

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 04/07/17	Policy Number 2314-17
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM STAFF TRAINING		Review Month September	Author 0633 (RME)
Rescinds 2314-15	References		

POLICY:

Staff complies fully with the expectations of the Sixth Judicial District Department of Correctional Services' Orientation and Training policy (037). Additionally, all staff assigned to the Treatment Services Division of the Sixth District Department of Correctional Services participates in professional development programs necessary to maintain licensure / certification and to ensure continued professional growth.

PROCEDURE:

1. Certified or licensed staff maintains certification and submits documentation of certification and licensure as well renewals of certification or licensure. Staff who are not licensed or certified, and attend training required to obtain certification/licensure, submit a proof of training copy for each training event to their Supervisor. A copy is kept in their personnel file.
2. Interns or staff seeking certification / licensure seeks and makes progress toward obtaining orientation and training at a minimum in the areas of:
 - A. Psychosocial, medical, pharmacological information;
 - B. Fundamental Counseling and Interviewing Skills;
 - C. Interventions for clients with Substance Misuse Disorders;
 - D. Confidentiality laws (42 CFR, Part 2);
 - E. Communicable Diseases and Blood Borne Pathogens, including T.B.;
 - F. HIV / AIDS education;
 - G. Cultural Competency;
 - H. Working with Special Populations;

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PROCEDURE: (continued)

3. Interns or staff seeking certification/licensure receive on-going orientation and training to accomplish proficiency in the areas stated above. They are proficient in these areas before they begin providing services as an independent practitioner but no longer than two years from beginning to provide services. The exception is orientation to confidentiality laws (42 CFR, Part 2) which occurs before any clinical services are rendered.
4. Management seeks and staff provides feedback as to needs and desires for additional training. Training is provided, to the extent reasonable, based on the needs identified by staff as well as clinical management.
5. All staff are oriented at least once to relevant substance abuse confidentiality laws, specifically 42 CFR Part 2.
6. Staff are encouraged to participate in and present at local, regional, and national conferences pertaining to substance abuse treatment and assessment/counseling skills.
7. Staff completes the appropriate paperwork prior to and following each professional development event, including an appraisal of the effectiveness, scope, and time involved.
8. Staff is expected to convey important information from outside trainings to peers, primarily during clinical supervision or unit meetings, at a later date.

BY ORDER OF:

Bruce Vander Sanden, Director