

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3500 – Human Resources: Staff Training

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Contracts Manager

Approved by: Executive Director
Motion #:

Date: 11/29/2005

POLICY #3503.00

SUBJECT: STAFF TRAINING

POLICY

NSMHA shall ensure that NSMHA staff receives general training based on agency priorities and training specific to their job.

PROCEDURE

NSMHA shall train employees on issues of general applicability, for example privacy. NSMHA shall ensure that staff receives training in conformity with the NSMHA Training Plan prepared by NSMHA staff.

NSMHA shall train employees on issues of specific applicability to their job. NSMHA shall rely on the NSMHA Training Plan where applicable to clinical staff and shall develop specific goals for staff working in non-clinical areas, such as fiscal staff.

Each staff member shall have an individual training plan developed and reviewed with his or her supervisor at the time of his or her annual performance evaluation.

ATTACHMENTS

None