

## Human Capital Indicator 3

### HC 3: Proportion of health department staff who have formal training in their area of work



**Why measure this?**

Maintaining a competent public health workforce requires a supply of trained and qualified public health workers sufficient to meet the needs of public health departments. Health departments must have a competent workforce with the skills and experience needed to perform their duties and carry out the health department's mission<sup>6</sup>. Formal training in areas related to a health department employee's job is critical to his/her success.

**Measurement specifications:** The number of health department staff who have formal training in their areas of work divided by the total number of health department staff.

**Reporting Period:** Annually

**HC 1 Drill Down Categories:** Agency category, staff certifications

Agency category

- Public health
- Administration
- Environmental health

Staff certifications

- Licensure
- Certified Health Education Specialist (CHES)
- Quality Improvement Certification

**PHAB Alignment**

**8.2.1 A:** Workforce development strategies

**8.2.3 A:** Professional and Career development for all staff

This indicator contributes to the PHAB measures by providing health department leadership with information about how the formal training their staff have (or have not) received. Employee training and core staff competencies assure a competent workforce. Health departments must have a competent workforce with the skills and experience needed to perform their duties and carry out the health department's mission.

---

**Operational Definitions**

**Formal training:** Formal training includes courses or programs related to a worker's current or future job. These courses and programs are usually conducted outside the workplace and have a structured plan (e.g., specific learning objectives) whereby a student, led by a teacher or trainer, follows a planned program and receives some form of formal recognition upon completion, such as a certificate, diploma or degree.

**Area of work:** A specific discipline/area of focus within the health department functional areas (e.g., public health, epidemiology, information services, nursing). The indicator is a “roll up” of all areas but will be segmented in a drill down by:

- **Public health:** Public health refers to all organized measures by the health department to prevent disease, promote health, and prolong life among the population as a whole.<sup>1</sup>
- **Administration:** The component within the health department that concentrates on management of people and programs. On a day-to-day basis, administration is needed to ensure that organizations operate efficiently and with success. Programs must be guided. The field of administration is concerned with theory and techniques derived from a variety of fields, mainly management.<sup>12</sup>
- **Environmental health:** addresses all the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviors. It encompasses the assessment and control of those environmental factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments. This definition excludes behavior not related to environment, as well as behavior related to the social and cultural environment, and genetics.<sup>26</sup>

**Annually:** This indicator should be reported on annually during a health department’s 12-month cycle (i.e., calendar year, fiscal year, etc.).

---

**Possible data sources:** Health Department Human Resource database and/or recruitment records.

---

<sup>1</sup> World Health Organization (WHO). Glossary. Available at <http://www.who.int/trade/glossary/story076/en/>