

# General Training

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	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	38.1
	<b>Content</b>	LDH Policy on training requirements and professional development opportunities for employees
	<b>Effective Date</b>	April 15, 2013
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

## I. PURPOSE

By this policy, the Louisiana Department of Health (LDH) shall ensure that all employees satisfy their respective mandated training requirements, as well as participate in approved professional development opportunities. Because of the breadth of activities and occupations covered by LDH, program offices, agencies, and facilities within the department may establish more definitive training statements, requirements, and plans according to their own internal procedures, provided they do not conflict with any part of this policy. Under the umbrella of this policy, training shall be conducted by the responsible agency or person(s) whenever needed to meet changing conditions affecting LDH.

## II. APPLICABILITY

The General Training Policy applies to all LDH employees.

### III. RESPONSIBILITIES

- A. The Division of Human Resources, Training and Staff Development (HRTSD) shall consult and communicate within the department on general training issues and the implementation of this policy. HRTSD will disseminate LDH-wide mandatory training requirements and track completion of mandatory training courses for all LDH employees.
- B. Assistant Secretaries and the Medicaid Director shall ensure that employees in their respective agencies accomplish all mandated training and have opportunities for professional development without regard to race, sex, political or religious beliefs. The Secretary and Assistant Secretaries shall designate mandatory training officers with the authority and responsibility for complying with Civil Service Rule 25.1 and 25.2, concerning supervisory, managerial or administrative jobs training, as explained in General Circular No. 2015-029, dated August 3, 2015 and any related documents.
- C. Supervisors shall schedule employees' work to include time as necessary to complete training events. When the training is optional, the supervisor may approve an employee's participation by considering such factors as its relevance to current duties, the individual's and unit's workload, and the employee's latest PES rating. It is recommended that, as part of the PES process, supervisors rate employees on performance expectations written specifically to relate to training.
- D. Employees shall treat training as a work assignment and take responsibility for the learning outcomes.
- E. Any new course that is created to fulfill a training need for all LDH employees shall be submitted to HR for approval before being made available to employees. This does not include courses created and required for specific groups of employees, such as Medicaid courses; these courses are to be tracked and maintained by the office requiring them.
- F. For program office specific training requirements, each program office will be responsible for developing training requirements, disseminating training requirements to affected staff members, and tracking completion of required training. Upon program office request, HRTSD will ensure that security is established for each position needing access to LaGov HCM training reports and will provide technical assistance as needed to ensure each program office's ability to track training using LaGov HCM training reports.

## IV. POLICY

LDH is a “learning organization.” Employees at all levels are continuously acquiring or expanding the knowledge, skills, and abilities they need to fulfill the department’s public service mission in a continuously evolving health care environment. Training is a significant part of every employee’s job.

For LDH, myriad sources provide ample opportunity for gaining knowledge. Much of it is mandated by external entities and prevailing laws, regulations, rules, and policies. Some training derives from internal needs analyses that reveal skill or knowledge gaps. Other sources are LDH employees seeking to improve their own capabilities to the mutual benefit of the agency and their professional development.

LDH is committed to training all employees commensurate with their roles in the organization. By adherence to the implementation and responsibilities described above, LDH ensures that its employees are in compliance with mandated training requirements, are competent to perform their assigned duties, and are confident of their professional abilities.

## VI. REVISION HISTORY

<b>Date</b>	<b>Revision</b>
November 4, 2003	Policy created
April 15, 2013	Policy revised
July 23, 2021	Housekeeping Changes