

Policy and Procedure: Example Adapted from San Francisco Department of Public Health

Policy Statement

Organization “X” shall design and implement a staff development plan for each fiscal year, including training and technical assistance focused on cultural and linguistic competency and population-specific skills-based training activities.

Procedure

The Program/Coalition Director in collaboration with the Advisory Board’s Cultural Competency Task Force shall design and implement a staff development plan for each fiscal year.

The Program/Coalition Director will identify training resources with expertise in the topic areas, including cultural and linguistic competency knowledge and skills.

Considered training and technical assistance resources shall include Advisory Board and community members, and/or external resources knowledgeable of the community’s and target population’s cultural and linguistic characteristics.

The Program/Coalition Director in collaboration with the Advisory Board’s Cultural Competency Task Force shall identify and make available reference resources to provide for ongoing staff development, including Web-based resources that address cultural and linguistic competency issues.