

STEP 14: TRAIN STAFF TO IMPLEMENT THE LTBI PROGRAM

Once your LTBI program is ready to launch, staff training is essential to operating successfully. By taking a systematic approach to training, you will ensure that your staff understands the purpose and importance of the LTBI program and knows how to carry out the program's administrative and clinical protocols. For more detailed information, please refer to [Background Guide 3](#).

ACTIVITY 14-A

Identify the training needs of your staff with regard to the LTBI program.

ACTIVITY 14-B

Create an action plan for conducting the training. The action plan should specify:

- Who is responsible for the training
- What information will be covered
- How the information will be presented (as a class session, as reading materials, etc.)
- What training materials will be used and from what source they will be obtained
- How individuals' progress will be measured

ACTIVITY 14-C

Set up a schedule and handle any necessary logistical arrangements for conducting training sessions. Be sure that field safety education is regular and ongoing for all staff members. An easily modifiable template, [Field Safety Checklist](#), that can be used as both training material and documentation is included in the Tools section.

ACTIVITY 14-D

Conduct the training program.