

Local County Health Department

Action Dates

Approval: _____

Revisions: _____

Effective: _____

Next Review: _____

Policy Title: Communicable Disease Training and Staff Development
No. [Example X.XXX-0X]

Purpose: To define minimum required training and staff development activities for public health nurses with responsibility for communicable disease surveillance, investigation, control measures, and reporting.

Policy: All public health nurses and immediate nursing supervisors and other back up nurses who are required to respond to communicable disease events shall complete the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course and have additional training in the North Carolina Electronic Disease Surveillance System (NC EDSS).

Computer hardware/software and related technical training will be made available as needed to ensure that staff can perform their job responsibilities in both paper-based and electronic environments.

Public health nurses with communicable disease program responsibility shall periodically attend educational opportunities such as workshops, meetings and classes to keep skill sets current.

Approvals:

_____	__/__/__	Date Signed
Director of Nursing		
_____	__/__/__	Date Signed
Medical Director		
_____	__/__/__	Date Signed
Health Director		

Procedure:

1. Supervisors shall request enrollment for public health nurses in specified courses/trainings during the first month of employment.
2. Supervisors shall annually budget funds for travel related expenses for training and staff development specific for the communicable disease staff.
3. Supervisors will provide work time for public health nurses to complete required trainings, or provide compensatory time for employees that may negotiate to complete requirements outside of regularly scheduled work hours.
4. Public health nurses who register for required training and fail to complete the course may be charged the current course fee if they do not have permission from the course instructor to drop.
5. Quarterly, the person with supervisory responsibilities for the communicable disease program will inform the NC General Communicable Disease Control Branch of all public health nurses who would be affected by this policy.

Definitions:

Staff on call: Staff trained and designated locally to carry the after hours beeper and cellular phone. Typically this is a communicable disease nurse or epidemiologist, but may include other professional staff that has been trained to respond.

Key Agency: Locally defined agencies. Typically these would include hospitals, emergency management and state/regional public health entities.

Historical Notes: [local use]

See also related policies: [local use – example Computer, Compensatory Time, Building Security, Communicable Disease Investigation, Communicable Disease Surveillance and Reporting, EPI Teams, etc.]