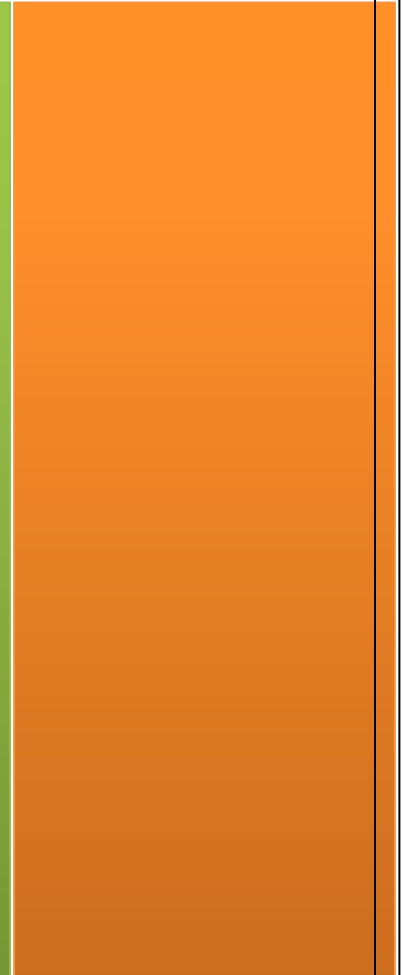


Nevada Division of Public and Behavioral Health



Professional
Development Catalog

*April
2014
Edition*

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Purpose

The purpose of this catalog is to provide staff at the Nevada Division of Public and Behavioral Health (DPBH) an inventory of opportunities for training and professional development. Ensuring a skilled workforce and ongoing professional development is a priority for the DPBH. Though this catalog is intended for DPBH staff, many of the resources and trainings are free and available to the public, so it is encouraged that these resources be shared beyond the Division. Hint: This PDF allows you to “find” key words of interest to save time. Therefore, if you are interested in “epidemiology,” for example, choose to find “epidemiology” within this document.

When possible, trainings should include the testing of competency, ability, and skill development, though this is not always available. We want to ensure staff can apply the knowledge gained.

This catalog offers opportunities for trainings ranging from basic/beginner to intermediate/advanced. Many of the trainings are free and offered online; however some courses are only offered onsite and others may have a fee. Some courses also offer continuing education units. Those that are free and/or online are noted with these icons:



As new trainings are developed all the time, this catalog is a “living” document. To add a training or resource, or if you would like to see a training developed that is not currently available, please contact Julia Peek at jpeek@health.nv.gov.

This catalog has been developed as a result of quality improvement efforts conducted by the Community Services Section of the DPBH. A special thank you to the team who devoted time and effort to make this catalog a reality: Sandi Larson, Lyell Collins, Charlene Herst, Amanda Harris, Marjorie Franzen-Weiss, Morgan Friend, Lauren Dalton, Jon Kirwan, and Julia Peek.

Before taking any course, be sure to request permission from your supervisor to ensure it falls within the scope of NAC as noted on the following page, or any policy of the agency or your program.

Training and Education Regulations

NAC 284.482 Types of training. ([NRS 284.065](#), [284.155](#), [284.343](#)) Each employee is responsible for improving his or her own professional competence. The employing agency shall, within budgetary constraints, complement the employee's own efforts by providing the following kinds of training:

1. Training which is beneficial to the agency's operation or is required by the State, the appointing authority, or the Federal Government.
2. Training which is needed to enable the employee to meet the standards of performance for his or her position.
3. Training which is needed to update the employee's skills, knowledge, and techniques of his or her current position.

[Personnel Div., Rule X § B, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84)

NAC 284.484 Release time or leave to attend training. ([NRS 284.065](#), [284.155](#), [284.343](#), [284.345](#))

1. When training is required by the appointing authority, the authority must grant release time to attend the training. Release time is considered time worked. The agency is responsible for any overtime earned as a result of such training.
2. When training is requested by the employee, the appointing authority may:
 - a) Grant the employee release time, but not overtime;
 - b) Require the employee to take approved leave for the work time spent to attend the training; or
 - c) Deny the request. Approval must not be unreasonably withheld and reasons for denial must be provided the employee in writing.

In making the determination to approve or deny training pursuant to this subsection, the appointing authority must consider the appropriateness of the training in accordance with [NAC 284.485](#).

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A by R082-00, 8-2-2000)

NAC 284.485 Criteria for approving or denying training or education requested. ([NRS 284.065](#), [284.155](#), [284.343](#)) In determining whether to approve or deny training or education requested by an employee, an appointing authority shall consider whether the training or education:

1. Is required by or related to the job of the employee;
2. Is relevant to the prospective duties of the employee; or
3. Is a benefit to both the agency and the employee participating by:
 - a) Preparing the agency and employee for technological and legal developments;
 - b) Increasing the work capabilities of the agency and employee;
 - c) Increasing the number of qualified employees in areas for which the agency has difficulty in recruiting or retaining employees; or
 - d) Increasing the professional competence of the employees of the agency.

(Added to NAC by Dep't of Personnel by R082-00, eff. 8-2-2000)

Continuing Education Units (CEUs)

There are many different Continuing Education Units (CEUs) depending on the specialty. Many of the trainings listed in the following sections offer CEU credits. In order to get CEU's there is often a quiz after the training to evaluate knowledge, then a certificate issues. Be sure to save all your certificates for future reference.

If you are developing a course or conference and want CEUs, there are options to seek those credits.

TO REQUEST CONTINUING EDUCATION UNITS FOR NURSES

- Please contact Joanne Malay at jmalay@health.nv.gov. Jo will provide you with the template to fill out. You will need to know the purpose of the course, learner objectives, related content, method of teaching, and evaluation criteria.

TO REQUEST CONTINUING EDUCATION UNITS FROM THE NATIONAL COMMISSION FOR HEALTH EDUCATION CREDENTIALING, INC.

- The National Commission for Health Education Credentialing, Inc. (NCHEC) recognizes the commitment of professional organizations to provide high-quality, informative and relevant Continuing Education Contact Hour (CECH) opportunities for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES). This application is designed for those annual conferences and conventions where a significant number of programs (sessions) meet the needs of CHES/MCHES. This application is not intended for continuing education opportunities that fall outside the realm of an institutionalized annual convention or conference.
- To request CHES CEUs, visit http://www.nchec.org/ches_providers/cech/. There are forms to complete if this is a single event, multiple events, or an annual event to get CHES CEUs.

TO REQUEST CONTINUING EDUCATION UNITS FOR MEDICAL PROFESSIONALS

- To request CEUs for medical professionals, known as CMEs, please contact Ms. O'Brien (see below) to request the forms you will need to complete:
 - Melissa O'Brien, MS
Director | Office of Continuing Medical Education and Professional Development
University of Nevada School of Medicine
411 W. 2nd Street, MS 150, Reno, NV 89503
Direct: 775.784.1983 | Main Office: 775.784.4791 | Fax: 775.784.4544
E: mdobrien@medicine.nevada.edu | www.medicine.nevada.edu/cme

Training Resources

The following training resources and organizations offer a variety of courses on a wide range of subjects. The link and a summary of offerings are provided for each resource.

STATE OF NEVADA NEATS & NVLEARN

Link:

- NEATS = <https://neats.state.nv.us/NEATS/admin/Home.aep>
- NVLearn = <https://nvelearn.nv.gov/moodle/> (use your NEATS username and password to access)



Summary: The State of Nevada Office of Employee Development (OED) provides statewide training, development and consultation services to employees and State agencies, enabling them to increase efficiency, effectiveness, productivity, and customer satisfaction. Trainings are offered online (through NVLearn) and onsite (register through NEATS). There are a variety of courses, both mandatory and optional, for state employees. You can browse courses in NEATS and on NVLearn. Many of the courses are free, but the Nevada Certified Public Manager (NVCPM) Program does have a fee and only available through a competitive process managed by the Departments. If you are interested in CPM, please talk to your supervisor.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH)-DEVELOPED e-LEARNING TRAININGS

Link: http://health.nv.gov/IPCInitiative_Education_Events.htm



Summary: The DPBH is developed several e-learning tools based on needs identified by internal and external partners. These trainings are hosted online and can be accessed by anyone. The trainings include: Norovirus Toolkit for Skilled Nursing Facilities, Norovirus Toolkit for Daycare Settings, HAI Prevention Toolkit. If you are interested in developing training, please contact Julia Peek.

FRANCIS J. CURRY – INTERNATIONAL TUBERCULOSIS CENTER

Link: http://www.currytbcenter.ucsf.edu/training/arch_webtrain.cfm

Summary: Offers a variety of trainings and archived webinars related to tuberculosis.



CALIFORNIA STD/HIV PREVENTION TRAINING CENTER

Link: http://stdhivtraining.org/online_courses.html

Summary: Provides free, on-line trainings on topics related to sexually transmitted diseases (STD) and Human Immunodeficiency Syndrome (HIV).



UNC GILLINGS SCHOOL OF GLOBAL PUBLIC HEALTH

Link: <http://cphp.sph.unc.edu/training/trainings.php>



Summary: CPHP offers a series of free short Internet-based trainings on public health preparedness, focusing on such topics as surveillance, outbreak investigation, agents of bioterrorism, and emerging and re-emerging disease agents. There is no fee associated these trainings.

COUNCIL OF STATE AND TERRITORIAL EPIDEMIOLOGISTS (CSTE)

Link: <http://www.cste2.org/workforcetraining/>



Summary: Offers trainings via podcasts and webcasts regarding Introduction to Multivariate Statistics, Statistical Analysis of Continuous Outcome Data, Longitudinal Data Analysis, Statistical Analysis of Categorical Data, Poverty and Population, Environmental Health Sciences, Ethical Challenges in Public Health Interventions: Catastrophic Routine, Public Health Preparedness Emergency Response, Epidemiologic Methods I & II, Epidemiologic Case Studies, Epidemiology and Control of Infectious Diseases.

SOUTH CENTRAL PUBLIC HEALTH PARTNERSHIP



“The South Central Public Health Partnership, Training Professionals to Protect the Public, online course “Introduction to Epidemiology” was very educational and allowed for me to learn at my own pace. It was of a tremendous help that I was able to pause in different sections of the course and return to that exact section at a later time. Additionally, I found the ability to rewind and play back all aspects of this training course to be very beneficial as I was able to take my own notes for future reference. The outline in which the course was given as well as the quiz at the end is helpful in regards to being able to determine my overall learning status. I look forward to taking additional online courses offered by them in the future.” – Morgan Friend, Office of Public Health Informatics and Epidemiology

Link: <http://lms.southcentralpartnership.org/scphp/>

Summary: Offers trainings regarding General Public Health, Epidemiology, Diversity and Cultural Competency, Environmental Health Division, Public Health Management and Policy, Agro-terrorism, Bioterrorism, Chemical Terrorism, Communication, Radiological, Nuclear and Explosive Terrorist Threats, Risk Assessment, Weapons of Mass Destruction, Maternal and Child Health, Special Needs Populations and Disasters.

CENTER FOR THE APPLICATION OF SUBSTANCE ABUSE TECHNOLOGIES (CASAT)

Link: <http://casat.unr.edu/training.html>



Summary: Offers Webinars, In-Person Workshops and Online regarding substance abuse. Substance Abuse Prevention and Treatment Agency (SAPTA) utilizes this training resource.

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

Link: <http://www2a.cdc.gov/TCEOnline/> and <http://www.cdc.gov/vaccines/ed/courses.htm> (vaccine courses)



Summary: Once registered, the user can search for trainings on a variety of subjects related to health and wellness. They can search by date and topic area. Many of the courses offer continuing education units. For example when searching “public health,” courses from February 2014 include: Health Literacy for Public Health Professionals, Principles of Epidemiology in Public Health Practice, and Prevention and Public Health Issues: Successful Strategies for Integrating Public Health into Primary Care: Examples from the Field.

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) TRAIN

Link: <https://cdc.train.org/DesktopShell.aspx>



Summary: TRAIN is the premier learning resource for public health professionals and is a free service of the Public Health Foundation. Trainings include: Intro to Performance Management, Intro to Quality Improvement, Developing Performance Measures and Managing for Results, and Performance Management: Improving Systems Systematically.

GOVLOOP

Link: <http://www.govloop.com/page/events>



Summary: “The knowledge network for government” – offers a range of topics for government employees. Archived webinars include: How Leading Governments are Measuring Performance, An Open Health Data Approach That Just Works: Improving Our World Block by Block, and Think Different with Your Data.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Link: <http://training.fema.gov/IS/NIMS.aspx>



Summary: Offers a variety of training courses regarding the Incident Command System (ICS), their processes and procedures pertaining to Health Care. As a DPBH employee it is strongly encouraged that you complete:

- <http://training.fema.gov/EMIWeb/IS/is100HCb.asp>
- <http://training.fema.gov/emiweb/is/is200b.asp>
- <http://training.fema.gov/emiweb/is/is700a.asp>
- <http://training.fema.gov/emiweb/is/is800b.asp>

NEVADA DEPARTMENT OF EMERGENCY MANAGEMENT

Link: http://dem.nv.gov/training/Training_Home/



Summary: Offers a range of onsite trainings devoted to emergency preparedness that can be searched using their training calendar. Suggested courses include Incident Command System (ICS) 300 and 400.

IMMUNIZATION ACTION COALITION

Link: <http://www.immunize.org/resources/contedu.asp>



Summary: Provides a variety of resources related to trainings on immunizations. Examples include links to: California Distance Learning Health Network and Medscape.

MEDSCAPE

Link: <http://www.medscape.org/> and click on "Education"



Summary: Offers a wide range of courses, most with continuing education units. These are targeted more for clinicians with clinical briefs and patient cases. Courses include: Major Depressive Disorder: New Perspectives on Diagnosis and Management, A Case Study in Comprehensive HIV Prevention, Can a Targeted Intervention Strategy Reduce Melanoma Risk and Mental Disorders in Adolescents Often Persist Into Adulthood.

LYNDA

Link: <http://www.lynda.com/industries>



Summary: Offers trainings in a variety of different fields of expertise, particularly related to software tools such as Microsoft, Articulate, SharePoint, and many others. The fee is \$25.00 annually and there are certificates of completion available upon completion of a course.

NATIONAL HEALTHCARE SAFETY NETWORK (NHSN) TRAINING

Link: <http://www.cdc.gov/nhsn/Training/course-catalog/>



Summary: Offers trainings regarding NHSN for Patient Safety Component, Dialysis Event, Bio-vigilance Component, Healthcare Personnel Safety Component.

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

Link:



https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=354947&PCAT=6334&CAT=6334

Summary: Offers a variety of resources and trainings regarding programs for Community Health, Environmental Health, Public Health Infrastructure and Systems and Public Health Preparedness, communications, public health ethics, media releases, newsletters and Legislative Resources and Information. If you need to be a member to take a certain course, please contact Jo Malay at jmalay@health.nv.gov to get membership information.

RURAL ASSISTANCE CENTER (RAC)

Link: <http://www.raconline.org/webinars>

Summary: Offers a variety of Webinars related to services in rural communities. Webinar examples are: Care Coordination in Rural Communities, ACA and You – How to Anticipate Changes in Rural Places, and American Community Survey: The New Era for Detailed Data.



SOUTHWEST REGIONAL PUBLIC HEALTH TRAINING CENTER

Link: <http://lms.srphtc.ucla.edu/srphtc-home-public.aspx>

Summary: The online training library offers a variety of public health trainings such as: Interagency Coordination in Public Health, Public Health Law, Risk Communication: Working with the Media, and Public Health Nursing Orientation.



DIRECTORS OF HEALTH PROMOTION AND EDUCATION (DHPE)

Link: http://dhpe.site-ym.com/?page=ProfDev_Webinars

Summary: DHPE provides Webinars based on topics related to health promotion and education, including: Addressing Health Literacy at State Health Departments, Using the Policy Brief as a Communication Tool for Stimulating Public Health Action, and SISTERS UNITED to Eliminate Infant Mortality Disparities: Practical Applications from the Arkansas Department of Health.



EDX

Link: <https://www.edx.org/>

Summary: From Science to Art to Technology, edX offers classes from the best professors and universities for free. Courses are offered from Ivy League schools on a wide range of topics.



COURSERA

Link: <https://www.coursera.org/>

Summary: Coursera is an education platform that partners with top universities and organizations worldwide, to offer courses online for anyone to take, for free. Courses include: Major Depression in the Population: A Public Health Approach, Epidemiology: The Basic Study of Public Health, Principles of Public Health, The Social Context of Mental Health and Illness, and Statistics: Making Sense of Data.



“The edX HarvardX online course on “Health and Society, Social Epidemiology” was educational and easy to follow. It was helpful being able to go through the lessons at my own pace by watching the instructor’s videos and slides as well as the ability to read along as they spoke, and rewind if I missed information or wanted to review again. They do offer additional text material that can be purchased with this course but I did not find it necessary and was able to do well throughout the course without it. The online learning capability and the step by step course progress update was helpful to be able to track my progress and see where I was at throughout the class. I am looking forward to taking more of their online courses.”

UNIVERSITY OF WASHINGTON - NORTHWEST CENTER FOR PUBLIC HEALTH PRACTICE (NWCPHP)



Link: <http://www.nwcphp.org/training>

Summary: NWCPHP offers a wide variety of training opportunities for public health professionals. From online trainings to certificate programs, toolkits and guides to in-person and customized trainings, our products help the public health workforce stay up-to-date on the latest research and best practices. Offers a number of free, online trainings from topics including: Accreditation and Quality Improvement, Behavioral and Mental Health, Chronic Disease, Leadership and Management, Maternal and Child Health, Program Planning and Evaluation, among many others.



WASHINGTON STATE DEPARTMENT OF HEALTH

Link:

<http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/PerformanceManagementCentersforExcellence.aspx>

Summary: Training presented by Washington State's three Public Health Performance Management Centers for Excellence covers a wide variety of performance management topics. Our training is designed to help public health professionals plan and implement improvements that lead to better public health outcomes. Topics address public health standards, national accreditation, and quality improvement activities.

CDCYNERGY

Link: <http://www.cdc.gov/healthcommunication/CDCynergy/>



Summary: This innovative tool is used to guide and assist users in designing health communication interventions within a public health framework. Originally created for use within the CDC, the idea of an institution-wide planning model found its way outside of the agency. CDCynergy has been adapted for use by public health professionals on a national, state, and/or local level.

NEW YORK CITY, LONG ISLAND, LOWER TRI-COUNTY PUBLIC HEALTH TRAINING CENTER

Link: <http://www.lowernysphhc.org/training-catalog>



Summary: Offers a comprehensive collection of competency-based public health and public health-related trainings. Our training programs are free, high-quality, and interactive — designed to fully engage learners and impart needed knowledge and skills for the public health workforce. Trainings include: Building Logic Models, Facilitating a Focus Group, Public Health and the Healthcare Ecosystem, Orientation to Public Health, Practicing Cross-Cultural Communication: Community Health Worker Program, and Health Literacy & Public Health: Introduction.

CARDEA

Link: <http://www.cardeaservices.org/training/index.html>



Summary: Offers a variety of family planning, STD, HIV, and other resources including: “Chlamydia and Gonorrhea Prevalence Monitoring: Using Local Data to Guide Programmatic Decision-Making,” “Adolescents and the Law: Nevada,” “A Practical Guide to Healthy Weight Management” and “Human Trafficking and Reproductive Health.”

NATIONAL NETWORK OF PUBLIC HEALTH INSTITUTES (NNPHI)

Link: <http://www.nnphi.org/tools/e-catalog>



Summary: The NNPHI eCatalog offers a wide variety of courses including topics such as public health accreditation and the Multi-state learning collaborative. Courses include: “Engaging Tribes in Accreditation and Quality Improvement,” “Building Workforce Capacity in QI,” and “Promoting Healthy Eating and Active Living through Policy, Systems, and Environmental Change.”

Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County

Link: <http://adamhsc.org/en-US/mentalhealth101training.aspx>

Summary: Mental Health 101 are a series of webinars that provide accurate information about mental illness, the signs and symptoms of various disorders, treatments, medications and available community resources. This workshop explores various screening tools, communication and crisis de-escalation techniques and referral services.

Other Resources

CENTER FOR THE APPLICATION OF PREVENTION TECHNOLOGIES

Link: <http://casat.unr.edu/westcapt.html>

Summary: Provide useful, efficient, cost-effective, and culturally sensitive prevention application services through a comprehensive system that matches services to the technological capabilities and capacity of local community-based prevention programs. To accomplish these goals, Prevention Application Management Coordinators work with Single State Agencies and local, community-based prevention programs to develop plans designed to assist programs in applying scientifically-defensible prevention strategies. A network of local and regional technical assistance experts, skill development activities, innovative uses of electronic media, a resource repository, and production services will be available to support the plans.

TED TALKS

Link: <http://www.ted.com/talks/browse>



Summary: TED is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics — from science to business to global issues — in more than 100 languages. TED Talks include: “Let’s pool our medical data,” “Social networks can be used to detect epidemics,” “The beauty of data visualization,” and “Toward a new understanding of mental illness.”

“I LOVE TED Talks! The speakers are brilliant and their insights are so helpful. I feel inspired every time I watch one.”

- Julia Peek, Office of Public Health Informatics and Epidemiology

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) “COFFEE BREAKS: EVALUATION MINI-TRAININGS”

Link: <http://www.cdc.gov/dhbsp/pubs/podcasts.htm>

Summary: Evaluation Mini-Training "Coffee Breaks" are short presentations on evaluation basics and hot topics. These mini-trainings are designed to help you obtain an understanding of evaluation, from how to write an evaluation plan, to deciding which evaluation technique to use, to developing a logic model, and much more.



DPBH INTRANET

Link: <http://pbhnet/SitePages/Home.aspx>



Summary: The DPBH intranet offers a variety of resources that are helpful to staff including “Budget 101,” links to the State Administrative Manual, and others as they become available.

Internal Training Opportunities

Based on needs within the agency, DPBH develops and offers a variety of unique training opportunities each year. Please note the options for 2014 and the applicable contact person for more information.



WEBINARS

- ✓ Geographic Information Systems (GIS) Monthly Webinar Series – please contact Sandra Atkinson at satkinson@health.nv.gov. Future classes are scheduled for: Tuesday, April 29th; Wednesday, May 28th; and, Tuesday, June 24th.

BROWN BAG SERIES

Brown Bag trainings typically occur over the lunch hour, and it is encouraged that staff bring their lunches and enjoy training while they dine.

- ✓ Quality Improvement Brown Bag– please contact Tami Chartraw at tchartraw@health.nv.gov.



OTHER TRAINING OPPORTUNITIES

- ✓ Project Management– please contact Jon Kirwan at jkirwan@health.nv.gov.
- ✓ Tribal Governments and Indian Health Programs – please contact Jon Kirwan at jkirwan@health.nv.gov.
- ✓ Grant Writing and Grant Management – please contact Julia Peek at jpeek@health.nv.gov.
- ✓ STD/HIV Capacity Building – please contact Lyell Collins at lcollins@health.nv.gov.
- ✓ Center for the Application of Substance Abuse Technologies (online moderated and self-paced courses related to evaluation, data collection, data presentation, substance abuse, and ethics in prevention) – available through SAPTA, please contact Charlene Herst at cherst@health.nv.gov.

Didn't see a training opportunity you were looking for or are you skilled in an area you would be willing to teach others about?

If yes, please contact Julia Peek at jpeek@health.nv.gov

Required and Recommended Trainings Checklists

The DPBH has a diverse team from many different backgrounds. In order to ensure a common set of skills and knowledge, it is required or encouraged that staff complete courses upon hire or as a refresher. The following Checklists (Attachment A and B) are an example of what the Community Services Section developed to allow tracking of training completion. It is recommended that each section, agency, bureau or program within DPBH develop a similar schedule in order to ensure their employees have the same basic training.

COMMUNITY SERVICES SECTION - REQUIRED TRAINING - ALL EMPLOYEES

<i>Training Title</i>	<i>Training Access</i>	<i>Timeline for Completion</i>	<i>Date Completed</i>
Introduction to Performance Management***	https://cdc.train.org/DesktopShell.aspx	3 months from hire	
Introduction to Quality Improvement***	https://cdc.train.org/DesktopShell.aspx	3 months from hire	
Defensive Driving*	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	Prior to using a state vehicle	
Basic Tasks in SharePoint (PolicyTech)	http://office.microsoft.com/en-us/sharepoint-server-help/basic-tasks-in-sharepoint-server-2010-HA101839175.aspx	3 months from hire	
Information Security Awareness - Enterprise IT Services	https://nvelearn.nv.gov/moodle/	Annually	
Sexual Harassment Prevention (new employees and refresher)	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	6 months from hire	
Data Interpretation for Public Health Professionals	http://www.nwcp.org/training/opportunities/online-courses/data-interpretation-for-public-health-professionals	3 months from hire	
Incident Command System (ICS) 100 healthcare**	http://training.fema.gov/EMIWeb/IS/is100HCb.asp	6 months from hire	
Incident Command System (ICS) 200b**	http://training.fema.gov/emiweb/is/is200b.asp	6 months from hire	
Incident Command System (ICS) 700a**	http://training.fema.gov/emiweb/is/is700a.asp	6 months from hire	
Incident Command System (ICS) 800b**	http://training.fema.gov/emiweb/is/is800b.asp	6 months from hire	
Introduction to Equal Opportunity Employment (or refresher)	https://neats.state.nv.us/NEATS/admin/Home.aep	1 year from hire	
Orientation to the Essentials of Public Health, Introductory Level	https://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&courseid=1018294&backURL=L0Rlc2t0b3BTaGVsbC5hc3B4P3RhYkklPTYyJmdvdG89YnJvd3NlJmJyb3dzZT1rZXI3b3JkMtleXdvcmQ9cHVibGJk2hYVWx0aCZrZXlvcHRpb249Qm90aCZjbGluaWwNhbd1Cb3RoJmxvY2FsbCZCeUNvc3Q9MA==	3 months from hire	
DPBH HIPAA and Confidentiality Awareness	https://nvelearn.nv.gov/moodle/	30 days from hire	

COMMUNITY SERVICES SECTION - RECOMMENDED TRAINING - ALL EMPLOYEES

<i>Training Title</i>	<i>Training Access</i>	<i>Timeline for Completion</i>	<i>Date Completed</i>
Performance Management: Improving Systems Systematically***	https://cdc.train.org/DesktopShell.aspx	N/A	
Orientation to State Employment	https://nvelearn.nv.gov/moodle/	N/A	
Continuous Improvement	https://nvelearn.nv.gov/moodle/	N/A	
Point of Dispensing (POD) Leader's Course	https://nvelearn.nv.gov/moodle/	N/A	
Time Management – Workshop in a Box	https://nvelearn.nv.gov/moodle/	N/A	
Health Literacy for Professionals	http://www.cdc.gov/healthliteracy/GetTrainingCE.html	N/A	

*Be sure to communicate to your car insurance company that you completed this course; you may get a discounted rate.

**After you complete these, please email your certificates to: phptraining@health.nv.gov

***After you complete these, please email your certificates to: tchartraw@health.nv.gov

COMMUNITY SERVICES SECTION - REQUIRED TRAINING - SUPERVISORS

<i>Training Title</i>	<i>Training Access</i>	<i>Timeline for Completion</i>	<i>Date Completed</i>
Lost in FMLA, ADA, and Catastrophic Leave	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	6 months from hire	
Needs Assessment and Evaluation	https://www.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&courseid=1012810&backURL=L0Rlc2t0b3BTaGVsbC5hc3B4P3RhYmlkPTYyJmdvdG89YnJvd3NlJmJyb	3 months from hire	
Data Collection for Program Evaluation	http://www.nwcphp.org/training/courses/data-collection	3 months from hire	
Grant Writing and Budgeting for Public Health Programs	http://cphp.sph.unc.edu/training/HEP_GW/certificate.php	3 months from hire	
Mastering Public Health: Essentials for Leadership Development	http://www.nwcphp.org/training/opportunities/webinars/mastering-public-health-essentials-for-leadership-development	3 months from hire	
Developing Performance Measures and Managing for Results	https://cdc.train.org/DesktopShell.aspx	3 months from hire	
Evaluating Employee Performance	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	6 months from hire	
Work Performance Standards Training	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	6 months from hire	
Equal Opportunity Employment	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Interviewing and Hiring	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Alcohol and Drug Testing Procedures	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Progressive Disciplinary Procedures	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Handling Grievances	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Financial Management Training	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Accident Investigation	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Basic Office Ergonomics	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Defensive Driving Course	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	Every 4 years	
Supervisors Safety Training	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Workplace Evaluation and Management Tools	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Workers Compensation Overview for Managers and Supervisors	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	
Workplace Violence Recognition and Prevention	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	1 year from hire	

COMMUNITY SERVICES SECTION - RECOMMENDED TRAINING - SUPERVISORS

<i>Training Title</i>	<i>Training Access</i>	<i>Timeline for Completion</i>	<i>Date Completed</i>
Measuring Performance	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	
State Accounting Policies and Procedures	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	
DAWN Basic Navigation	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	
Internal Controls	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	
Certified Public Manager's (CPM) Program	http://hr.nv.gov/CPM/ - Competitive Application Process	N/A	
Essential Functions Development Workshop	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	
Documenting Discipline (Progressive Disciplinary Procedures is a prerequisite)	https://neats.state.nv.us/NEATS/admin/Home.aep and https://nvelearn.nv.gov/moodle/	N/A	