

**Assistance to States – Focus Area G: Education and Training**  
**Enhanced Capacity: Community Readiness Through Training Opportunities**  
**Evaluation of Training Effectiveness**

<b>A. Critical Capacity Benchmarks</b>	<b>Tools/Resources/Examples</b>
<p>1. <b>Prepare a timeline to assess training needs</b> with special emphasis on emergency personnel, infectious disease specialists, public health staff, and other healthcare providers</p>	<p><b>* Assess Competencies</b></p> <p><i>Core Competencies for Emergency Preparedness and Response</i></p> <ul style="list-style-type: none"> <li>- <a href="http://cpmcnet.columbia.edu/dept/nursing/institute-centers/chphsr/broch.pdf">cpmcnet.columbia.edu/dept/nursing/institute-centers/chphsr/broch.pdf</a></li> <li>- Can be used as measures for assessing emergency preparedness training needs</li> </ul> <p><i>Core Competencies for Public Health Professionals</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.trainingfinder.org/competencies/list.htm">www.trainingfinder.org/competencies/list.htm</a></li> <li>- Can be used as measures for assessing training needs for the entire public health workforce</li> </ul> <p><i>Discipline-specific Competency Sets for Public Health Workers</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/owpp/mtgwrkgrp091201.asp">www.phppo.cdc.gov/owpp/mtgwrkgrp091201.asp</a></li> <li>- Includes links to environmental health competencies, public health law competencies, and other related disciplines</li> </ul> <p><b>* Examples of Assessment Processes</b></p> <p><i>Training Needs Assessment of Local Health Department</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.sphtc.org/VA.pdf">www.sphtc.org/VA.pdf</a></li> <li>- An example of a local workforce needs assessment report</li> </ul> <p><i>Northwest Regional Public Health Workforce Development Assessment</i></p> <ul style="list-style-type: none"> <li>- <a href="http://healthlinks.washington.edu/nwcp/health/products/">http://healthlinks.washington.edu/nwcp/health/products/</a></li> <li>- Examples of state and regional workforce assessments</li> </ul> <p><b>* Assessment Instruments</b></p> <p><i>Southeast Public Health Training Center</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.sphtc.org/">www.sphtc.org/</a></li> <li>- Links to workforce needs assessments instruments used by Virginia and North Carolina are at bottom of web page</li> </ul> <p><i>Maine Assessment Instrument</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.mcph.org/reports/Final.Phip.15.pdf">www.mcph.org/reports/Final.Phip.15.pdf</a></li> <li>- A workforce needs assessment instrument used in Maine</li> </ul> <p><i>Utah Department of Health Instrument to Assess Workforce Skills and Competence</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/selfassess.pdf">www.phf.org/Link/selfassess.pdf</a></li> <li>- An instrument for assessing management skills and competence using the Core Competencies for Public Health Professionals</li> </ul>

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<p>2. <b>Assess existing capacity to conduct training</b> needs assessment and planning for public health and private professionals, and to provide access to training in bioterrorism, other infectious disease outbreaks, and other public health threats and emergencies</p>	<p><b>* Tools to Assess Bioterrorism and Emergency Preparedness Capacity</b></p> <p><i>Public Health Preparedness and Response Capacity Inventory—A Voluntary Rapid Self-Assessment of State and Local Capacity to Respond to Bioterrorism, Outbreaks of Infectious Disease, and Other Public Health Threats and Emergencies</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/od/inventory">www.phppo.cdc.gov/od/inventory</a></li> <li>- This document is not currently available online, but may be requested online at the above URL. Under “Related Resources,” click on additional information.</li> </ul> <p>NOTE: The state and local inventory instruments are separate documents.</p> <p><b>* Tools to Assess Workforce Development Capacity</b></p> <p><i>National Public Health Performance Standards Program</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/nphpsp/Documents/State_v_1_OMB_0920-0557.pdf">www.phppo.cdc.gov/nphpsp/Documents/State_v_1_OMB_0920-0557.pdf</a></li> <li>- See page 79 of the PDF file to assess state public health system performance as it pertains to the public health and personal health care workforce</li> <li>- <a href="http://www.naccho.org/files/documents/NPHPSP_Local_Final_11-29-01.PDF">www.naccho.org/files/documents/NPHPSP_Local_Final_11-29-01.PDF</a></li> <li>- See page 58 of the PDF file to assess local public health system performance as it pertains to the public health and personal health care workforce</li> </ul> <p><b>* Distance Learning</b></p> <p><i>A Primer on Distance Learning</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/PHTN/primer.asp">www.phppo.cdc.gov/PHTN/primer.asp</a></li> </ul> <p><i>Model of a Distance Learning System</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/PHTN/overview.asp">www.phppo.cdc.gov/PHTN/overview.asp</a></li> <li>- Visual model and descriptions of major Public Health Training Network activities</li> </ul>
<p>3. <b>Develop an ongoing plan for meeting training</b> needs through multiple sources</p>	<p><b>* National and Regional Resources to Meet Training Needs</b></p> <p><i>TrainingFinder Real-time Affiliate Integrated Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.train.org">www.train.org</a></li> <li>- Searchable, online clearinghouse listing over 700 distance learning and on-site courses</li> <li>- Links to sites with trainer/speaker resources</li> </ul> <p><i>Public Health Training Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/phtn/">www.phppo.cdc.gov/phtn/</a></li> <li>- Listed are a wide variety of training courses available through CDC and its partners</li> </ul>

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	<p><i>Centers for Public Health Preparedness</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/owpp/CPHPLocations.asp">www.phppo.cdc.gov/owpp/CPHPLocations.asp</a></li> <li>- Training of the current workforce is provided through this network of CDC-funded centers</li> <li>- The centers can be accessed through this website</li> </ul> <p><i>Public Health Training Centers</i></p> <ul style="list-style-type: none"> <li>- <a href="http://bhpr.hrsa.gov/publichealth/phtc.htm">http://bhpr.hrsa.gov/publichealth/phtc.htm</a></li> <li>- These centers, funded by HRSA, provide basic and advanced training to the public health workforce</li> <li>- The centers can be accessed through this website</li> </ul> <p><i>National Laboratory Training Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/NLTN/default.asp">www.phppo.cdc.gov/NLTN/default.asp</a></li> <li>- Laboratory training courses are provided through six regional offices</li> <li>- Courses and the regional offices can be accessed through this website</li> </ul> <p><i>Other Public Health Workforce Development Centers</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/owpp/resources.asp">www.phppo.cdc.gov/owpp/resources.asp</a></li> <li>- Provides links to leadership and management institutes, Area Health Education Centers, and other public health training providers</li> </ul>
<p><b>4. Develop capacity at the state and/or local public health agency to facilitate or provide education</b> and training sessions and services on bioterrorism, other infectious disease outbreaks, and other public health and emergencies; including a trained distance learning coordinator and access to distance learning capabilities in the form of an identified location to receive satellite broadcasts and a higher level of internet connectivity, video, and imaging capacity to view live feeds</p>	<p><b>* Strategies for Providing Continuing Education</b></p> <p><i>The Key Ingredient of the National Prevention Agenda: Workforce Development – A Companion Document to Healthy People 2010</i></p> <ul style="list-style-type: none"> <li>- <a href="http://ftp.hrsa.gov/bhpr/nationalcenter/hp2010.pdf">ftp.hrsa.gov/bhpr/nationalcenter/hp2010.pdf</a></li> <li>- See page 29 of the PDF file for a list of general strategies to achieve a competent public health workforce through continuing education.</li> <li>- Numerous strategies to use competencies that could easily be incorporated into agency plans also are included</li> <li>- See pages 7-8 of the PDF file for a general checklist of ways to incorporate workforce planning into other planning efforts</li> </ul> <p><i>Healthy People 2010 Information Access Project – Public Health Infrastructure</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phpartners.org/guide.html">http://www.phpartners.org/guide.html</a></li> <li>- Click on the red button for a live search of journal articles related to Healthy People 2010 Objective 23-10: Increase the proportion of Federal, Tribal, State, and local public health agencies that provide continuing education to develop competency in essential public health services for their employees</li> </ul>

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	<p><b>* Distance Learning and Other Training Programs</b></p> <p><i>A Primer on Distance Learning</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/PHTN/primer.asp">www.phppo.cdc.gov/PHTN/primer.asp</a></li> </ul> <p><i>Model of a Distance Learning System</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/PHTN/overview.asp">www.phppo.cdc.gov/PHTN/overview.asp</a></li> <li>- Visual model and descriptions of major Public Health Training Network activities</li> </ul> <p><i>Public Health Training Bibliography</i></p> <ul style="list-style-type: none"> <li>- <a href="http://phpartners.org/phtbib.html">http://phpartners.org/phtbib.html</a></li> </ul>
<p><b>5. Develop formal partnerships with schools of public health and medicine, other academic institutions, and other organizations to provide education and training</b></p>	<p><b>* Examples of Academic Partnerships</b></p> <p><i>Council on Linkages Between Academia and Public Health Practice Database</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/database-of-linkages.htm">www.phf.org/Link/database-of-linkages.htm</a></li> <li>- Over 100 examples of academic/practice partnerships are provided</li> </ul> <p><b>* Tools for Assessing and Developing Partnerships</b></p> <p><i>Instrument to Survey Academic Linkages with Health Departments</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/hdsurvey.pdf">www.phf.org/Link/hdsurvey.pdf</a></li> <li>- This survey instrument was used by Ohio health departments to assess the status and composition of existing academic partnerships</li> </ul> <p><i>Multi-component Affiliation Agreements - A Guide</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/mcaffagr.pdf">www.phf.org/Link/mcaffagr.pdf</a></li> <li>- This tool can be used to help develop formal partnerships with academic institutions and provides examples of Memorandums of Understanding</li> </ul>
<p><b>6. Ensure educational expertise and review of training program content and curricula by</b></p> <ol style="list-style-type: none"> <li>a. developing/providing training for a speakers' bureau</li> <li>b. providing training in core public health skills to staff</li> <li>c. supporting costs (travel and course fees) for training critical program staff using existing courses</li> </ol>	<p><b>* Review Training Program Content</b></p> <p><i>Basic and Cross-Cutting Practice Competencies for Public Health Workforce Development</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/turnock.pdf">www.phf.org/Link/turnock.pdf</a></li> <li>- Demonstrates how the Core Competencies for Public Health Professionals can be used for developing and assessing a curriculum</li> </ul> <p><i>Developing Faculty/Staff Exchange Programs</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phf.org/Link/facstaff.pdf">www.phf.org/Link/facstaff.pdf</a></li> <li>- This tool can be used to help develop faculty/staff exchanges between academic institutions and health departments, facilitating practitioner review of training program content</li> </ul>

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	<p><b>* Locate Existing Courses for Speakers and Core Public Health Skills</b></p> <p><i>TrainingFinder Real-time Affiliate Integrated Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.train.org">www.train.org</a></li> <li>- Searchable, online clearinghouse listing over 700 distance learning and on-site courses</li> <li>- Links to sites with trainer/speaker resources</li> </ul> <p><i>Public Health Training Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/phtn/">www.phppo.cdc.gov/phtn/</a></li> <li>- Listed are a wide variety of training courses available through CDC and its partners</li> </ul> <p><i>Centers for Public Health Preparedness</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/owpp/CPHPLocations.asp">www.phppo.cdc.gov/owpp/CPHPLocations.asp</a></li> <li>- Training of the current workforce is provided through this network of CDC-funded centers</li> <li>- The centers can be accessed through this website</li> </ul> <p><i>Public Health Training Centers</i></p> <ul style="list-style-type: none"> <li>- <a href="http://bhpr.hrsa.gov/publichealth/phtc.htm">http://bhpr.hrsa.gov/publichealth/phtc.htm</a></li> <li>- These centers, funded by HRSA, provide basic and advanced training to the public health workforce</li> <li>- The centers can be accessed through this website</li> </ul> <p><i>National Laboratory Training Network</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/NLTN/default.asp">www.phppo.cdc.gov/NLTN/default.asp</a></li> <li>- Laboratory training courses are provided through six regional offices</li> <li>- Courses and the regional offices can be accessed through this website</li> </ul> <p><i>Other Public Health Workforce Development Centers</i></p> <ul style="list-style-type: none"> <li>- <a href="http://www.phppo.cdc.gov/owpp/resources.asp">www.phppo.cdc.gov/owpp/resources.asp</a></li> <li>- Provides links to leadership and management institutes, Area Health Education Centers, and other public health training providers</li> </ul> <p><b>* Supporting Continuing Education</b></p> <p><i>The Key Ingredient of the National Prevention Agenda: Workforce Development – A Companion Document to Healthy People 2010</i></p> <ul style="list-style-type: none"> <li>- <a href="ftp://hrsa.gov/bhpr/nationalcenter/hp2010.pdf">ftp.hrsa.gov/bhpr/nationalcenter/hp2010.pdf</a></li> <li>- See page 29 of the PDF file for a list of general strategies to achieve a competent public health workforce through continuing education</li> <li>- Included are numerous strategies that could be incorporated into agency plans; see “Build Systems that Support Training”</li> </ul>

For questions and additional assistance, contact PHF: Stacy Baker ([sbaker@phf.org](mailto:sbaker@phf.org)) or Ron Bialek ([rbialek@phf.org](mailto:rbialek@phf.org)), 202-898-5600