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From: alerts@digitalhealthdepartment.com [mailto:alerts@digitalhealthdepartment.com]

Sent: Thursday, July 10, 2014 2:46 PM

To: Callahan, Tim

Subject: Recording Training

Sender Name: Tim Callahan Sender Address: tim.callahan@dph.ga.gov Sender Phone: 4046576534 .

Hello DHD Users,

Due to some inconsistency in the way training is recorded in the DHD, I asked the District EH Directors their opinion about how this information should be recorded for accounting the effort. All District EH Directors who replied indicated the following:

Staff Trainings-

All one-on- one and group training provided by person should be recorded as "Staff Trainings". This includes the Standardization inspections and trainings, the individual training provided to new employees, staff meetings that include training about a specific new issue or item, and any other training provided to other environmental health staff.

Training Hours-

Every person performing environmental health work should record the number of hours that he or she received any training related to environmental health, public health, administrative or operational policies and procedures, or other training that is directly related to the job duties required for working in public health. This includes conducting the standardization inspections under the Standard's review, new employee training, staff meetings where training about a specific issue or item is provided, online self-paced training that can be documented with some form of completion documentation, Conferences, seminars and similar learning events.

I do hope this will clear up any confusion and provide the evidence needed to show the frequent training we provide, as well as the amount of training we undergo to remain experts in our work. Please let me know if you have any questions or concerns about this message.

Tim Callahan

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