and their job;
 6. The BBCBC Human Resources policies and procedures; and
 7. The BBCBC Employee Handbook.
- C.** All BBCBC staff will receive training on the following legal issues;
1. Mandatory reporting and the identification of clinical indicators of suspected abuse and neglect, as applicable;
 2. Federal and state laws requiring disclosure of confidential information for law enforcement purposes, including compliance with court-order, warrant, or subpoena;
 3. BBCBC's policies and procedures on confidentiality and disclosure of service recipient information, and penalties for violation of these policies and procedures;
 4. The legal rights of service recipients; and
 5. Any requirements associated with consent decrees, when appropriate.

Big Bend Community Based Care Policy & Procedure

-
- D. All applicable BBCBC staff will receive training on proper documentation, and the maintenance and security of case records.
 - E. All BBCBC staff are required to complete a minimum of fifteen (15) hours of continuing education hours annually and submit a record of all training to BBCBC HR annually.
 - 1. Each employee's supervisor will ensure the continuing education requirements are identified and included as part of the employee's performance standards.
 - F. All BBCBC staff will attend bi-annual All Staff Training Sessions.