

Frequency of Training and Retraining Guidance for DBHDS Licensed Providers
 This document was created to assist providers with the development of their training policy which is a requirement per the *Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services*, 12 VAC 35-105-450. The information provided below will assist providers in determining the initial timeframe for trainings, if not already outlined within the DBHDS licensing regulations, as well as recommended timeframes for retraining on specific training areas.

12 VAC 35-105-450. Employee training and development.
The provider shall provide training and development opportunities for employees to enable them to support the individuals receiving services and to carry out their job responsibilities. The provider shall develop a training policy that addresses the frequency of retraining on serious incident reporting, medication administration, behavior intervention, emergency preparedness, and infection control, to include flu epidemics. Employee participation in training and development opportunities shall be documented and accessible to the department.

12 VAC 35-105-460. Emergency medical or first aid training.
There shall be at least one employee or contractor on duty at each location who holds a current certificate (i) issued by the American Red Cross, the American Heart Association, or comparable authority in standard first aid and cardiopulmonary resuscitation (CPR) or (ii) as an emergency medical technician. A licensed medical professional who holds a current professional license shall be deemed to hold a current certificate in first aid, but not in CPR. The certification process shall include a hands-on, in-person demonstration of first aid and CPR competency.

*Regulations allow a provider to determine the frequency of retraining. However, based on a review of regulations over the past few years, and as best practice, DBHDS strongly recommends the following:

Training Area	Initial Training Timeframe	Retraining Timeframe
Serious Incident Reporting	As applicable to the position, within 15 business days of hire as required per 12 VAC 35-105-440.7	*Annually or when it is determined that an employee or contractor requires additional training.
Emergency Preparedness	As applicable to the position, within 15 business days of hire as required per 12 VAC 35-105-440.3.	*Annually or when it is determined that an employee or contractor requires additional training.
Infection Control Practices and Measures, including flu epidemics	As applicable to the position, within 15 business days of hire as required per 12 VAC 35-105-440.5	*Annually or when it is determined that an employee or contractor requires additional training.



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<p>Medication Administration</p> <p><i>An employee or contractor should not be working alone until they have completed and passed the approved medication administration training. In the event a PRN medication would need to be administered, an employee or contractor who is not medication certified cannot, under any circumstance, administer medication.</i></p>	<p>*As applicable to the position, within 30 days of hire, the employee or contractor must be registered for a medication training program approved by the Board of Nursing or be licensed by the Commonwealth of Virginia to administer medications</p>	<p>*Annual refresher or when it has been determined that an employee or contractor has a documented medication error. The employee or contractor must receive a refresher within 10 business days of the documented error.</p>
<p>Behavior Intervention</p> <p><i>An employee or contractor should not work alone until they have completed and passed the required behavior intervention training.</i></p>	<p>*As applicable to the position, within 15 business days of hire, the employee or contractor will receive behavior intervention policies and procedures.</p> <p>*As applicable to the position, within 30 days of hire, the employee or contractor must be registered, for training on the agency’s approved behavior supports. Employees cannot perform behavior interventions until they have successfully passed the approved behavior intervention training.</p>	<p>*Annual retraining or when it has been determined that an employee or contractor requires additional retraining.</p>
<p>Cardiopulmonary Resuscitation (CPR) and First Aid</p> <p><i>An employee or contractor shall not work alone until they have completed and passed CPR/First Aid training.</i></p>	<p>*As applicable to the position, within 30 days of hire, the employee or contractor must be registered for a hands-on, in-person demonstration of first aid and CPR competency Facilitated by the American Red Cross, the American Heart Association, or comparable authority in standard first aid and cardiopulmonary resuscitation</p>	<p>CPR and First Aid retraining shall occur prior to the expiration date indicated on the training certificate/card.</p> <p>*It is recommended that providers require refresher courses which can be short training sessions designed to review and reinforce important</p>



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	<p>(CPR) or (ii) as an emergency medical technician.</p>	<p>skills. For CPR and first aid, examples include:</p> <ol style="list-style-type: none">1. CPR Recertification: Reviewing chest compressions and AED use.2. First Aid Basics: Refreshing knowledge on treating cuts, burns, fractures, and allergic reactions.3. Choking Response: Practicing how to assist someone who is choking.4. Emergency Response: Reviewing how to assess situations and call for help effectively. <p>These refreshers will help ensure everyone stays prepared and confident in an emergency.</p> <p>*Medical Emergency Toolkit</p> <ul style="list-style-type: none">• 911 Scenarios & FAQ (October 2024)• Emergency Preparedness PowerPoint SIU/OIH (October 2024)• Sample Emergency Medical Drill Form (October 2024)
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