

Training

Policy

Mid-Ohio Psychological Services will develop and maintain a training program that meets the requirements of the licensing boards of our clinical staff and the accrediting bodies that the agency is responsible to. The agency will promote trainings within the community.

The Executive Director, Administrative Coordinator, Training Supervisor and QA Committee will develop the procedures. The Training Supervisor will be responsible for implementing them.

Procedures

The agency will use many avenues to provide staff training. MOPS will provide training to all employees by providing training meetings, workshops, and e-trainings developed by the agency and other online trainings resources.

Pre-Service Training—All Staff/Interns/Volunteers

Within the first week of employment, all staff will receive orientation to the organization. This includes a review by their immediate supervisor of the agency's mission/vision/history, agency websites (www.mopsohio.com, CIS, and SOC), issues of confidentiality, and general work duties. All staff will be expected to review all of the agency policy and procedures found on the MOPS web site and will be required to sign a statement affirming that they have reviewed and agreed to follow the agency policies and procedures. Orientation aids will be made available to all staff including the [New Employee Checklist](#).

Within 90 days of employment, all new staff will complete the following e-trainings which can be found on the training section of the MOPS web site:

- HIPAA--Privacy Rule
- HIPAA Security Rule
- Safety Training
- Understanding the Appalachian Culture
- Ergonomics
- Sexual Harassment

Pre-Service Training—Clinicians

In addition to the pre-service training given to all employees, new clinical staff will also be provided additional training related to the direct delivery of services. This additional training may be provided by either the staff's clinical supervisor or administrative supervisor—whichever is deemed to be the most appropriate at

the time. Additional orientation aids will be utilized to assist with this additional training, including:

- [Case Note Structure and Types](#)
- [New Clinician Checklist](#)
- [Express Dictate Aids](#)
- [Adult Psychosocial History Instructions](#)
- [Juvenile Psychosocial History Instructions](#)
- [MACSIS Instructions](#)
- [MOPS Clinical Time Sheet Guidelines](#)
- [Outcomes Procedural Manual](#)
- [Outcomes Users Manual](#)
- [Case Compliance Checklist](#)
- [Service Activity Log \(SAL\)/Scheduler Guidelines](#)

In addition to the e-trainings required of all staff, clinical staff must also complete the e-training entitled “Treatment Planning” within 90 days of employment.

Ongoing Training—All Staff

The agency will make every effort to keep employees informed of any changes made to Policy and Procedure. Employees will sign a statement indicating they have reviewed any major changes and updates to the agency's Policy and Procedure material. Employees should review the Policy and Procedure material annually.

All staff will annually complete agency approved trainings in the following areas:

- Cultural Diversity/Competency
- Safety and Infection Control
- Confidentiality/Privacy
- Rights of the persons served
- Person and family centered services
- The prevention of workplace violence
- Expectations regarding professional conduct

Ongoing Training--Clinicians

The agency is a CEU provider for the Ohio Psychology Association and the Ohio Counselor Social Worker Marriage and Family Therapy Board. This allows the agency to assist our staff and other clinical staff within the community in obtaining the continuing education credits they must obtain to remain licensed.

Specific CEU requirements for MOPS clinical staff are as follows:

Psychologists/Assistants--23 hours of continuing education in a biennium, with 3 of those hours in professional conduct/ethics.

Counselors/Social Workers-- 30 hours of continuing education in a biennium, with 3 of those hours in ethics.

Forensic Evaluators---at least eight clock hours of specialized training in the field of forensic psychology.

Clinical Supervisors--supervisors through the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board will receive at least six clock hours of specialized training in supervision.

APICC Interns-- 2 hours per week of didactic training through case conferences, seminars, in service, or grand rounds.

The agencies Professional Staff Organization (PSO) will ensure that all clinical staff are appropriately licensed and qualified to perform the duties that they are assigned to perform by reviewing clinical staff declarations.

Other Considerations:

The agency will maintain an archive of the instruction materials and power points of all workshops offered by the agency for reference material by all staff of the agency.

A record of all training activities that staff participates in will be maintained in the staff member's personnel file. Staff are to provide copies of all certificates for completed training to the Administrative Coordinator.