

PERSONNEL 3.0

Training and Conference Attendance -- 3.6

In-service Training-- 3.6.d

Date Issued: December 31, 1998

Date Last Revised: March 23, 2011

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Prior approval must be obtained from the Bureau Office before any statewide in-service training activities are scheduled.*

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services.

PURPOSE

To ensure availability of funds and to coordinate all in-service training activities.

PROCEDURE

Personnel wishing to schedule a statewide in-service training activity must request approval in writing from the Bureau Office in advance of the proposed activity.

OFFICE OF PRIMARY RESPONSIBILITY

Personnel Section, Bureau of Health Services, (615) 741-7305.

*See Policy 3.6.b for specific procedures concerning employee approval to attend training.