Chapter 2: Professional Practices	Policy # 2.4	Page: 1 of 6
Subject: Field Training Program	**Standards**: ACA: 4-JCF-6E-08 3-JDF-1D-07 3-JDF-1D-09	
Effective Date: 6/27/14	**Revised**:	

I. PURPOSE: To provide a Field Training Program that will ensure that the new employee is proficient in the required core tasks that are relative to their specific job classification and will provide training that is legally defendable.

II. POLICY: Upon successful completion of the New Employee Training (NET), which is 10-days and Cognitive Behavior Training (CBT) which is 4-days; the practice shall be that the Division shall conduct a Field Training Program throughout secure care facilities with staff in classifications of Youth Rehabilitative Counselors Series and Treatment Specialist Series. The Field Training Program shall be specifically for these classifications and shall be accomplished by the Field Training Program Coordinator and Field Training Staff in three phases. The supervisors of these series shall be required to complete the on the job training process.

III. DEFINITITIONS: The DYRS Field Training Program shall be comprised of the following four phases:

A. The initial On-the- Job Training Process (5-days) - The initial on the job training (OJT) process will consist of a checklist and a written test. The checklist must be completed and signed by both the new employee and the supervisor.

B. The Field Training Process (60-days) - The field training process shall consist of a module performance task listing which each employee in the identified classifications will need to successfully complete. These major tasks will be trained by the Field Training Staff (FTS), who have received certification by the State of Delaware Training for Trainers CEP Course or Department CPD Trainers Course.

C. The Supervisor Verification/Sign Off - The supervisor verification sign-off is to validate that the employee has demonstrated competency in the identified areas.

D. The General Evaluation - The general evaluation form is a document to be completed by the supervisor and will be used for tracking the continued growth and development of all trainees who have successfully completed the requirements of the Field Training Program.

IV. DYRS FIELD TRAINING STAFF:

A. Criteria for Selection of Field Training Staff:

1. Full-time staff member who has been assigned for a minimum of one year and successfully completed their probationary period at any secure care facility in the Division.

2. A positive recommendation by present supervisor, reviewed by facility administrator.

3. A positive performance review that indicates above average initiative and self-motivation.

4. A positive review of staff members attendance records.

5. The demonstrated ability to write clear and complete reports, as well as communicate professionally and effectively.

6. Must maintain at minimum a professional appearance as required by the Division dress code.

7. Staff member must be willing to make a two year commitment to the Field Training Program.

8. No disciplinary actions within the last two years, unless authorized by the facility administrator.

9. Newly designated training staff shall be referred to the FT Coordinator for an overview of the FTP and training on the task modules. The referring administrator shall ensure the staff is registered for the next available trainer's course.

B. Field Training Staff Responsibilities:

1. Will complete either the Training for Trainers CEP Course or the Department CPD Trainer's Course.

2. Instruct new employees in Division and facility policy.

3. Instruct new employees in Division and facility procedures and the facility day-to-day operations.

4. Complete all training with new employees in accordance with established lesson plans for the Division.

5. Conduct proficiency tests for all tasks trained.

6. Complete module performance checklist for each individual task.

7. Notify supervisor of trainee's successful completion of the process; providing them with a copy of the FTP Performance Module and forwarding the original to the CPD.

8. Recommend, draft and update lesson plans.

C. Field Training Program Coordinator Responsibilities:

1. The DYRS Field Training Program Coordinator will provide oversight for the DYRS Field Training Program.

2. She/he shall ensure that the Field Training Staff (FTS) are training in alignment with Division policy and proper procedures.

3. Provide proper review of the program standards and protocol to ensure its effectiveness.

4. Oversee the development of any new lesson plans for tasks added to the established task listing.

5. Conduct an annual review of the field training curriculum and process.

D. Supervisor Responsibility:

1. The Supervisor shall recommend staff for participation in the FTP.

2. The Supervisor shall conduct field observation and complete the supervisor verification form and forward all documentation to the Superintendent.

3. The Supervisor shall encourage and support FTS in the completion of their duties.

4. The Supervisor shall meet with trainee to discuss progress and provide guidance, as well as suggestions on their individual performance.

5. The Supervisor shall conduct general evaluations for trainees while in the program as well as monthly evaluations on these individuals while on probation.

6. The Supervisor shall review problem trainees for additional support and document accordingly.

E. Superintendent Responsibility:

1. The Superintendent shall approve all recommendations for FT Staff and review all evaluations.

2. The Superintendent or his/her designee shall administer the FTP written test and notify the FT Coordinator of the score and completion of FTP.

3. The Superintendent shall forward all documentation for the FTP to the CPD.

4. The Superintendent shall participate in an annual review with the FT Coordinator to evaluate the effectiveness, determine alignment with policy and recommend changes to the process.

V. PROCEDURES:

A. On-the-Job Training Process (Phase I):

1. Staff in the classification of Youth Rehabilitative Counselor and Treatment Specialist series upon completion of the Division New Employee Training (NET) and being assigned to their facility, shall complete five (5) days of On-the-Job Training.

2. Each staff in the above classifications shall receive an OJT Checklist from the immediate supervisor.

3. The Supervisor will ensure the proper review of each area identified on the checklist and both the employee and supervisor shall initial each completed area.

4. The completed checklist shall be turned into the Field Training Coordinator on the day of the OJT testing.

5. A score of 80% must be obtained in order for the employee to be released to the workforce for the purpose of supervising youth and exercising security measures.

6. Should an employee fail to satisfactorily complete all the requirements of the Field Training Program, he/she shall have their employment status reviewed for additional training and extension of their probationary period. If after the identified period of extension has been completed and there is no improvement in their performance, employee may be unsuitable for employment.

B. Field Training Process (Phase II):

1. Staff in the classifications of YRC thru YRCIII and Treatment Specialist shall upon successful completion of the OJT process begin the Field Training process.

2. Each staff shall be trained in accordance with the established task listing by an FTS.

3. Training will be conducted on site at each respective facility and only by qualified FTS.

4. The FTS will review the task list with the new staff and explain the requirements for successful completion.

5. The FTS shall in the course of the 60-days go through each task with the appropriate lesson plan demonstrating the task standard and allowing the employee time to practice.

6. The FTS shall observe the new staff properly execute each individual task and document it on the FTP Module Performance Checklist.

7. Upon the completion of each module task, the trainee and the FTS shall sign-off on the performance module checklist and the completed form shall be forwarded to the CPD for official validation. FTS shall provide a copy of the FTS Module Performance Checklist to the appropriate supervisor.

8. The training will be conducted in a 60-day time frame ensuring adequate time to complete each required task. Upon the successful completion of all the required tasks, each employee shall be required to successfully complete a written examination obtaining a minimal score of 80%.

9. Should an employee fail to satisfactorily complete all the requirements of the Field Training Program, he/she shall have their employment status reviewed for additional training and extension of their probationary period. If after the identified period of extension has been completed and there is no improvement in their performance, employee may be unsuitable for employment.

10. As a means of continued growth and development, all trainees who have successfully completed the requirements of the Field Training Program shall be subject to evaluations by their immediate supervisor. These evaluations shall be completed on the YRS FTP General Evaluation form. All tenured staff shall be subject to regularly scheduled performance reviews.

11. The following documents identified are available in the Field Training Manual which will be updated annually as part of the review.

    a. OJT Checklist
    b. FTP Task Listing
    c. FTP Lesson Plans 1-33
    d. FTP Supervisor Verification/Sign-off
    e. FTP General Evaluation Form

12. Annual Review: The Field Training Coordinator will lead an annual review of this overall process to ensure that it continues to meet the needs of the Division and maintains alignment with new or revised policy.

Review Date:	*Reviewed By:*
6/14	Nancy S. Deb