

## 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

## 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

**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.