

APPENDIX E
STAFF ORIENTATION RESOURCE



Orientation is required by the Title X Guidelines. Every person who works with or has contact with, including reception, Title X clients must complete the training within 30 days of hire. **Print the Certificates of Completion and have your supervisor sign them.** A copy of each certificate is placed in the employee personnel file or the office training file.

The three components of the complete training include:

- ✓ Title X Family Planning Orientation 2006
- ✓ Reporting Abuse: Guidelines for Family Planning Providers
- ✓ V.A.S.T. Training 2006

The orientation programs are available via training CDs or from the Family Planning website located at <http://www.health.state.nm.us/phd/fp> . Training CDs have been distributed to each New Mexico Title X clinic site. **Follow the directions to receive continuing education credits (CEUs) for the Title X Orientation and Reporting Abuse. VAST has no CEUs.**

1. Title X Family Planning Orientation 2006

- Lesson 1 – Administering Title X Grants
For Grant Administrators – 60 min.
- Lesson 2 – What is the National Family Planning Program, Why is it Important & What are some of the Basic Governing Principles?
For All Staff – 45 min.
- Lesson 3 – What do Title X Guidelines Mean to my Clinic?
For All Staff – 30 min.
- Lesson 4 – The Medical Record
For All Staff – 30 min.
- Lesson 5 – Client Education and Clinical Services
For Clinical Staff: MDs, Mid Levels, Nurses, Educators, DPSs, etc... - 75 min.
- Lesson 6 – For Supervisors Only
For Supervisors – 60 min.

2. Reporting Abuse: Guidelines for Family Planning Providers

- Federal Guidelines
- Your State Laws
- Assessing for Abuse
- Reporting

3. V.A.S.T. Training 2006

- Violence
- Alcohol
- Substance Abuse
- Tobacco
- Depression

This training is funded by the New Mexico Department of Health, Public Health Division, Title X Family Planning Program and the U.S. Department of Health and Human Services