

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1200: Training and Supervision

**Policy Name:** Continuing Professional Development

**Policy Number:** 1206

**Origination Date:** 2/1/2009

**Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to support continuing professional development for all BBCBC personnel.

## Procedure

- A. BBCBC will provide opportunities for ongoing professional development through workshops, conferences, and in-service training courses offered and approved by BBCBC to corporate and case management agency staff.
- B. Trainings for professional development will assist staff in meeting the minimum annual continuing education hours.
- C. Training opportunities will enhance staff ability to effectively perform their job and to enhance ability for advancement.
- D. Annually, BBCBC will conduct a training needs assessment to gather input from all staff.
- E. BBCBC will regularly inform staff and network providers of upcoming training and learning opportunities, utilizing the BBCBC website, email and staff meetings.
- F. During annual reviews, BBCBC supervisors and staff will develop annual individualized Professional Development Plans which will be recorded on the annual review document.
- G. Expense reimbursement may be granted according to the availability of Staff Development Funds, utilized for training and development, which will assist BBCBC in meeting the needs of the Agency.
  - 1. Prior written approval must be obtained from the employee's supervisor for any training or development request.
- H. BBCBC employees are encouraged to participate in professional organizations that enable the individual to further enhance their standards of education and skill.