



**FAMILY PLANNING PROGRAM  
POLICY AND PROCEDURE MANUAL**

**SECTION:** Program Administration  
**SUBJECT:** Continuing Education

**POLICY:** Each delegate agency shall have a policy regarding continuing education/training for its staff.

**GUIDELINES:**

1. Each delegate agency should have an educational plan for the maintenance and updating of staff skills and knowledge relating to their job functions. This plan should address the needs of the agency and each staff member.
2. Each agency must address continuing education units needed by midlevel clinicians to maintain their license and certification. The policy should be sensitive to the needs of the clinician for continuing education and the resources of the delegate agency.
3. Each agency shall have policies regarding education/training. Included in these should be:
  - a. reimbursement
  - b. travel
  - c. time to attend.
4. Each agency shall maintain a record of each staff person's education/training. This shall be maintained in a consistent manner for each staff member. (Education/tracking form may be found in the Appendix).
5. At a minimum, the following skills/topics need to be provided by agencies annually:
  - a. human trafficking
  - b. mandatory reporting
  - c. HIPAA
  - d. infection control
  - e. mock code
    - 1) emergency medications
    - 2) CPR
    - 3) obstructed airway

**Reference:**

1. Program Requirements for Title X Funded Family Planning Projects 2014, p. 14, Section 8.6, Staff Training and Project Technical Assistance.