

Office Support Assistant Staff Development Plan

New Employee Orientation: Classroom Components

- Administrative Information
- Harassment Prevention
- Introduction to the Region and Continuous Quality Improvement
- Professional Development and Training
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management

New Employee Orientation: Web-Based Components

- Americans with Disabilities Act
- Equal Employment Opportunity (required by OHRM every 2 years)
- HIPAA: Health Insurance Portability and Accountability Act
- Kentucky Health Benefit Exchange and Medicaid Expansion
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Safety First (substitutes for the Workplace Violence Prevention requirement for OHRM; required every two years)
- Understanding Substance Use Disorders in Kentucky Families

Required Before Additional Courses Taken in Program Area:

- Introduction to Community Based Services

Program Specific Required Training:

- TWIST for Office Support Assistants (P & P only)

Additional Course Requirements: Classroom Components

- Exploring Cultural Diversity and Prejudice

Additional Course Requirements: Web-Based Components

DCBS Requirements

- Civil Rights Review (required yearly for Family Support Staff)
- Domestic Violence: Basic
- Domestic Violence: Biennial Continuing Education (required every 2 years)
- Elder Abuse: Continuing Education (required every 2 years)
- Elder Abuse: Initial Course
- Ethics Awareness (required yearly)
- Harassment Prevention: Refresher (required yearly by DCBS)
- Kinship Care: Navigator - Overview
- Telephone Skills
- Understanding Human Trafficking
- Using Narcan Nasal Spray for Opioid Overdose Emergencies (required yearly)

OHRM Requirements

- Anti-Harassment Awareness (TRIS WBT Harassment Prevention: Refresher substitutes this OHRM requirement; required yearly)
- Workplace Violence Prevention (TRIS WBT Safety First substitutes this OHRM requirement; required every two years)

- *Accurate Time Reporting
- *CHFS: Run, Hide, Fight – Surviving an Active Shooter Event
- *CHFS Hazardous Communication Training Program
- *CHR Emergency Action Plan (required for CHR Building staff ONLY)
- *Employee Performance Evaluation Orientation
- *Executive Branch Ethics Online
- *Security Awareness

*Staff will self-register and complete these online trainings in Commonwealth U (MyPurpose) within 30 days of being hired. Basic site navigation training, **Learning Your Way @ Commonwealth U**, should be completed first.

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Note: Training credit is not captured in TRIS for courses on CommonwealthU/MyPurpose. Training credit is reflected on your Transcript in the MyPurpose system.