

<b>POLICY TITLE: Pre-Service and In-Service Training for Nurses and Nurse Care Managers</b>		<b>PAGE 1 OF 3</b>
 	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Brenda Donald</u></b> Agency Director  <b>Date: <u>June 15, 2013</u></b>	<b>REVISION HISTORY:</b> April 8, 2011
<b>LATEST REVISION:</b> May 2, 2013	<b>EFFECTIVE DATE:</b> June 15, 2013	

<b>I. AUTHORITY</b>	The Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency's mission, and applicable federal and District of Columbia laws and regulations, and the LaShawn A. v. Gray Implementation and Exit Plan (December 17, 2010). <b><i>This policy supersedes the Training Services Policy dated April 8, 2011.</i></b>
<b>II. APPLICABILITY</b>	This policy is applicable to all CFSA nurses and nurse care managers, and private provider nurses.
<b>III. RATIONALE</b>	In order to implement its mandated charge to promote safety, permanency, and well-being for children and families in the District of Columbia, CFSA requires a workforce of well-trained nurses and nurse care managers.
<b>IV. POLICY</b>	It is the policy of CFSA to assure that nurses and nurse care managers have pre- and in-service training that incorporates best practice standards. CFSA requires all nurses and nurse care managers to complete all required pre-service and in-service training requirements.
<b>V. CONTENTS</b>	<b>A.</b> Required Training Hours <b>B.</b> Pre-Service Training Requirements <b>C.</b> In-Service Training Requirements <b>D.</b> Training on New Policies <b>E.</b> Unsatisfactory Conduct in Pre-Service and In-Service Training
<b>VI. ATTACHMENTS</b>	<b>A.</b> Waiver Approval Form <b>B.</b> Child Welfare Training Academy External Training Approval Form
<b>VII. PROCEDURES</b>	<b>Procedure A: Required Training Hours</b> 1. CFSA nurses and nurse care managers, and private provider nurses are required to complete a minimum of 80 hours of pre-service training.  2. All CFSA nurses and nurse care managers, and private provider nurses are required to complete 30 hours of annual in-service training (between July 1 and June 30).

	<p><b>Procedure B: Pre-Service Training Requirements</b></p> <p>To ensure that newly-hired staff has the best opportunity to complete the pre-service training requirements within the established timeframes cited under <i>Procedure A</i>, it is highly recommended that pre-service training start dates are considered when selecting new hire dates for nurses and nurse care managers. Pre-service training start dates can be verified by contacting CWTA. (See the <i>Participants Handbook</i>, provided by CWTA, for further information about training requirements.)</p> <ol style="list-style-type: none"> <li>1. CFSA nurses and nurse care managers, and private provider nurses are required to complete pre-service training within the first 3 months of hire. <i>Note: Exceptions to this procedure may be allowed under extenuating circumstances, and with prior approval of CWTA.</i></li> <li>2. If a CFSA nurse care manager or CFSA or private provider nurse cannot for good reason attend a pre-service training cycle, he/she shall be enrolled by CWTA staff in the next available pre-service training cycle.</li> <li>3. The CWTA administrator and deputy director for the Office of Planning, Policy and Program Support (OPPPS) may waive pre-service training requirements for newly-hired nurse care managers or nurses who have successfully completed CWTA pre-service training within the past 24 months. <ul style="list-style-type: none"> <li>• To request a waiver, complete the <i>Waiver Approval Form</i> (see <i>Attachment A</i>).</li> </ul> </li> </ol>
	<p><b>Procedure C: In-Service Training Requirements</b></p> <ol style="list-style-type: none"> <li>1. As part of the in-service training requirement, CFSA nurses and nurse care managers, and private provider nurses shall participate in mandatory CWTA trainings.</li> <li>2. To ensure that nurses and nurse care managers are given sufficient time to meet in-service training requirements, annual training requirements for newly-hired nurses and nurse care managers are pro-rated, based on the date of completion of pre-service training.</li> <li>3. External training must be pre-approved by CWTA. External training includes any classroom courses, conferences, online training, seminars, and workshops that are not facilitated or sponsored by CWTA. <ul style="list-style-type: none"> <li>• Trainings must be relevant to health care or social services and the practice of nursing, with a clear transfer of learning objectives. Courses may also be related to the scientific knowledge and/or technical skills required for the practice of nursing (see the <i>External Training Approval Form, Attachment B</i>).</li> </ul> </li> <li>4. CWTA sessions require online enrollment through FACES.NET at least 5 days in advance of the scheduled class. No “walk-ins” are permitted.</li> </ol>

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	<p><b>Procedure D: Training on New Policies</b></p> <ol style="list-style-type: none"> <li>1. CFSA nurses and nurse care managers, and private provider nurses shall be required to attend training or informational sessions (such as brown bag lunches) on new or revised policies as part of their employment responsibilities.</li> </ol>
	<p><b>Procedure E: Unsatisfactory Conduct in Pre-Service and In-Service Training</b></p> <ol style="list-style-type: none"> <li>1. The failure of CFSA nurse care managers or nurses to complete pre-service and in-service training may result in disciplinary action, up to and including removal.</li> <li>2. CWTA shall inform CFSA nurses and nurse care managers, and private provider nurses and their managers of any conduct concerns observed while in classroom training.</li> <li>3. CWTA shall not award certificates of completion or continuing education units to nurse care managers or nurses under any or all of the following circumstances: <ol style="list-style-type: none"> <li>a. Trainees arrive 30 minutes or later for trainings.</li> <li>b. Trainees leave for extended periods of time during training.</li> <li>c. Trainees leave training early.</li> </ol> </li> <li>4. If any of the circumstances cited under # 3 (a-c) above, the nurses or nurse care managers will need to take the entire training session again in order to receive credit for the class.</li> </ol>

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### CHILD WELFARE TRAINING ACADEMY - PRE-SERVICE TRAINING WAIVER REQUEST

Managers may request pre-service training waiver for social workers, family support workers, nurse care managers/ nurses who have successfully completed CWTA pre-service training within the past 24 months of hire. Complete the form in its entirety and submit to CWTA Program Manager at: [cwta.training@dc.gov](mailto:cwta.training@dc.gov)

#### INDIVIDUAL REQUIRING WAIVER'S INFORMATION (PLEASE TYPE/ PRINT INFORMATION)

NAME (LAST NAME, FIRST NAME)		ADMINISTRATION/AGENCY:	POSITION TITLE:
DATE OF HIRE:	EMAIL ADDRESS:		
DATE PRE-SERVICE TRAINING COMPLETED:			
POSITION TITLE AT COMPLETION OF TRAINING:	NAME AND TITLE OF PERSON SUBMITTING THIS FORM:		

Check here if the person was case carrying/direct service at that time? YES  NO

#### SIGNATURES

\_\_\_\_\_  
Submitting Employee

\_\_\_\_\_  
Date

***PLEASE DO NOT WRITE BELOW THIS LINE. TO BE COMPLETED BY CWTA.***

DATE WAIVER REQUEST RECEIVED:

APPROVED

NOT APPROVED

WHY NOT \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR/ DEPUTY SIGNATURE

\_\_\_\_\_  
DATE OF DECISION

CHILD WELFARE TRAINING ACADEMY • 200 I STREET, SE • WASHINGTON, D.C. 20003

*The Child Welfare Training Academy (CWTA) provides the DC Child and Family Services Agency's family support workers (and its contracted agencies family support workers), resource parents and community partners with the knowledge, skills, and support that effectively promote the safety, permanence and well-being of children and families in the District. The key objective of CWTA is to actualize the Agency's Practice Model into all training and employee development activities.*



### CHILD WELFARE TRAINING ACADEMY- EXTERNAL TRAINING APPROVAL FORM

The purpose of this form is to approve and track your participation in training outside of the agency such as conferences, online training, seminars and workshops. Completion of this form will ensure that CWTA places earned credit in your individual training record. Note that you must complete a form for each training attended.

PERSONAL INFORMATION (PLEASE TYPE/PRINT ALL INFORMATION)

NAME (LAST, FIRST):	ADMINISTRATION/AGENCY:	POSITION TITLE :
IMMEDIATE SUPERVISOR NAME (L,F):		TODAY'S DATE:

TYPE OF EXTERNAL TRAINING:  ONLINE  SEMINAR  CONFERENCE  TRAINING  
*(Please check all that apply)*

TITLE OF EXTERNAL TRAINING:	
DATE(S) OF TRAINING:	LENGTH OF TRAINING (IN HOURS):
REASON FOR ATTENDING:	

\_\_\_\_\_  
SUPERVISORS SIGNATURE

\_\_\_\_\_  
DATE

**Scan and email this completed form and the certificate to the [CWTA.training@dc.gov](mailto:CWTA.training@dc.gov).**

**PLEASE DO NOT WRITE BELOW THIS LINE. TO BE COMPLETED BY CWTA.**

\_\_\_\_\_  
CWTA SIGNATURE

\_\_\_\_\_  
DATE

APPROVED  NOT APPROVED  WHY NOT

DATE RECEIVED: \_\_\_\_\_

DATE RECORDED IN FACES: \_\_\_\_\_

# CHILD WELFARE TRAINING ACADEMY- EXTERNAL TRAINING APPROVAL FORM

CFSA and private agency employees, who seek additional job related educational opportunities to improve their skills, enhance their professional development and better serve the families and children of the District of Columbia may participate in external trainings and receive credit hours, if the training is approved by CWTA.

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## STAFF ANNUAL TRAINING REQUIREMENTS

All CFSA and private agency staff are required to receive job-related in-service training on an annual basis.

- Family support workers, family support workers and nurse care managers are required to complete thirty (30) hours of in- Service Training annually.
- Supervisors, program managers, and administrators are required to complete twenty-four (24) hours of in-service training annually.

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## EXTERNAL TRAINING APPROVAL PROCESS

If trainings have been taken external to CWTA, it is important that an External Training Approval Form be completed and submitted to CWTA within fifteen (15) days of completion of training to ensure timely and accurate approval and recording of training hours in FACES. Training approved by CWTA will count toward meeting the training hour requirement.

External training approval requires a supervisor's signature, and when done during the tour of duty, should be based upon workload, amount of training already received, and relevance of the training to the staff's professional development.

Upon completion of training:

- Complete all fields on the External Training Approval Form and get it signed by your supervisor.
- Scan and email the completed form and a copy of the end of course certificate, if any, to [CWTA.training@dc.gov](mailto:CWTA.training@dc.gov)
  - If CWTA approves the course, you will receive training credit/CEU's (when applicable) on your training record in FACES.
  - If CWTA denies the course, you will not receive credit for the training.

***Please note that CWTA is not responsible for any cost incurred during external training attendance.***