

## Course Description

**Course Title:** New Employee Training

**Objectives:** At the completion of the training the participant will be able to

- Identify the standards for public health
- Identify the structure and funding of public health in Ohio
- Identify the elements of the Sunshine Law
- Identify the elements of Records Retention Law
- Identify the relationship of a public employee and social media
- Identify the ethical considerations for public health employees
- Identify the elements for providing excellent customer service

**Audience:** This course is intended for employees new to the public health field.  
Prerequisites: None Level: Beginner

**Offerings:** This course is offered semi-annually. Upcoming classes can be found here:  
<http://aohc.net/aws/AOHC/pt/sp/education> or by calling 614.781.9556

### About the Instructors:

Andrew Esposito is an attorney at Clemans Nelson, with a practice concentrated in Human Resource Law.

Shelia L. Hiddleston, RN, MS is the Health Commissioner for the Delaware General Health District. She has served public health in Ohio for over twenty years.

Jason Orcena, DrPH, MA, is the Health Commissioner for the Union County Health Department. He has served public health in Ohio for over 20 years.

Patricia Sweeney, JD, MPH, is the Health Commissioner for the Mahoning County Health District. She has served public health in Ohio and Pennsylvania for over 15 years.

Jennifer Thrush is the Public Information Officer for the Union County Health Department. She has served public health in Ohio for over 13 years.

## Public Health Accreditation Board

**Domain 8:** Maintain a competent public health workforce

**Standard 8.2:** Ensure a competent workforce through the assessment of staff competencies, the provision of individual training and professional development, and the provision of a supportive work environment.

## Council on Linkages Competencies

**Policy Development/Program Planning Skills – 2A5:** Describes the public health laws and regulations governing public health programs

**Basic Public Health Sciences Skills – 6A3:** Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health

**Financial Planning & Management Skills – 7A1:** Describes the local, state, and federal public health and health care systems



# New Employee Training

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**Leadership & Systems Thinking Skills – 8A1:** Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals **8A2:** Describes how public health operates within a larger system

## Professional Development Priority

AOHC supports members through education, training, professional development, and mentoring.

- AOHC provides opportunities for conferences and trainings.
- AOHC organizes forums to increase opportunities for interactive learning and leadership development.
- AOHC nurtures a diverse public health workforce.
- AOHC provides a forum for the positive exchange of ideas and issues with its members.