

Oneida County Health Department



***Caring Hands
Of Public Health***

Workforce Competency Development Plan

Created: 3/06/2012

Reviewed: ____, ____, ____, ____

Introduction

Oneida County Health Department's mission is to promote and protect the health of Oneida County by providing leadership, education and services. The issues Oneida County Health Department faces mirror the national concern of a widening gap between the Public Health system's charge to improve the health of populations and the capacity of the public health workforce to meet that challenge. Critical challenges facing the public health system are an aging workforce, workforce shortages, deep funding cuts, and greater demands on the public health system to support its broad mission to prevent new and emerging disease, promote healthy lifestyle behaviors, and protect the environment from hazards. By creating a comprehensive workforce development plan, a roadmap will be in place to ensure a competent workforce that meets the increasing demands of our ever changing communities.

Another driving force for the development of a comprehensive workforce development plan is the Public Health Accreditation Board's (PHAB) identification of standards and measures around Workforce Development Plans as requirements for national voluntary accreditation. According to PHAB, an accredited health department "must maintain, implement, and assess the health department workforce development plan that addresses the training needs of the staff and the development of core competencies."

Plan Purpose

The purpose of the Oneida County Health Department (OCHD) Workforce Development Plan (WDP) is to ensure a systematic process is in place so that OCHD professional staff are able to identify individual competency and training gaps as compared to national standards and institute corrective actions to fill those gaps. This will ultimately ensure that staff are using a continuous quality improvement (CQI) process to enhance their skill sets.

Plan Goal

The goal of this workforce development plan is to assure a competent, skilled and dynamic professional public health workforce who systematically pursues opportunities to increase their skill sets so they can contribute to the goals of the OCHD Strategic Plan, and ultimately, improve the quality of public health services and programs offered to the residents of Oneida County.

Background

Nationally Accepted Public Health Competencies: In 2012, the OCHD formally adopted the Council on Linkages Core Competencies for Public Health Professionals as the benchmark for basic skills required of all OCHD professional staff. The Core Competencies for Public Health Professionals (Core Competencies) are a set of skills desirable for the broad practice of public health. These competencies compliment the Ten Essential Public Health Services and reflect the characteristics that OCHD staff need to possess in order to protect and promote health in the community. The Core Competencies address the following key dimensions of public health practice:

1. Analytic/Assessment
2. Policy Development & Program Planning
3. Communication
4. Cultural Competency

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|-------------------------------------|--------------------------------------|
| 5. Community Dimensions of Practice | 7. Financial Planning and Management |
| 6. Public Health Sciences | 8. Leadership and Systems Thinking |

In addition, the agency beginning in 2012 will be evaluating staff that work with the MCH population utilizing the MCH core competencies. The 12 MCH Core Competencies are as follows:

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|--|---|
| 1. MCH Knowledge Base | 8. Family-Centered Care |
| 2. self-Reflection | 9. Developing Others through Teaching and Mentoring |
| 3. Ethics and Professionalism | 10. Interdisciplinary Team Building |
| 4. Critical Thinking | 11. Working with Communities and Systems |
| 5. Communication | |
| 6. Negotiation and Conflict Resolution | |
| 7. Cultural Competency | |

Finally, the agency decided to evaluate staff competency relative to the 15 Preparedness Capabilities as determined by the Centers for Disease Control (CDC). These capabilities are assessed annually in all Local Health Departments (LHDs) and tribes through the Wisconsin Department of Health Services (DHS) Public Health Preparedness program. Annually, OCHD's lowest scoring preparedness capability areas will be identified, corrective actions developed, and appropriate trainings and/or resources will be implemented to ensure that competency scores are increased. The 15 Preparedness Capabilities are as follows:

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|---|--|
| 1. Community Preparedness | 9. Medical Material Management and Distribution |
| 2. Community Recovery | 10. Medical Surge |
| 3. Emergency Operations Coordination | 11. Non-Pharmaceutical Interventions |
| 4. Emergency Public Information and Warning | 12. Public Health Laboratory Testing |
| 5. Fatality Management | 13. Public Health Surveillance and Epidemiological Investigation |
| 6. Information Sharing | 14. Responder Safety and Health |
| 7. Mass Care | 15. Volunteer Management |
| 8. Medical Countermeasure Dispensing | |

History of Workforce Development Work within the OCHD:

- 2006-Current: OCHD Staff involved in Preparedness Related Competency Assessment, Related Training, and Documentation of training on individual transcripts (WI-TRAIN transcript feature).
- 2011 to current: OCHD developed an agency strategic plan that included a goal that is to strengthen the OCHD workforce.
- 2011: Preparation for National Voluntary Accreditation through the Public Health Accreditation Board began in earnest. This process requires the development and maintenance of a Workforce Development Plan based on a set of nationally recognized competency sets (8 Domains within the Council on Linkages and the 15 CDC Preparedness Capabilities).

Process

The OCHD will use the Council on Linkages Core Competencies, MCH Core Competencies, and CDC capabilities to:

1. Annually assess staff competency relevant to job functions and determine what Tier they fall under. At this point in time, all staff except Director and Assistant Director are considered Tier 1. This assessment will be an electronic survey and will be conducted in the first quarter of the year for all professional staff. Results will be analyzed by the agency supervisory staff and individual competency training plans will be given to each employee.
2. The training plan will identify the top four training needs based on the results of the competency assessment and other performance indicators.
3. The supervisor will assist the employee in identifying competency based training content and curricula available from recognized institutions. If none are found, the agency will create trainings internally. (See Tab A)
 - (a) Staff requesting to attend competency based out of county trainings must complete the "Conference Request Form" and submit to the agency Health Officer
4. The employee will be expected to document completion of all trainings attended on an individual training log/plan. Prior to employee's annual performance review, this data will be reviewed. The Staff Training Log/Plan will serve as a staff training transcript.
5. Employee job descriptions are being updated in 2012 to include core competencies.
6. The employee is responsible for providing his/her supervisor with their completed training plan at the mid-year and/or annual performance review event. The agency Director/Supervisor will review the staff training log/plan at Performance Review in order to compare to staff training plan developed at the beginning of the year to what training occurred.
7. The agency Director will compile agency wide competency assessment data that is non identifiable, to report to the Board of Health about the Departments annual staff training/development goals.

The OCHD Leadership Team, with the support and approval of the agency Health Officer, will assure that the comprehensive workforce development plan becomes imbedded within the agency operations by

1. *Maintaining diverse representation on Leadership Team.* Members of this committee will be responsible and empowered to make recommendations about training needs for the agency, will identify barriers to training, and will champion efforts within the organizations as peer leaders for training incentives and encouragement.

Justification: A diverse and empowered team can effectively move the agency to a culture of continued learning.

Status: Leadership Team has 2 members, selection for 2 members underway. Aligned with agency Strategic Plan. Utilizing North Carolina Public Health Academy, University of North Carolina. Modified by the Public Health Foundation.

2. *Providing guidance and direction to agency employees regarding completion of their competency and/or preparedness training each year.*

Justification: Competency and preparedness related training remains a high priority in local health departments, and it is necessary for each employee to be educated about the competencies in public health and preparedness. Depending on job duties and responsibilities, a level of skill or proficiency in these competencies may also be required.

Status: The agency goal for 2012 is completion of a competency assessment for all professional staff with accompanying training plans established for each individual. Another goal is to update all professional job descriptions with the relevant core competencies and preparedness capabilities. Thirdly, all employees will have an awareness level training about the competencies at an all staff meeting in 2012.

3. *Providing incentives for completion of competency based individual training plan.*

Justification: If the agency expectation is a competent and trained workforce, then it is important to ensure that barriers to receiving that training are addressed. One such barrier is dedicated staff time to participate in trainings. It is the philosophy of the OCHD to allow staff to dedicate work time to attend appropriate competency related trainings.

4. *Coordinating online training resources for staff to enhance linkages of training needs to existing opportunities (remove barriers to training).*

Justification: Individual training plans will emphasize online training sites whenever possible. This is done in an effort to utilize efficient, timely, and readily available training links for LPHA staff while minimizing the expenses associated with travel to offsite locations

5. *Partnering with local, state, and national entities to accomplish training goals.*

Justification: Many resources currently exist to develop and provide training to individuals, occupational groups and agencies. In the spirit of collaboration, state and regional training opportunities will be utilized when possible and financially practical.

TAB A: Training Suggestions and Resources for OCHD Staff

Comprehensive 'One Stop-Shop' Websites for Trainings Related to Both PH Domains and Preparedness Capabilities		
Name of Resource	Location of Resource	What you will find there:
Public Health Foundation Online Resources/Tools Webpage	http://www.phf.org/resourcestools/Pages/default.aspx	Resources to address training gaps regarding both the General Public Health Domains and the 15 CDC Preparedness Capabilities
University of North Carolina Centers for Public Health Preparedness Training Home Page	http://cphp.sph.unc.edu/training/index.php	Resources to address training gaps regarding both the General Public Health Domains and the 15 CDC Preparedness Capabilities
University of Minnesota School of Public Health Online Training Page	http://www.sph.umn.edu/ce/trainings/online.asp	Resources to address training gaps regarding both the General Public Health Domains and the 15 CDC Preparedness Capabilities
Western Wisconsin Public Health Readiness Consortium Capabilities Based Training Page	http://www.wrpphp.org/Focus%20Areas%20Trainings.htm	Resources to address training gaps regarding both the General Public Health Domains and the 15 CDC Preparedness Capabilities

For Trainings Needs Not Fulfilled by Above Resources:	OCHD will create trainings based on local need and lack of readily available resources.	Contact Director/Assistant Director for unfulfilled training needs.
Training Needs by Program or Position within OCHD		
Occupational Category (# of employees)	Comprehensive List of Possible Trainings (work with Immediate Supervisor to determine Most Relevant Trainings)	Where to Find Trainings
For all NEW Public Health Employees (Within the first year)	Oneida County Policies and Procedures	Oneida County Policy and Procedures to be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Orientation Guide OneidaOrientationGuide GENERAL PH.doc
	Strategic Plan	Oneida County Strategic Plan: G:\NSSHARE\Performance Management System\strategic planning 2011\Most Current Strategic Plan\11-14 strategic plan REVISED 10-19-11.pdf
	IS 700: National Incident Management Systems Overview	http://training.fema.gov/EMIWeb/IS/IS700a.asp
	IS-800.B National Response Framework, An Introduction	The course introduces participants to the concepts and principles of the National Response Framework. http://training.fema.gov/EMIWeb/IS/IS800b.asp
	ICS 100: Overview of the Incident Command System	http://emilms.fema.gov/IS100b/index.htm

	ICS 200: Second in Series of Incident Command System	<p>Provides training on and resources for personnel who are likely to assume a supervisory position within the Incident Command System (ICS). The primary target audiences are response personnel at the supervisory level.</p> <p>http://training.fema.gov/emiweb/is/is200b.asp</p>
	Orientation to Public Health (HRSA Public Health Training Online Centers)	<p>http://www.publichealthtrainingcenters.org/details.cfm?CourseID=68</p>
	Orientation for New Public Health Employees (WI DHS Onsite Training)	<p>https://wi.train.org/DesktopShell.aspx?tabid=1</p>
	Effective Communication	<p>Oneida County communication policy –</p> <p>..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc</p>
	Public Health Advocacy	<p>University of Minnesota Midwest Center for Lifelong Learning advocacy:</p> <p>http://www.sph.umn.edu/ce/trainings/coursepage.asp?activityId=8607</p>
	Performance Management	<p>http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx</p> <p>Performance Management Webinar: Public Health Foundation. Click here to view webinar.</p> <p>Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc</p>
	Quality Improvement	<p>Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar.</p> <p>Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI Plan updated 2.22.12.doc</p> <p>CDC Performance Management and Quality Improvement Resources:</p>

		http://www.cdc.gov/stltpublichealth/Performance/index.html
	Using Excel in Public Health Basics	School of Public Health Boston University: http://sph.bu.edu/otlt/lamorte/excel/
Agency Administration (n=2)	Oneida County Policies and Procedures	G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Orientation Guide OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Budgeting 101	Budget Planning and Management https://www.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&courseid=1028064&backURL=LORlc2t0b3BTaGVsbC5hc3B4P3RhYmlkPTYyJmdvdG89YnJvd3NIJmJyb3dzZT1rZXI3b3JkJmtleXdvcmQ9c3RyYXRIZ2ljK3BsYW5uaW5nJmtleW9wdGlvbj1UaXRzZSZjbGluaWNhbD1ib3RoJmxyY2FsPWFsbCZCeUNvc3Q9MA
	Personnel Management	Introduction to management in public health from University of Minnesota found at: http://www.sph.umn.edu/ce/trainings/coursepage.asp?activityId=9144
	Performance Management	http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html Performance Management Webinar: Public Health Foundation. Click here to view webinar. Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc

Quality Improvement	<p>Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar.</p> <p>Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI Plan updated 2.22.12.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
Strategic Planning and OCHD Strategic Plan	<p>Oneida County Strategic Plan: G:\NSSHARE\Performance Management System\strategic planning 2011\Most Current Strategic Plan\11-14 strategic plan REVISED 10-19-11.pdf</p>
Community Health Improvement Planning	<p>National Network of Public Health Institutes: Using NNPHI in State and Community Health Planning: http://nnphi.org/CMSuploads/NPHPSP.Webinar.Summary-1.11.pdf</p>
Community Health Status Indicators	
Accreditation	<p>Accreditation Preparation and Background: Public Health Foundation. Click here to view. http://www.phf.org/resourcestools/Pages/TRAIN_Accreditation_Webinar_Series.aspx</p>
Effective Communication	<p>Oneida County communication policy – ..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc</p>
Public Speaking and Presentations	<p>Purdue University and ISDH Training Partnership modules on public speaking and survey design found at https://myshare.in.gov/ISDH/LHDResource/public_speaking_tools/default.aspx</p>
Program Evaluation	<p>Program evaluation in Public Health found at: http://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&courseid=1021345&backURL=LORlc2t0b3BTaGVsbC5hc3B4P3RhYmlkPTYyJmdvdG89YnJvd3NIJmJyb3dzZT1rZXI3</p>

		<p>b3JkJmtleXdvcmQ9cHJvZ3JhbStldmFsdWF0aW9uJmtleW9wdGlvbj1UaXRzZSZjbGluaWNhbD1ib3RoJmxvY2FsPWFSbCZCeUNvc3Q9MA==</p> <p>Program Development and Evaluation found at UW Extension: http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html</p> <p>Program evaluation methods found at: http://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&courseid=1030309&backURL=LORlc2t0b3BtaGVsbC5hc3B4P3RhYmlkPTYyJmdvdG89YnJvd3NIJmJyb3dzZT1rZXI3b3JkJmtleXdvcmQ9cHJvZ3JhbStldmFsdWF0aW9uJmtleW9wdGlvbj1UaXRzZSZjbGluaWNhbD1ib3RoJmxvY2FsPWFSbCZCeUNvc3Q9MA==</p> <p>http://www.phtc-online.org/learning/courses/pe/default.cfm</p>
	Public Health Preparedness	<p>IS 700, 800, ICS 100, 200, 300, 400 found at http://training.fema.gov/IS/</p> <p>Preparedness Capabilities found at http://www.phf.org/resourcestools/Pages/default.aspx</p>
	Grant Writing	<p>UNCP CPHP Grantwriting and Budgeting for public health programs found at http://cphp.sph.unc.edu/training/HEP_GW/certificate.php</p>
Public Health Nursing (n=5)	Oneida County Policies and Procedures	<p>To be determined by Director and Assistant Director upon hire</p> <p>G:\NSSHARE\2011 Policy & Procedure</p>
	Oneida County Health Department Orientation	<p>Oneida County Public Health Nurse Orientation Guide</p> <p>..\..\Orientation\OneidaOrientationGuide PHN.doc</p>
	Orientation for New Public Health Employees (WI DHS Onsite Training)	<p>https://wi.train.org/DesktopShell.aspx?tabid=1</p>

Communicable Disease Control & WEDSS	Public Health Information Network (PHIN)_Health Alert Network (HAN) communicable disease and WEDSS New User Training Documentation . Go to HAN sign in page at https://phin.wisconsin.gov/han/mod_logn/index.jsp , sign in and under topics choose communicable disease or search for WEDSS.
Basics of Epidemiology	Epidemiology Modules from Northwest Center of Public Health Practice School of Public Health University of Washington
Foodborne Outbreaks	Basic Principles of Foodborne Outbreak Investigation ..\..\Orientation\foodborne outbreak investigation local.ppt
Sexually Transmitted Diseases	Family Planning Guidelines found at: http://wifamilyplanning.org/ProgramGuidleines.aspx CDC guidelines found at: www.cdc.gov/mmwr/pdf/rr/rr59e0528.pdf
Laboratory Shipping Guidelines	Wisconsin State Lab of Hygiene guidelines: ..\..\Shipping regs lab specimens\WSLH Transport Manual.pdf OCHD CLIA Lab Manual: ..\..\CLIA lab manual
Immunization 101	Immunization update, Immunization practices at CDC.gov. Immunization technique DVD
Community Health Improvement Planning	National Network of Public Health Institutes: Using NNPHI in State and Community Health Planning: http://nnphi.org/CMSuploads/NPHPSP.Webinar.Summary-1.11.pdf
Accreditation	Accreditation Preparation and Background: Public Health Foundation. Click here to view.
MCH Life Course Model	Division of Public Health Maternal Child Health Program. http://www.dhs.wisconsin.gov/health/mch/EarlyChildhoodSystems/LifeCourse.htm

Quality Improvement	<p>Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar.</p> <p>Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI Plan updated 2.22.12.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
Performance Management	<p>http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx</p> <p>Performance Management Webinar: Public Health Foundation. Click here to view webinar.</p> <p>Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
Coalition Building and Maintenance	<p>Coalitions Work Website: http://coalitionswork.com/resources/tools</p>
Evidence Based Practices	<p>Public Health Evidence Based Practice. http://phpartners.org/tutorial/04-ebph/2-keyConcepts/4.2.1.html</p>
Breastfeeding Basics and Lactation Support	<p>http://www.dhs.wisconsin.gov/wic/WICPRO/training/index.htm</p> <p>http://www2.aap.org/breastfeeding/curriculum/</p> <p>http://breastfeedingpartners.org</p>
Effective Communication	<p>Oneida County communication policy –</p> <p>..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc</p>

	Public Speaking and Presentations	Purdue University and ISDH Training Partnership modules on public speaking and survey design found at https://myshare.in.gov/ISDH/LHDResource/public_speaking_tools/default.aspx
Reproductive Health (n=2)	Oneida County Policies and Procedures	Oneida County Policy and Procedures to be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Orientation Guide OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Sexually Transmitted Diseases	Family Planning Guidelines found at: http://wifamilyplanning.org/ProgramGuidelines.aspx CDC guidelines found at: www.cdc.gov/mmwr/pdf/rr/rr59e0528.pdf
	Community Health Improvement Planning	National Network of Public Health Institutes: Using NNPHI in State and Community Health Planning: http://nnphi.org/CMSuploads/NPHPSP.Webinar.Summary-1.11.pdf
	Effective Communication	Oneida County communication policy – ..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc
	Contraceptive Management	http://wifamilyplanning.org/ProgramGuidelines.aspx
	Laboratory Testing and packaging	Laboratory Testing: http://wifamilyplanning.org/ProgramGuidelines.aspx Packaging of Lab samples: CLIA lab manual found at OCHD CLIA Lab Manual: ..\..\CLIA lab manual
	Quality Improvement	Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar. Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI

		<p>Plan updated 2.22.12.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
	Performance Management	<p>http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx</p> <p>Performance Management Webinar: Public Health Foundation. Click here to view webinar.</p> <p>Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
	Billing Basics	See Family Planning Clerk binder
Health Education (n=3)	Oneida County Policies and Procedures	To be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Orientation Guide OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Community Health Improvement Planning	National Network of Public Health Institutes: Using NNPHI in State and Community Health Planning: http://nnphi.org/CMSuploads/NPHPSP.Webinar.Summary-1.11.pdf
	Strategic Planning and OCHD Strategic Plan	Oneida County Strategic Plan: G:\NSSHARE\Performance Management System\strategic planning

	2011\Most Current Strategic Plan\11-14 strategic plan REVISED 10-19-11.pdf
Accreditation	Accreditation Preparation and Background: Public Health Foundation. Click here to view.
Performance Management	http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx
	<p>Performance Management Webinar: Public Health Foundation. Click here to view webinar.</p> <p>Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
Quality Improvement	<p>Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar.</p> <p>Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI Plan updated 2.22.12.doc</p> <p>CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html</p>
Effective Communication	<p>Oneida County communication policy –</p> <p>..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc</p>
Coalition Building and Maintenance	Coalition Works Website. http://coalitionswork.com/resources/tools
Public Speaking and Presentations	<p>Purdue University and ISDH Training Partnership modules on public speaking and survey design found at</p> <p>https://myshare.in.gov/ISDH/LHDResource/public_speaking_tools/default.aspx</p>

WIC (n=3)	Oneida County Policies and Procedures	To be determined by Director and Assistant Director upon hire – what is going to be determined? This does not make sense to me being under the ‘Where to find trainings’ column. If everyone in the health department is required to review these, do they have to be under each individual section? G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Orientation Guide OneidaOrientationGuide GENERAL PH.doc
	Community Health Improvement Planning	National Network of Public Health Institutes: Using NNPHI in State and Community Health Planning: http://nnphi.org/CMSuploads/NPHPSP.Webinar.Summary-1.11.pdf
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Performance Management	http://www.phf.org/focusareas/PMQI/pages/performance_improvement_training.aspx Performance Management Webinar: Public Health Foundation. Click here to view webinar. Oneida County Performance Management Plan. ..\..\Performance Management System\Performance Management System\Most Current PM Plan\OC Performance Management Plan REVISED 12-7-11.doc CDC Performance Management and Quality Improvement Resources: http://www.cdc.gov/stltpublichealth/Performance/index.html
	Quality Improvement	Quality Improvement Quick Guide: Public Health Foundation. Click here to view this guide and webinar. Oneida County Quality Improvement Plan. ..\..\Quality Improvement Process\Most Current QI Plan\QI Plan updated 2.22.12.doc CDC Performance Management and Quality Improvement Resources:

	http://www.cdc.gov/stltpublichealth/Performance/index.html
Nutrition	http://www.dhs.wisconsin.gov/wic/WICPRO/training/index.htm http://www.dhs.wisconsin.gov/wic/WICPRO/Nutrition/nutrition_fact_sheets.htm http://www.dhs.wisconsin.gov/wic/WICPRO/CYSHCN/index.htm
WIC Food Packages	http://www.dhs.wisconsin.gov/wic/WICPRO/training/way.htm ROSIE Help http://www.dhs.wisconsin.gov/wic/WICPRO/OpsManual/WIC_OpsManual.htm
Motivational Interviewing	http://www.dhs.wisconsin.gov/wic/WICPRO/training/vena.htm
ROSIE software basics	http://www.dhs.wisconsin.gov/wic/WICPRO/training/index.htm
Breastfeeding Support Lactation Services	http://www.dhs.wisconsin.gov/wic/WICPRO/training/index.htm http://www2.aap.org/breastfeeding/curriculum/ http://breastfeedingpartners.org Grow and glow in person training (as available – binders of info from the training are available to look through)
Child growth and development	Battelle or Ages and Stages Questionnaire (evaluation tools that also serve as a good summary of general developmental milestones)
Interpreters	Email 8/30/2011 from Hoag, Kathleen A – DHS Subject: Farewell and Thanks
Effective communication	Oneida County communication policy –

		..\..\2011 Policy & Procedure\Communication Plan\Communication Plan.doc
	WIC Operations Manual	http://www.dhs.wisconsin.gov/wic/WICPRO/OpsManual/WIC_OpsManual.htm
	Family centered care	http://www.fippcase.org/caseinpoint/caseinpoint_vol4_no1.pdf as well as numerous other documents continually being added to the Waisman Center website
Registered Sanitarian and (n=2)	Oneida County policies and procedures	To be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Health Department Orientation OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Program requirement	State of Wisconsin RS license required.
	Wisconsin Food Code	DHS training on HACCP required. Training offered annually through DHS.
	DNR policies/procedures for transient well	DNR training required for testing and inspection. ..\..\SanitarianProgram\Policies and Procedures\DNR TN water sampling P and P's
	Non TN Water Sampling policy and procedure for non DNR Regulated facilities.	Sanitarian Policy and procedure for non-DNR Facility Bac T water found at ..\..\SanitarianProgram\Policies and Procedures\2012 New Format P and P's\Non DNR Facility Bacteria Water Sampling POLICY and PROCEDURE.doc
	Water Testing Program	TO BE DEVELOPED
	Foodborne Outbreak Control	Oneida County Foodborne and Waterborne Investigation

		..\..\2011 Policy & Procedure\Foodborne and Waterborne Investigation Foodborne Illness investigation training required. Offered by DHS.
	Oneida County Human Health Hazard ordinance	Oneida County Human Health Investigation and Response Plan ..\..\2011 Policy & Procedure\Human Health Hazard Investigation and Response Plan
	Swimming Pool Codes	Certified Pool Operator (CPO) certification required.
	Radon	Training through DPH
	Housing codes	Knowledge of Uniform Dwelling Code (UDC) required.
	Body Art Codes	Training required through DHS.
	Vector Control	Basic knowledge assumed in RS certification
Certified Environmental Health Technician (n=1)	Oneida County policies and procedures	To be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Health Department Orientation OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Program requirement	Pertinent Training
	Wisconsin Food Code	Familiarity with Wisconsin Food Code requirements.

	DNR policies/procedures for transient well	DNR training required for testing and inspection. ..\..\SanitarianProgram\Policies and Procedures\DNR TN water sampling P and P's
	Non TN Water Sampling policy and procedure for non DNR Regulated facilities.	Sanitarian Policy and procedure for non-DNR Facility Bac T water found at ..\..\SanitarianProgram\Policies and Procedures\2012 New Format P and P's\Non DNR Facility Bacteria Water Sampling POLICY and PROCEDURE.doc
	Water Testing Program	TO BE DEVELOPED
	Foodborne Outbreak Control	Oneida County Foodborne and Waterborne Investigation ..\..\2011 Policy & Procedure\Foodborne and Waterborne Investigation Foodborne Illness investigation training required. Offered by DHS.
	Oneida County Human Health Hazard ordinance	Oneida County Human Health Investigation and Response Plan ..\..\2011 Policy & Procedure\Human Health Hazard Investigation and Response Plan
Support and Clerical (n=5)	Oneida County Policies and Procedures	To be determined by Director and Assistant Director upon hire G:\NSSHARE\2011 Policy & Procedure
	Oneida County Health Department Orientation	Oneida County Health Department Orientation OneidaOrientationGuide GENERAL PH.doc
	Orientation for New Public Health Employees (WI DHS Onsite Training)	https://wi.train.org/DesktopShell.aspx?tabid=1
	Water Testing Program	TO BE DEVELOPED

Cultural Competency Related Trainings	CULTURAL COMPETENCE IN HEALTH CARE: EMERGING FRAMEWORKS AND PRACTICAL APPROACHES	http://www.commonwealthfund.org/usr_doc/betancourt_culturalcompetence_576.pdf
	Culture, Language, and Health Literacy	http://www.hrsa.gov/culturalcompetence/
	Cultural Competence And Health Care Disparities: Key Perspectives And Trends	http://content.healthaffairs.org/cgi/content/full/24/2/499
	National Center for Cultural Competence	http://www11.georgetown.edu/research/gucchd/nccc/

TAB B: OCHD Workforce Competency Assessment

Self-Assessment for Tier 1 Public Health Professionals

Analytic/Assessment

1=None	I am unaware, or have very little knowledge of the item
2=Aware	I have heard of it; limited knowledge and/or ability to apply the skill
3=Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others

To what degree are you able to effectively...					
1	Identify the health status of populations and their related determinants of health and illness (e.g., factors contributing to health promotion and disease prevention, the quality, availability and use of health services)	1	2	3	4
2	Describe the characteristics of a population-based health problem (e.g., equity, social determinants, environment)	1	2	3	4
3	Use variables that measure public health conditions	1	2	3	4
4	Use methods and instruments for collecting valid and reliable quantitative and qualitative data	1	2	3	4
5	Identify sources of public health data and information	1	2	3	4
6	Recognize the integrity and comparability of data	1	2	3	4
7	Identify gaps in data sources	1	2	3	4
8	Adhere to ethical principles in the collection, maintenance, use, and dissemination of data and information	1	2	3	4
9	Describe the public health applications of quantitative and	1	2	3	4

TAB C: Sample OCHD Individual Staff Training Plan