

Washtenaw County Community Mental Health

STAFF DEVELOPMENT – (guidelines)

PURPOSE

Establish a process for the development, coordination, and evaluation of Washtenaw County Community Mental Health (WCCMH) training and continuing development for all personnel.

POLICY

WCCMH will ensure that all staff have opportunities for continued development of knowledge, skills and competencies. An overview of Staff Development Committee (SDC) responsibilities include:

- Production and Analysis of needs assessment, and review of completion
- Coordinating with regional partners, additional health services departments, and Washtenaw County regarding Staff Development
- Developing/Revising a biennial plan of mandatory and optional staff trainings, and orientation for all WCCMH staff.
- Coordinating and communicating all mandatory trainings, orientations and continuing staff development throughout WCCMH
- Coordinating with Programs, Program Administrators, Supervisors, and Professional Staff Development efforts

STANDARD

It is a standard of WCCMH that Staff Development is a shared responsibility among staff to ensure continuous professional growth.

General responsibilities include but are not limited to:

RESPONSIBLE STAFF

Staff Development Committee (SDC)

ACTIVITY

- Reviews:
 1. All trainings and orientations required for WCCMH employees
 2. Trainings that will be offered at various sites and programs
 3. Annual survey results of staff needs
 4. Aggregated data regarding staff competencies

Executive Leadership Team

Supports and encourages the efforts of the SDC, and staff wishing to attend,

facilitate, or otherwise participate in training opportunities

SDC Coordinator

- Retains training manuals and maintains orientation materials for accuracy and availability, and provides them as needed upon request
- Completes essentials of event planning and coordination
- Collaborates directly with the Michigan Social Work Continuing Education Collaborative to obtain CEU Social Work hours for qualified training opportunities and prepares, maintains, and preserves related documentation.
- Completes post training tasks including updates to employee transcripts using sign in sheets in both PD tracking sites, production and distribution of CEU certificates, and completion or required follow up documentation as required for Continuing Education Collaborative
- Produces quarterly reports based on completed session evaluations for review Executive Leadership Team and SDC members

CMH Staff

- Develops annual workplan with inclusion of identified staff development needs (note: clinical staff are expected to regard clinical competency during plan development)
- Registers for and attends required training opportunities, and completes evaluation for training sessions.
- Completes online training requirements when eligible to do so.

Supervisors

- Works with staff in development, implementation and follow up of employee workplans

- Reviews and completes the required Supervisor's New Hire Checklist
- Monitors compliance of staff development training during supervisions and annual evaluations.

Training Session Facilitator

- Prepares all materials as required for approval from SDC for training opportunities.
- Works with SDC Coordinator to schedule dates for trainings.
- Submits all prepared materials of approved trainings to SDC coordinator with completed CEU application for processing.
- Completes all preparation and follow up for training sessions.
- Returns sign-in sheets and evaluations to SDC Coordinator after completed sessions for follow up

REFERENCES

- A. Supervisor's New Hire Checklist
https://ewashtenaw.sharepoint.com/sites/CSTS_Wiki/Pages/Supervisor's%20New%20Hire%20Checklist.aspx
- B. Staff Development
https://ewashtenaw.sharepoint.com/sites/CSTS_Wiki/Pages/Staff%20Development.aspx
- C. New Hire Toolkit
https://ewashtenaw.sharepoint.com/sites/CSTS_Wiki/Pages/New%20Hire%20Toolkit.aspx
- D. (CMH) Training Requirements Grid
https://ewashtenaw.sharepoint.com/sites/CSTS_Wiki/Pages/CMH%20Staff%20Requirements.aspx