

PERSONNEL 3.0

Training and Conference Attendance -- 3.6

In-service Training-- 3.6.d

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Signature:

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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.