

# STAFF DEVELOPMENT AND TRAINING

## EMPLOYEE TRAINING DOCUMENTATION

All testers and counselors must adhere to the training requirements of the NDDoH. Individuals entering in Maven also have required training. New employees should receive training prior to providing services at CTR site. The required trainings must be completed within 30 days of beginning employment.

<b>First Name</b>	<b>Last Name</b>	<b>Start Date</b>
<b>Role</b> <input type="checkbox"/> HIV/HCV Tester Only <input type="checkbox"/> Counselor and Tester <input type="checkbox"/> HIV/HCV Counselor Only <input type="checkbox"/> Data Entry Only		<b>Agency</b>

### Required Training for New Employees

Required Training	Role Required	Date Completed
1. Watch Online Rapid Training Videos a. OraQuick® Rapid HCV Video: <a href="https://orc.orasure.com/default.aspx?pageid=1995">https://orc.orasure.com/default.aspx?pageid=1995</a> . b. Chembio SURE CHECK ® HIV 1/2 Assay: <a href="http://chembio.com/sure-check-hiv-12-assay/">http://chembio.com/sure-check-hiv-12-assay/</a>	Tester	
2. Read Product Inserts for HIV and Hepatitis C Testing Devices.	Tester	
3. For Hepatitis C Rapid Testing, view Hepatitis C Visual Reference Panel.	Tester	
4. Receive In-Person Training on Rapid Test Performance by Qualified Individual. Training Provided by: _____	Tester	
5. Read <a href="#">Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and other Bloodborne Pathogens in Health-Care Settings published by CDC. MMWR 1988; 37(24):377 to 388.</a>	Tester	
6. Read CTR Manual.	Tester & Counselor	
7. Watch the Following Presentations (Available at <a href="http://www.ndhealth.gov/HIV/CTR">www.ndhealth.gov/HIV/CTR</a> ): <ul style="list-style-type: none"> <li>• HIV 101, Viral Hepatitis 101, STD 101, Counseling</li> <li>• 0.5 CEUs are available for each ½ hr. presentation.</li> </ul>	Counselor	
8. View <i>Delivering HIV Rapid Test Results From the Field</i> .	Counselor	
9. View Maven tutorial and read <a href="#">Required Data Elements and Maven User's Guide</a> , both available at <a href="http://www.ndhealth.gov/HIV/CTR">www.ndhealth.gov/HIV/CTR</a> .	Maven Data Entry Staff	

Signatures Below Indicate All Applicable Required Trainings are Completed.

Employee Signature _____	Date _____
Supervisor Signature _____	Date _____

### Completion of Training Documents

The point of contact for each CTR site shall retain documentation for their employees for three years. Training records of staff members will be reviewed at the biannual site visit.

# STAFF DEVELOPMENT AND TRAINING

## EMPLOYEE TRAINING DOCUMENTATION

All counselors must adhere to the training requirements of the North Dakota Department of Health (NDDoH) and be trained in counseling. Documentation must be kept for two years on every employee.

<i>First Name</i>	<i>Last Name</i>	<i>Start Date</i>
<i>Role</i> <input type="checkbox"/> HIV/HCV Tester Only <input type="checkbox"/> HIV/HCV Counselor Only <input type="checkbox"/> Counselor and Tester	<i>Agency</i>	

### Continuing Education for Employees

Required Training	Role Required	Date Completed
1. Ensure Test Competency for Rapid HIV and HCV Testing.	Tester	
2. Review Current CTR Manual.	Tester & Counselor	
3. View Three Presentations or Attend One Conference on HIV, STD or Hepatitis C Every Three Years.	Counselor	
a. Presentation 1: _____		_____
b. Presentation 2: _____		_____
c. Presentation 3: _____		_____
d. Conference: _____		_____

Signatures Below Indicate All Applicable Required Trainings are Completed.

Employee Signature _____	Date _____
Supervisor Signature _____	Date _____

### Completion of Training Documents

The point of contact for each CTR site shall retain documentation for their employees for three years. Training records of staff members will be reviewed at the biannual site visit.