

# **DEPARTMENT OF HEALTH IN** **SARASOTA COUNTY**

## **HIV/AIDS** **EDUCATION AND TRAINING** **CLASSES FOR 2014**

### **INFORMATION ON CLASSES** **&** **REGISTRATION FORMS**

Each class noted below has its own separate registration forms. They follow immediately after the course dates listed in this catalogue. **Please fax your completed registration to (941) 861-2902.**The fax is located at our Sarasota site. Registration can also be mailed to:

*Joan Surso, HIV 500/501 Trainer, HIV/AIDS Education and Training Consultant, Sarasota County Health Department, 2200 Ringling Blvd., Sarasota, FL 34237*

*You are encouraged to follow up the status of your registration with a telephone call to Joan Surso at (941) 861-2988.*

**HIV/AIDS 104:** This one (1) hour course meets HIV/AIDS Education requirements for new employees, cosmetologists, massage therapists, and other health care and human service professionals. Nurses planning to take the 501 Class should not take this class, but register for the 500 Class, a pre-requisite for the 501 Class instead. Continuing education credits are not offered for the HIV 104. However, a certificate is provided which documents Department of Health content requirements being met. This course is being offered at Community AIDS Network offices to register call them at 941-366-0461. New employees of the Sarasota County Health Department may access the course on line.

**HIV/AIDS 500:** This course is offered as a pre-requisite to the HIV/AIDS 501 course for compliance with training requirements of the Florida Statutes, Administrative Rules and Technical Assistance Guidelines. The course is four (4) hours and is a more technical version of the HIV/AIDS 104 course, focusing on specific HIV counseling and testing issues. It provides basic information on HIV/AIDS and testing issues for those health care workers who will be providing HIV counseling and testing and linkage services, covering such topics as basic immunology, transmission, the disease process, testing, legal and ethical issues, risk reduction, client-centered communication, risk assessment and personal prevention plans. A passing grade of 80% on an HIV/AIDS 500 post-test is a pre-requisite for attending the HIV/AIDS 501 counseling, testing and referral course.

**HIV/AIDS 501:** The 20 hour, three day course, meets the Centers for Disease Control and Prevention and State of Florida Department of Health training requirements for providing client-centered HIV test counseling and linkage services. Participants must attend every session all three days, and comply with homework assignments to receive a certificate of attendance. Participants must complete all post-course requisites to receive a certificate of completion. Information is provided through lecture, guest speakers, group discussion, written and verbal exercises and role plays.

**REGISTRATION:** Participants must have completed an HIV/AIDS 500 AIDS course within six months prior to attending this training. You are required to successfully complete a 501 pre-test which is administered upon completion of the 500 course. A photocopy of your HIV/AIDS 500 completion certificate must either be submitted with your registration form or be with you on the first day of training. Registration is limited to fifteen (15) people, with Department of Health staff and staff of community based testing sites with memorandums of agreement with the health department having enrollment preference. Pre-registration is required.

**HIV/AIDS 501 UPDATE:** The 501 Update is a one (1) and one-hour (1/2) hour course for health department staff, volunteers, and community agency staff conducting HIV pretest and posttest counseling at registered Confidential and Anonymous testing sites. Counselors are updated on changing technical, medical and legal information regarding HIV testing and HIV Disease. The HIV/AIDS 501 Update Course is an annual requirement for all staff conducting HIV Client-Centered Counseling, Testing Partner Counseling and Linkage Services. Rapid advances and changes in HIV/AIDS counseling, testing, care and treatment have made it necessary for staff to update their knowledge and skills in order for clients to benefit from this information and to receive the best quality services available at all health department and community based registered testing sites. Sarasota County Health Department employees may access the course on line with Trak-it, and for CBO the Updated will be on HANS.

**HIV/AIDS 500: 4 HOUR EDUCATION COURSE (Prerequisite for HIV/AIDS 501)**

This is a mandatory prerequisite course for the HIV/AIDS 501. The HIV/AIDS 500 training is offered to health care professionals and volunteers. This half-day (4-hour) workshop covers the technical aspects of HIV/AIDS for individuals who are preparing to take the HIV/AIDS 501 course to become HIV counselor/testers. A passing score of 80% or more on a comprehensive multiple choices exam held at the conclusion of the course is necessary to be eligible to participate in the HIV 501 course. A HIV 104 course is not needed for those taking the 500/501 courses.

**HIV/AIDS 500: 4 HOUR EDUCATION COURSE for 2014**  
(Note: Pre-requisite for HIV/AIDS 501)

Date	Location	Times
Wednesday, January 22 <sup>nd</sup>	2 <sup>nd</sup> Floor, Auditorium	8:30AM to 12:30 PM
Monday, April 21 <sup>st</sup>	2 <sup>nd</sup> Floor, Auditorium	8:30AM to 12:30 PM
Monday, October 20 <sup>th</sup>	2 <sup>nd</sup> Floor, Auditorium	8:30AM to 12:30 PM

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**Sarasota County Health Department**  
**HIV/AIDS 500 REGISTRATION Form**

Date of Class: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Agency/Position: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**NOTE:** If you are unable to attend for any reason you must contact the program office Joan Surso 9at (941) 861-2988 to cancel or e-mail her at [joan\\_surso@doh.state.fl.us](mailto:joan_surso@doh.state.fl.us) .

**HIV/AIDS 501: CLIENT-CENTERED PARTNER COUNSELING, TESTING,  
REFERRAL SERVICES COURSE SCHEDULE AND REGISTRATION**

**PROGRAM DESCRIPTION:** The course will provide introductory training on the basic counseling concepts for health care workers who will be providing HIV test counseling, as well as new aspects of counseling and testing related to HIV reporting, legislation, client-centered counseling, and partner counseling and referral. The course includes discussion and role playing of pre-test and post-test counseling. **Participants must have completed a HIV/AIDS 500 course and pass the 500 pre-test with a minimum score of 80% to be eligible to be enrolled in the three day 501 training.**

The three-day course meets the Florida Department of Health requirements for counseling clients at Bureau of HIV/AIDS registered testing sites. This program meets the requirements for 20 contact hours.

**REGISTRATION:** Class size may be limited. It is encouraged that individuals register for the class as soon as they are able to commit to the times/dates.

**HIV/AIDS 501: CLIENT-CENTERED COUNSELING, TESTING, PARTNER  
COUNSELING/REFERRAL SERVICES**

DATE	LOCATION	TIME
JANUARY 21, 22, AND 23	2 <sup>ND</sup> FLOOR, AUDITORIUM	8:30AM TO 5:00PM (THIRD DAY 8:30AM -12 NOON)
APRIL 23, 24, AND 25	2 <sup>ND</sup> FLOOR, AUDITORIUM	8:30AM TO 5:00PM (THIRD DAY 8:30AM -12 NOON)
OCTOBER 22, 23, AND 24	2 <sup>ND</sup> FLOOR, AUDITORIUM	8:30AM TO 5:00PM (THIRD DAY 8:30AM -12 NOON)

**Department of Health in Sarasota County  
HIV/AIDS 501 REGISTRATION**

Dates of Class: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Agency/Position: \_\_\_\_\_

**NOTE:** If you are unable to attend for any reason you must contact Joan Surso at (941) 861-2988 to cancel or e-mail her at [joan\\_surso@doh.state.fl.us](mailto:joan_surso@doh.state.fl.us).

**A copy of HIV/AIDS 500 course certificate/verification may be requested at the first class session.**

HIV/AIDS Education & Training Schedule 2014

**HIV 501 Update Classes:** These classes are for all HIV Counselors who have completed the HIV 500 and HIV 501 Classes and must be taken annually to maintain your HIV Counseling Certification with the Florida Department of Health, Bureau of HIV/AIDS.

**Program Description:** The HIV/AIDS Prevention and Training Consultants in conjunction with the Bureau provide updated information as related to HIV prevention, testing, counseling, treatment and other topics during this one and one-half hour course. For staff working at the Sarasota County Health Department the course is available on-line with Trak-It and you can do this at your own pace and then you must pass the post test in order to receive credit for the course. If you learn better with live instruction then please sign up for one of the dates and time listed below.

**REGISTRATION:** Class size may be limited. It is encouraged that individuals register for the class as soon as they are able to commit to the times/dates.

**HIV 501 Annual Update Class Schedule:**

DATE	LOCATION	TIME
TUESDAY, MARCH 17 <sup>TH</sup>	2 <sup>ND</sup> FLOOR, CONFERENCE ROOM 2063	12:00 TO 2:00PM
TUESDAY, MAY 12 <sup>TH</sup>	NORTH PORT CONFERENCE A	12:00 TO 2:00PMM
TUESDAY, JULY 21 <sup>ST</sup>	CHILD HEALTH CLINIC 17 <sup>TH</sup> STREET	12:00 TO 2:00PMAM
TUESDAY, SEPTEMBER 22 <sup>ND</sup>	2 <sup>ND</sup> FLOOR, CONFERENCE ROOM 2063	12:00 TO 2:00PM

**Department of Health in Sarasota  
HIV/AIDS Annual 501 Update REGISTRATION**

Dates of Class: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Agency/Position: \_\_\_\_\_

**NOTE:** If you are unable to attend for any reason you must contact Joan Surso at (941) 861-2988 to cancel or e-mail her at [joan\\_surso@doh.state.fl.us](mailto:joan_surso@doh.state.fl.us).

**A copy of your HIV/AIDS 501 Class Certificate will be provided upon completion of the entire update.**