

APPENDIX D
STAFF ORIENTATION & TRAINING

In this section, the term “all staff” refers to every person who works with or has contact with Title X clients, including receptionists, clerks, administrative staff, clinical staff (medical assistants & medical/medication technicians), licensed professionals (clinicians and nurses), volunteers and students.

A. TITLE X MANDATORY TRAININGS: Complete trainings at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>

1. **Title X Orientation clinical and non-clinical:** *All staff (both public health office & Provider Agreement) are required to complete trainings within 30 days of hire or delivering of Title X services and annually thereafter.*
2. **Reporting Abuse and Human Trafficking:** *All staff are required to complete training within 30 days of hire or delivering of Title X services and annually thereafter.*
3. **VAST-D:** *Only licensed professionals (both public health office & Provider Agreement) are required to complete trainings within 30 days of hire or delivering of Title X services.*

B. Other requirements, refer to your agency’s written policies & procedures for trainings that address HIPAA, civil rights, cultural competency and work safety.

C. REPRODUCTIVE HEALTH CLINIC

The Family Planning Program collaborates with UNM Project ECHO and Department of Department of Obstetrics and Gynecology to provide all interested clinic staff weekly one hour sessions, using interactive case based learning and a 10-15-minute educational presentation with no-cost continuing educational credits.

For more information, and to sign up for email, see the [Reproductive Health: teleECHO Clinic](#) website.

D. OPTIONAL TRAININGS related to family planning can be found at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>

E. ADDITIONAL RESOURCES - Websites can be found at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>