

NWF Health Network Policy & Procedure

Series: 1200: Training and Supervision

Policy Name: Continuing Professional Development

Policy Number: 1206

Origination Date: 2/1/2009

Revised: Board Meeting of 04/25/2024

Policy

It is the policy of NWF Health Network (NWFHN), to support continuing professional development for all NWFHN personnel.

Procedure

- A. NWFHN will provide opportunities for ongoing professional development through workshops, conferences, and in-service training courses offered and approved by NWFHN to corporate and case management agency staff.
- B. Trainings for professional development will assist staff in meeting the minimum annual continuing education hours.
- C. Training opportunities will enhance staff ability to effectively perform their job and to enhance ability for advancement.
- D. Annually, NWFHN will conduct a training needs assessment to gather input from all staff.
- E. NWFHN will regularly inform staff and network providers of upcoming training and learning opportunities, utilizing the NWFHN website, email and staff meetings.
- F. During annual reviews, NWFHN supervisors and staff will develop annual individualized Professional Development Plans which will be recorded on the annual review document.
- G. Expense reimbursement may be granted according to the availability of Staff Development Funds, utilized for training and development, which will assist NWFHN in meeting the needs of the Agency.
 1. Prior written approval must be obtained from the employee's supervisor for any training or development request.
- H. NWFHN employees are encouraged to participate in professional organizations that enable the individual to further enhance their standards of education and skill.