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| POLICY TITLE: Pre-Service and In-Service Training for Nurses and Nurse Care Managers | | | |
|   | CHILD AND FAMILY SERVICES AGENCY | | |
| Approved By: | Date Approved: | Original Effective Date: | Latest Revision: |
| Roberts L. Matthews | November 30, 2022 | June 15, 2013 | October 21, 2022 |

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| I. AUTHORITY | The Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency’s mission, and any applicable federal and District of Columbia laws and regulations <i>This policy supersedes the Training Services Policy dated June 15, 2013.</i> |
| II. APPLICABILITY | This policy is applicable to all nurses and nurse care managers employed by CFSA. |
| III. RATIONALE | 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. |
| IV. POLICY | It is the policy of CFSA to assure that nurses and nurse care managers, who are employees of CFSA have pre-service 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. |
| V. CONTENTS | <ul style="list-style-type: none"> A. Required Training Hours B. Pre-Service Training Requirements C. In-Service Training Requirements D. Training on New Policies E. Failure to Complete Pre-Service and In-Service Training |
| VI. GUIDELINES | <p>Section A: Required Training Hours</p> <ol style="list-style-type: none"> 1. CFSA nurse and nurse care managers are required to complete training hours. <ul style="list-style-type: none"> a. Nurses and nurse care managers are required to complete a minimum of 80 hours of pre-service training. b. Supervisors, program managers, and administrators are required to complete a minimum of 40 hours of supervisory pre-service training. 2. All nurses and nurse care managers are required to complete 30 hours of annual in-service training (between July 1 and June 30). 3. Supervisors, program managers, and administrators are required to complete a minimum of 24 hours of annual in-service training. |

Section B: Pre-Service Training Requirements

1. Human Resource Administration (“HRA”), in collaboration with CFSA Child Welfare Training Academy (“CWTA”) will work together to ensure that newly hired nursing staff have the best opportunity to complete the pre-service training requirements.
2. Pre-service training start dates can be verified by contacting CWTA or HRA. Nurses and nurse care managers are required to complete pre-service training within the first three months of hire.
Note: Exceptions to this procedure may be allowed with prior approval of CWTA. A [Pre-Service wavier Form](#) must be completed and submitted to CWTA.
3. If a nurse or nurse care manager cannot attend a pre-service training session, they shall be enrolled by CWTA staff in the next available pre-service training session.
4. The CWTA program manager or program administrator may waive pre-service training requirements for newly hired nurses or nurse care managers who have successfully completed CWTA pre-service training within the past 24 months.
 - To request a waiver, complete the [Pre-Service Waiver Request Form](#).

Section C: In-Service Training Requirements

1. As part of the in-service training requirement, nurses and nurse care managers shall participate in all mandatory CWTA trainings.
2. After completing pre-service training, to ensure that nurses and nurse care managers are given enough time to meet in-service training requirements, newly hired nurses and nurse care managers will have between July 1 and June 30 of the following year to complete in-service training requirements.
3. Staff may enroll in external training sessions. External training shall include any classroom courses, conferences, online training, seminars, and workshops that are not facilitated or sponsored by CWTA. External training must be relevant to nursing practices and approved by the employee’s supervisor and CWTA within 15 days after the course is completed before it is recorded in FACES (see [External Training Approval Form](#)).
4. In addition to 3 above, trainings shall be relevant with a clear transfer of learning objectives. Courses may also be related to scientific knowledge or technical skills required for the practice of nurses and nurse care management.
5. Some CWTA training sessions may require online enrollment through FACES and some may require online enrollment via an external registration link such as WebEx. CWTA will provide explicit instructions for utilizing an external registration link. Enrollment shall occur at least five days in advance of the scheduled class. No “walk-ins” are permitted.

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| | <p>Section D: Training on New Policies</p> <p>CFSA nurses and nurse care managers 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. CEUs are not provided for these sessions.</p> |
| | <p>Section E: Failure to Complete Pre-Service and In-Service Training</p> <ol style="list-style-type: none"> 1. The failure of nurse care managers or nurses to complete pre-service and in-service training may result in disciplinary action, up to and including termination. 2. CWTA shall inform nurses, nurse care managers and their supervisors of any performance and conduct concerns observed during training. 3. It shall be within CWTA's discretion to issue award certificates of completion or continuing education units to nurse care managers or nurses. A certificate of completion or CEUs can be denied under any one or more of the following circumstances: <ol style="list-style-type: none"> a. Trainee arrives 30 minutes or later for the training session. b. Trainee leaves for extended periods of time as determined by CWTA trainer during the training session. c. Trainee leaves the training session early or before official dismissal by CWTA. d. Trainee is asked to leave the training session for conduct reasons. e. Trainee does not receive a passing score on the knowledge test. <p>Note: <i>If any of the circumstances cited above occur, the nurse or nurse care manager will be required to retake the entire training session to receive credit for the course.</i></p> |