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I. Policy

- A. The Florida Department of Health (DOH) has established minimum training standards for all employees and supervisors. These minimum training standards provide a baseline understanding of selected laws, rules and policies that apply to all employees. Specific training requirements related to position and/or function or location are supplemental to this policy and are available to employees through their supervisor or work unit.
- B. Offices may have internal supplemental procedures to this policy.

II. Authority

- A. [Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, 45 Code of Federal Regulations \(C.F.R.\), Parts 160, 162, and 164.](#)
- B. [Homeland Security Act of 2002](#)
- C. [Chapters 440 and 448, Florida Statutes \(F.S.\)](#)
- D. [Sections 20.05\(1\) \(b\), 20.43, and 23.30, F.S.](#)

III. Supportive Data

- A. Sections [110.112, 110.1221, 110.403, 112.311, 119.071, 119.0711, 119.0712, 119.0713, and 284.50, F.S.](#)
- B. [Rule 60L-36.004, Florida Administrative Code \(F.A.C.\)](#)
- C. [Governor's Executive Order 07-01](#)
- D. [Governor's Executive Order 11-03](#)
- E. [Homeland Security Presidential Directive 5 "Management of Domestic Incidents"](#)
- F. Department of Health policies:
 - 1. "Code of Ethics," [DOHP 30-2](#)
 - 2. "Information Technology Section 508 Compliance Policy," [DOHP 50-4](#)
 - 3. "Information Security and Privacy," [DOHP 50-10](#)
 - 4. "Performance Evaluation," [DOHP 60-22](#)
 - 5. "Violence-Free Workplace," [DOHP 60-30](#)
 - 6. "Equal Employment Opportunity, Methods of Administration," [DOHP 220-2](#)
 - 7. "Equal Opportunity in Service Delivery," [DOHP 220-3](#)
 - 8. "Sexual Harassment," [DOHP 60-35](#)
 - 9. "Emergency Duty and Deployment," [DOHP 60-40](#)
 - 10. "Workplace Safety and Loss Prevention Program Requirements," [DOHP 250-16](#)

- G. [DOH Employee Handbook](#)
- H. [DOH Training Matrix](#)
- I. [DOH Learning Management System](#)
- J. "DOH LMS Internal Operating Procedures," [DOHP 300-1](#)
- K. [DOH Training Content Standards](#)
- L. TRAIN Florida Support and Communication Guidelines
- M. DOH LMS Knowledge Center for Learners

IV. Signature Block with Effective Date

Signature on File

Kim E. Barnhill, MS, MPH
Chief of Staff

July 1, 2014

Date

V. Definitions

DOH Employee - For purposes of this policy, DOH employee includes all persons in Career Service, Selected Exempt Service, Senior Management Service and Other Personal Services (OPS) positions.

Delegated Authority - The position and associated authority as outlined in the [official delegation](#) of authority on file with the Department agency clerk.

VI. Protocol

A. Outcome

The Department is committed to providing essential training to all employees to ensure staff have the knowledge, skills, and abilities to support the mission and values of the agency and to comply with applicable statutes, rules, and policies.

B. Personnel

This training policy applies to all DOH employees, according to Section V.

C. Competencies

All employees should have knowledge of applicable state and federal laws and rules, and Department policies associated with the minimum training standards outlined in this policy.

D. Areas of Responsibility

1. Employees are responsible for completing DOH minimum training requirements within timelines specified in this policy. Violation of this policy may result in disciplinary action, up to and including dismissal.
2. Supervisors are responsible for ensuring employees complete the DOH minimum training requirements and other job-specific training requirements as assigned and oriented to their county health department, division or office. Supervisors are also responsible for ensuring employees have read the associated policies related to all training requirements.
3. The delegated authority is responsible for setting training standards for employees outside of this policy.
4. The Office of Performance and Quality Improvement (OPQI) is responsible for working with divisions and offices to ensure supportive data and DOH minimum training requirements outlined in this policy are aligned. OPQI is responsible for this policy.

VII. Procedures**A. Minimum Training Standards**

1. All DOH employees must complete the mandatory trainings within prescribed timeframes as outlined in Appendix A of this policy. Supervisors will ensure that employees meet the minimum training requirements.
2. Interns, volunteers, contractors and federal assignees who provide direct services to DOH customers, clients and patients and have access to protected health information and/or the DOH information technology network must first complete the DOH Information Security and Privacy Awareness training.
3. Local policies may be used to augment and support this policy.

B. Availability of DOH Training

Training courses may be available as classroom, webinar, video conference or online self-paced. Courses are tracked using the official DOH learning management system.

VIII. Distribution List

Deputies
CHD Administrators/Directors
CMS Medical Directors
Division Directors
Office Directors
Bureau Chiefs

IX. History Notes

This policy replaces and supersedes DOHP 300-1-13, effective July 1, 2014.

X. Appendices

Appendix A
DOH Minimum Training Requirements

Training Course	Policy	Timeframe for Completion
Training Courses for <i>All Newly Hired</i> DOH Employees		
FDOH Information Security & Privacy Awareness	Information Security & Privacy Awareness, DOHP 50-10 (Policy 5)	Prior to providing direct services to DOH customers, clients and patients and have access to protected health information and/or the DOH information technology network.
FDOH Code of Ethics	Code of Ethics, DOHP 30-2	Within 30 days of hire.
FDOH Equal Opportunity	Equal Opportunity Methods of Administration, DOHP 220-2-00; Equal Opportunity in Service Delivery, DOHP 220-3	Within 30 days of hire.
FDOH Sexual Harassment	Sexual Harassment Awareness, DOHP 60-35	Within 30 days of hire.
FDOH Public Health Preparedness Orientation	Emergency Duty and Deployment, DOHP 60-40	Within 30 days of hire.
FDOH Violence Free Workplace	Violence Free Workplace, DOHP 60-30	Within 30 days of hire.
FDOH Workplace Safety	Workplace Safety and Loss Prevention Program Requirements, DOHP 250-16	Within 30 days of hire.
IS-100.b-Introduction to the Incident Command System*	Emergency Duty and Deployment, DOHP 60-40	Within 30 days of hire.
IS-700.a: National Incident Management System, An Introduction*	Emergency Duty and Deployment, DOHP 60-40	Within 30 days of hire.
Training Courses for <i>All Newly Hired or Newly Promoted Supervisors</i>		
FDOH Basic Supervisory Training Program (BSTP) – Human Resources Overview	Chapter 110.403, F.S.	Within 6 months of hire or promotion.
FDOH Basic Supervisory Training (BSTP) – Leadership Development	Chapter 110.403, F.S.	Within 6 months of hire or promotion.
IS-200.b-ICS for Single Resources and Initial Action Incidents*	Emergency Duty and Deployment, DOHP 60-40	Within 6 months of hire or promotion.

*In order to be completed and verified, employee must upload their FEMA assigned certificate to their transcript in the FDOH learning management system.

Training Course	Policy	Timeframe for Completion
Annual Training for All DOH Employees		
DOH Mandatory Refresher Training Topics include: <ul style="list-style-type: none">• Code of Ethics• Workplace Safety• Equal Opportunity Awareness• Sexual Harassment• Violence Free Workplace	As noted above.	By December 31 of each year.
FDOH Information Security & Privacy Awareness	As noted above.	By December 31 of each year.