

# SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## POLICY AND PROCEDURE MANUAL

Section: Human Resources  
Policy Number: 35  
Subject: **Training Requirements**

Effective Date: 7/1/04  
Last Revision Date: 10/24/08  
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### **Policy**

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that all regular full-time and part-time employees, volunteers, interns, externs, temporary employees and independent contractual providers will be required to complete specific training requirements.

### **Purpose**

To establish policy and standards for SCCMHA employee trainings in compliance with state and federal regulations.

To ensure that all agency and contract employees receive and/or attend all SCCMHA required trainings in order to:

1. Increase staff proficiency and competence in the performance of assigned job responsibilities.
2. Assist staff in maintaining the best standards of practice and promote the acquisition of new skills.
3. Meet training and staff development needs as required by regulatory and accrediting bodies.
4. Meet training and staff development needs identified in individual employee performance and professional development plans.

### **Application**

All regular full-time and part-time employees, volunteers, interns, externs, temporary employees and independent contractual providers of SCCMHA.

### **Compliance**

Internal: SCCMHA policies and procedures

External: Accrediting bodies, state and federal regulations

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Approved by: Signed by Jerry Walden 10/24/08  
Board Chairperson Date

Signed by Scott Gilman 10/24/08  
Chief Executive Officer Date

Review/Revision Dates:

Date:	By:
9/25/06	Revised
2004 – 2008	Reviewed by Board
10/24/08	New Formatting
4/14/11	Reviewed by Human Resources Committee
4/12/12	Reviewed by Human Resources Committee
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07/24/14	Reviewed by Human Resources Committee
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