

APPENDIX D
STAFF ORIENTATION & TRAINING
Revised 8/30/19

In this section, the term “all staff” refers to every person who works with or has contact with Title X clients, including receptionists, clerks, administrative staff, clinical staff (medical assistants & medical/medication technicians), licensed professionals (clinicians and nurses), volunteers, and students.

Up-to-date certificates of completion/attendance must be maintained at the PHO/PA sites for all mandatory (or accepted) courses. Certificates will be requested for all site visits conducted by the NM Family Planning Program.

A. TITLE X MANDATORY TRAININGS

Title X Orientation - clinical and non-clinical: All staff (both public health office & Provider Agreement) are required to complete trainings within 30 days of hire or delivering of Title X services and annually thereafter.

Reporting Abuse and Human Trafficking: All staff are required to complete training within 30 days of hire or delivering of Title X services and annually thereafter.

VAST-D: Only licensed professionals (both public health office & Provider Agreement) are required to complete trainings within 30 days of hire or delivering of Title X services. **Completion required once.**

These trainings are located at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>.

Fertility Awareness-Based Method (FABM): Only licensed professionals (both public health office & Provider Agreement) are required to complete training within 90 days of hire or delivering of Title X services. Completion required once. **The completion date within 90 days has been RESCINDED until further notice.**

See Section C. (Fertility Awareness-Based Methods) **BELOW** for description/instructions **for course accepted, effective 8/28/19**. Only one course must be completed.

B. OTHER REQUIREMENTS

For **PA sites**, refer to your agency’s written policies & procedures for trainings that address HIPAA, civil rights, cultural competency, and work safety.

For **PHO sites**, the NM Family Planning Program will accept the following options for Cultural Competency training:

Courses from the NM DOH Training Center: Working More Effectively with Tribes **OR** Culturally and Linguistically Appropriate Services (CLAS I) **AND** Critical Concepts in Cultural Competence (CLAS II) as a minimum requirement. Registration for any of these can be done through the NM DOH Learning Center

OR

Courses from the Family Planning National Training Center (FPNTC) at www.fpntc.org: in order to obtain a certificate of completion, site registration is required, and you should be logged-in. Once logged-in, users can generate a certificate upon completing the course and course evaluation. To find a course, type in the name of the course in the Search function.

Courses currently listed at FPNTC include:

1. Language Access 101: Creating Inclusive Clinics **AND**
2. Language Access 201: Enhancing Your Clinical Encounters
(both courses must be taken to meet Cultural Competency requirement)

OR

1. Gender Appropriate Language: Practical Skill Development Webinar **AND**

2. Language Access 201: Enhancing Your Clinical Encounter
(both courses must be taken to meet Cultural Competency requirement)

Other cultural competency courses may be submitted to the Family Planning Program for review and acceptance on a case by case basis. A certificate of completion must be available to attendees. Send request for acceptance and course description to: Tina.Sanchez2@state.nm.us

For Public Health Office (PHO) sites:

Course	Upon Hire (or within 30 days of seeing clients)	Upon Hire (or within 90 days of seeing clients)	Annually	Every 2 years	Once
HIPAA Privacy Rule Overview				X	
Cultural Competency					X
Title X Orientation – Clinical	X		X		
Title X Orientation – Non-Clinical	X		X		
Reporting Abuse & Human Trafficking	X		X		
VAST-D – for licensed professionals only	X				X
FABM Standard Days Method OR *Understanding & Counseling Potential Users on FABMs – for licensed professionals only		X			X

For PHO sites, continue to follow DOH/PHD policies for work safety and civil rights courses.

***This course has been RESCINDED post live webinar, effective 8/28/19.**

C. FERTILITY AWARENESS-BASED METHODS (FABMs) - REQUIRED

A free 60-75 minute self-guided training on Standard Days Method (ONLY Counseling Module Required) is available on-line from Georgetown University Institute for Reproductive Health: http://archive.irh.org/SDM_Training/index.php.

Utilize "Text Version" for Videos if Media Player or QuickTime is not installed.

Upon completion of the Counseling Module, complete the quiz, evaluation, and print a certificate of completion. Retain the certificate in site file. Continuing Education Credits are also included.

OR another FABM course to be determined. It is an option to wait until another course is offered.

This course below has been RESCINDED post live webinar, effective 8/28/19:

Understanding and Counseling Potential Users on Fertility Awareness-Based Methods (FABMs) for Pregnancy Prevention

FABM Recommended Courses and Resources:

Effectiveness of FABMs for Pregnancy Prevention:

Register/Sign in through Family Planning National Training Center website and search for course name or use link: <https://player.vimeo.com/video/284453322>

Additional information can be found in **Contraceptive Technology, 21st Ed., Chapter 12**, or at <http://www.twodaymethod.com>
<https://www.k4health.org/toolkits/twoday>
or on the TwoDay Method® app.

Fertility Apps: A New Approach to FABMs:

<https://player.vimeo.com/video/277724852>

D. REPRODUCTIVE HEALTH ECHO CLINIC

The Family Planning Program collaborates with UNM Project ECHO and Department of Obstetrics and Gynecology to provide all interested clinic staff biweekly one-hour sessions, using interactive case-based learning and a 10-to-15-minute educational presentation with no-cost continuing educational credits. For more information and to sign up for email, see the [Reproductive Health: teleECHO Clinic website](#).

E. SUBSTANCE USE DISORDER (SUD), VAST-D, AND RELATED TOPICS – Recommended

Tobacco Use Screening & Cessation Counseling for Reproductive Age Women by Erin McClain:

<https://vimeopro.com/nctcfp/videohub/video/274102896>

Substance Use & Family Planning by Dr. Terplan:

<https://vimeopro.com/nctcfp/videohub/video/249446762>

Addressing Substance Use in Family Planning Clinics: A Health Imperative by Dr. Gotham:

<https://vimeopro.com/nctcfp/videohub/video/249447785>

The Role of Family Planning Clinics in Substance Use & Examples from the Field Panel Presentation, moderated by Dr. Gotham:

<https://vimeopro.com/nctcfp/videohub/video/249858879>

Sexual Health: Caring for and Empowering Women with Opioid Use Disorders by Dr. Jones:

<https://vimeopro.com/nctcfp/videohub/video/247507526>

Opioid Crisis in the US by Dr. Terplan:

<https://vimeopro.com/nctcfp/2018-national-reproductive-health-conference-videos/video/291576309>

SBIRT in Family Planning Settings Panel Presentation moderated by Dr. Gotham:

<https://vimeopro.com/nctcfp/2018-national-reproductive-health-conference-videos/video/291579883>

Opioid Crisis, Family Planning & Preconception Planning by Dr MacAfee:

<https://vimeopro.com/nctcfp/2018-national-reproductive-health-conference-videos/video/299285146>

Depression Screening in Family Planning Settings: Part 1 and Part 2:

<https://vimeopro.com/nctcfp/videohub/video/287535686>

<https://vimeopro.com/nctcfp/videohub/video/303616701>

F. Cultural Competency Trainings – Optional courses located at www.fpntc.org (not required or meet Cultural Competency equivalent as no certificate of completion can be provided) include:

LGBTQ Mini-Discussion Modules 2017:

Terminology & Communication (9 mins)

Inclusive Sexual History-Taking (5 mins)

Sexual Orientation & Gender Identity (SOGI) Data Collection (4 mins)

“Understanding Bias” podcast (Transcript available for download)

G. OPTIONAL TRAININGS related to family planning can be found at:

Family Planning National Training Center (FPNTC), www.fpntc.org

National Clinical Training Center for Family Planning (NCTCFP), www.ctcfp.org/

H. ADDITIONAL RESOURCES - Other training opportunities can be found at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>.