**Purpose:**

This training plan is a tool to guide you through learning essential information needed in your role at Napa County Public Health: Communicable Disease Unit. There are many TB resources available and the list below includes our recommendations for a PHN/RN who is new to TB. They are listed to build upon each other, but can be used in any order. The training plan includes training materials, skills and competencies for signoff as well as resources to become familiar with or to access as needed:

* **Training materials** are designed to build knowledge about tuberculosis and a deeper understanding of the rationale behind the services we provide and program priorities. This may include self-study modules or curricula, online courses or webinars or other materials.
* **Skills and competencies** are outlined to ensure you receive mentorship and signoff on activities essential to the safe and effective performance of your job.
* **Resource materials** are books, brochures, articles, posters, reminder cards, and other materials that may be very useful in your learning about TB, but are not designed specifically for instructional use. They may also be used as materials for patient education. A wider list of similar materials can be found at [www.findtbresources.cdc.gov](http://www.findtbresources.cdc.gov).

This document is hyperlinked to make materials more accessible. To use the hyperlinks, you must access this training plan electronically. You can access the hyperlinks in two ways:

1. Put your cursor on the blue text and click. The document will open in another browser.
2. Right click on the blue text. In the drop-down menu, select “open hyperlink.”

**Employee Instructions:**

Your supervisor or designated mentor is providing you with this training plan to help orient you to Napa County Public Health: Communicable Disease Unit and to your role and responsibilities here. Keep the training plan with you during your orientation period and use it to guide you on the information and competencies to focus on from week to week.

* Go through the training materials at your own pace and keep track of when you have reviewed them.
* Follow the directions for on-line trainings and obtain copies of pre-/post-tests and CE certificates when indicated.
* Let coworkers know what skills/competencies you require sign-off on and request that they let you know when an opportunity arises to practice or perform each.
* Meet with your supervisor and/or mentor at least once a week to review your progress.

Although a timeframe for completing each of the items in the training plan is suggested, adjustments may be made as deemed necessary to accommodate the needs and operations of the clinic.

Training Agreement

**The Supervisor agrees to:**

* Assess your learning needs for tuberculosis education as a new employee
* Identify among the listed training materials those that are most relevant and appropriate to your learning needs
* Check off the materials for you to review, using the Training Plan to create a personalized learning guide by adding and/or deleting resources as per assessed need
* Share the Training Plan with you, the employee
* Discuss suggested completion dates for each item where adjustments in the schedule may be required
* Assess and guide your learning as you proceed through the training plan by discussing what you’ve learned and clarifying any questions
* Provide support and guidance to facilitate your success in learning the knowledge and skills necessary to conduct your job duties
* Allow time for you to review the training materials
* Review and sign the completed Training Plan

**The Employee agrees to:**

* Share your learning needs with your supervisor or mentor
* Follow the personalized Training Plan received from your supervisor or mentor
* Review the learning materials at your own pace and as suggested by the proposed schedule
* Ask questions or make a list of questions to ask your mentor or supervisor when you meet with them
* Document when you have completed each training item
* Sign the completed Training Plan and share with your supervisor

This is not a contract but a training agreement.

I have read the above Training Agreement and understand my responsibilities:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­Date: \_\_\_\_\_\_\_\_\_\_

**Name: Start date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WEEKS 1-3** | | | | | |
| **Training Materials** | | | **Estimated time to complete** | **Date Completed** | **Spv initials** |
| * [TB 101 for Health Care Workers](https://www.cdc.gov/tb/webcourses/tb101/default.htm) **Web-based course** -Centers for Disease Control and Prevention (CDC) Lessons 1-4 | | | 90 min |  | CE cert. 🞎  \_\_\_\_\_\_\_\_ |
| * **Review & Discuss w/ supervisor:** [TB Nurse Case Manager Core Competencies](https://www.tbcontrollers.org/resources/core-competencies/tb-nurse-case-manager/) | | | 60 min |  |  |
| * [Review TB Assessment](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TB-Risk-Assessment.aspx) * Drug-Resistant Tuberculosis: A Survival Guide for Clinicians, 3rd edition / 2022 Updates: * [Diagnosis](https://www.currytbcenter.ucsf.edu/products/page/chapter-2-diagnosis) * [Laboratory](https://www.currytbcenter.ucsf.edu/products/page/chapter-3-laboratory) * Review active TB case lab reports with PHN | | | 60 min each task |  | \_\_\_\_\_\_\_\_ |
| * **Watch the following videos:**   1. [How Tuberculosis (TB) is spread?](https://www.youtube.com/watch?v=isYRfYEcquU)   2. [What Does TB Infection Mean?](https://www.youtube.com/watch?v=hFGZ1trlzZI)   3. [TB 101 Series 2023: Session 1](https://www.youtube.com/watch?v=p2ZSm_uGj3E)   4. [TB 101 Series 2023: Session 6](https://www.youtube.com/watch?v=Uv8iroM00hw)   5. [TB 101 Series 2023: Session 7](https://www.youtube.com/watch?v=J56AhO8UNSc) * **Napa County Public Health Policies and Protocols** (and referenced appendices/forms) * Public Health Field Worker Safety * Public Health Bloodborne Pathogen Exposure Control Plan * N95 Fit Testing with Jenny V.   Review GOTCH Process with PHN   * Review draft emails, past CalREDIE notes * Go through GOTCH in real time with PHN * Introductions to QVMC IP, St. Helena IP, Kaiser IP | | |
|  | | |
|  | | |
| * Disease Investigation Courses[: Introduction to Telephone Interviewing for DIS](https://www.train.org/cdctrain/course/1090632/details) | | | 0.5 hours |  | Pretest 🞎  Posttest 🞎 |
| * Disease Investigation Courses: [Introduction to Field Safety for DIS](https://www.train.org/cdctrain/course/1090980/details) | | | 0.5 hours |  | Pretest 🞎  Posttest 🞎 |
| * Passport to Partner Services Modules: [Communication Skills](https://www.train.org/cdctrain/course/1089357/details) | | | 6 hours |  | Pretest 🞎  Posttest 🞎 |
|  | | | | | |
| **Skills and Competencies**  *Demonstrates ability to:* | **Date**  **Achieved** | **How accomplished/notes** | | | **Spv initials** |
| * Access Outlook email, shared folders (G:drive), and Sharepoint. |  | Raul, CDI | | |  |
| * Log on to electronic patient databases (CalREDIE), Faxcore, and CD Reports Inbox |  | Sara, CD Tech | | |  |
| * Describe the patient referral types, intake process and identify relevant forms |  | Sara, CD Tech | | |  |
| * Locate and print (optional) laboratory results, attach to email for MD review (bloodwork, sputum smear and culture, QFT, etc.) * PHI Overview: Understand and ability to send confidential/encrypted emails |  | Katie, PHN  Teresa, CDI | | |  |
| * HHSA-PH Introductions, Tours, and Housekeeping |  | Katie, PHN | | |  |

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| **Resource materials** |
| * California Dept. of Public Health and California TB Controllers Association joint guidelines and TB resources. Available at: <http://www.ctca.org/> |
| * California Department of Public Health (CDPH): Tuberculosis Control Branch-[TB Provider Resources (ca.gov)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TB_Provider_Resources.aspx) |
| * [National Tuberculosis Controller’s Association](https://www.tbcontrollers.org/) |
| * [Curry International Tuberculosis Center](https://www.currytbcenter.ucsf.edu/) |
| * [Find TB Resources](https://findtbresources.cdc.gov/) |
| * [Tuberculosis Medication Drug and Food Interactions](https://www.currytbcenter.ucsf.edu/sites/default/files/citc_nursingguide_english_v13_web_pages.pdf?form=MY01SV&OCID=MY01SV) Pocket Guide |
| * Centers of Excellence (COE)- [TB Center Products (ufl.edu)](https://sntc.medicine.ufl.edu/rtmccproducts.aspx) |
| * [Cultural Quick Reference Guide](https://sntc.medicine.ufl.edu/home/index#/products) |
| * [¡Vivir a Todo Pulmón!](https://sntc.medicine.ufl.edu/files/products/viviratodopulmonusersguide121107%20-%20small.pdf) Spanish educational materials (SNTC) |
| * [What You Need To Know About Tuberculosis Flipbook](http://globaltb.njms.rutgers.edu/downloads/products/flipbook.pdf)(GTBI) |
| * [Questions and Answers About Tuberculosis Booklet](https://www.cdc.gov/tb/communication-resources/tb-questions-and-answers-booklet.html?CDC_AAref_Val=https://www.cdc.gov/tb/publications/faqs/default.htm) (CDC) |
| * [Tuberculosis](https://www.cdc.gov/tb/) (CDC) |
| * [What Parents Need to Know About Tuberculosis (TB) Infection In Children](http://globaltb.njms.rutgers.edu/downloads/products/tbpedsbrochure.pdf) Brochure (GTBI) |
| *Homeless Shelters* |
| **Selected Training and Resource materials** |
| * [Homelessness and TB](http://www.currytbcenter.ucsf.edu/products/homelessness-and-tb-toolkit) Toolkit (CITC) |
|  |
| *Pregnancy/Antenatal Clinic* |
| **Selected Training and Resource materials** |
| * [TB in Children and Pregnant Patients](https://www.youtube.com/@heartlandntbc/videos) Webinar (GTBI) |
|  |
| *Drug Resistance* |
| **Selected Training and Resource materials** |
| * [Drug-Resistant Tuberculosis: A Survival Guide for Clinicians, 3nd Edition](http://www.currytbcenter.ucsf.edu/products/view/drug-resistant-tuberculosis-survival-guide-clinicians-3rd-edition) Booklet (CITC) |
|  |
| *Persons with HIV/Infectious Disease Clinic* |
| **Selected Training and Resource materials** |
| * [Delivering HIV Rapid Test Results: Experiences from the Field Video](https://rhntc.org/resources/delivering-hiv-rapid-test-results-experiences-field) and Discussion Guide - Region 1 Federal Training Center Collaborative (FTCC) – (35 min.) |
|  |
| *Diabetes* |
| **Selected Training and Resource materials** |
| * [Rifamycins and Anti-Diabetic Agents- Drug-Drug Interactions](http://www.heartlandntbc.org/assets/products/Rifamycins%20and%20Anti-Diabetic%20Agents_2012.pdf) Factsheet (HNTC) |
|  |
| *Mental Health & Substance Use* |
| **Selected Training and Resource materials** |
| * [TB and the Subculture of Methamphetamine Users](http://globaltb.njms.rutgers.edu/educationalmaterials/documents/Newsletter-5.pdf) Newsletter (GTBI) |
| * [The Intersection between Tuberculosis and Mental Health](https://www.youtube.com/watch?v=NFGWrsPbtHA) (GTBI) |

I certify that I have reviewed the selected resource materials indicated above:

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_