

APPENDIX D
STAFF ORIENTATION & TRAINING

REQUIRED TRAINING FOR ALL TITLE X STAFF

Definition of All Title X Staff: Every person who works with or has contact with Title X clients. This can include:

- Receptionists and Clerks
- Administrative Staff
- Clinical Staff (Medical Assistants, Medical/Medication Technicians)
- Licensed Staff (Clinicians, Nurses)
- Volunteers and Students
- Short-term clinic preceptorships require the Title X Orientation, HIPAA, and Nexplanon Certification (If applicable) Please contact the FPP for specific guidance.

Certificate Maintenance:

- Certificates of Completion must be maintained at each Public Health Office (PHO) and Provider Agreement (PA) site where the staff member works. Certificates may be requested for all Title X staff by the Department of Health (DOH) Family Planning Program (FPP) during site visits.

TRAINING LOCATION AND ORGANIZATION	COURSE ID#	COURSE NUMBER/NAME	TIMEFRAME FOR INITIAL COMPLETION	RECERTIFICATION PERIOD
TRAIN – NMDOH	1110500	Serving Minors and Mandatory Reporting	30 Days of hire or delivering Title X services.	Annually
TRAIN – RHNTC	1064964	Title X Orientation: Program Requirements for Title X Funded Family Planning Projects	30 Days of hire or delivering Title X services.	Every 5 Years
TRAIN – RHNTC	1090397	Cultural Competency in Family Planning Care	90 Days of hire or delivering Title X services.	Every 5 Years

Links to Mandatory Trainings are located at <https://nmhealth.org/about/phd/fhb/fpp/pvdr>

RECOMMENDED EDUCATIONAL RESOURCES FOR TITLE X STAFF

[NMDOH FPP 2021 Title X Orientation Non-Clinical - NM.TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#) (PHO Fee Collection information)

[Putting the QFP into Practice Series Toolkit | Reproductive Health National Training Center \(rhntc.org\)](#)

[Reproductive Health National Training Center \(rhntc.org\)](#)

The Reproductive Health National Training Center is your go-to source for family planning and adolescent health training and technical assistance.

[The Clinical Training Center for Sexual & Reproductive Health \(ctcsr.org\)](#)

(Formerly the NCTCFP-National Clinical Training Center for Family Planning)

Since 2006, the Clinical Training Center for Sexual and Reproductive Health (CTC-SRH) has developed and delivered high-quality, evidence-based clinical training and shared skill development resources to Title X service providers. We have been funded by the Office of Population Affairs at the Department of Health and Human Services since inception.

[Reproductive Health \(RH\) ECHO Program](#)

The Family Planning Program collaborates with the University of New Mexico Project ECHO and Department of Obstetrics and Gynecology to provide 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 (curriculum of topics and case submission form) and to sign up for webinar emails, please visit the Reproductive Health ECHO website link above.

[Title X Health Screening Resource Guide](#)

The Health Screening Resource Guide serves to provide clinical staff with an overview of screening tools, resources, and trainings that will promote equitable, inclusive, client-centered and trauma-informed care. It provides the opportunity for staff to become familiar with the various programs and resources within the New Mexico Department of Health and other state and national resources. The Resource Guide includes the following topics: Trauma-Informed Care, Alcohol Use, Substance Use, Tobacco, E-Cigarette and Vape Use, Motivational Interviewing, Interpersonal and Intimate Partner Violence, Mental Health and Depression, Suicide, LGBTQ+, and Pregnancy-Related Resources.