

Scope of Work Outline

Houston Health Department - Public Health Ethics Online Training Program

Project Description:

The Houston Health Department (HHD) is currently engaged in a system-wide effort to enable workforce members to grow and to improve their abilities to contribute to the organization. A key component of this effort is the Workforce Development Initiative.

The Ethics Committee is a subcommittee of the Quality Council, which is chaired by Dr. David Persse, City of Houston Public Health Authority and includes all the assistant directors and all the chief physicians. The Ethics subcommittee is chaired by Dr. Larry Seigler, Lab Director and Barbara Sudhoff McGill, QA, and Compliance.

The Quality Council has requested the Ethics subcommittee establish Public Health Ethics training for the Houston Health Department leadership and staff.

This initiative includes a project charter that was approved by the Quality Council. The membership of the Ethics committee includes stakeholders from throughout the department.

The Houston Health Department is committed to providing Public Health Ethics training for all employees using the Ethics Committee Framework and Charter approved by the Public Health Accreditation Board.

In this scope, HHD desires independent third-party assistance to develop Public Health Ethics training for the City of Houston Health Department employees via an online platform. To ensure the work is delivered as quickly and efficiently as possible, prior knowledge of the Houston Health Department, the City of Houston policies, Public Health, and Workforce Ethics is required. Goals of this initiative are essential to adherence to the Public Health Accreditation Board (PHAB) standards and the Houston Health Department's role in providing service to the Houston Community. There is a sense of urgency to the delivery of this program; speed-to-market assistance is a requirement due to PHAB required deliverables and timeline. This initiative has been submitted to the Public Health Accreditation Board (PHAB) as part of demonstrating best practice.

Objectives

The purpose of this interactive training program is for employees to develop the ability to recognize and promote ethical decisions in the public health workplace, the Houston community, and to identify ethical and unethical actions and behaviors. Professionalism in the Public Health workplace means acting ethically, demonstrating integrity, treating everyone with dignity and respect, and admitting mistakes.

Scope of Work

The vendor will develop an online virtual public health ethics training program that is compatible with the City of Houston's Training Management System (TMS)

Learning Outcomes

- Define Public Health and workplace ethics
- Identify why an Public Health organizations needs ethics training

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- Evaluate common workplace and public health ethics codes of conduct
- Review reporting procedures & determine when to report
- Analyze the characteristics of an ethical public health organization
- Evaluate the causes of ethical dilemmas - Benefits of Ethics Training
- Maintain quality and productivity
- Ensure the best use of resources
- Protect sensitive information
- Create a professional environment
- Customizable group activities (discussion scenarios, interactive quizzes, tests)

Online Course Development Assumptions:

- 45-minute online course • Creating course from policies and other materials – must create storyboard and script
- Source materials including policies and procedures, branding, and company-approved photos provided
- Course should run on mobile devices (contingent on TMS access and City of Houston policy)
- Course should be Section 508 compliant Project Phases
- Kick-off
 - Course Definition and Design- Can include eLearning template design for additional courses
 - Scripting/Storyboard
- Review and approval
- Development
 - Reviews and Check-ins
- Revisions
- Audio and synchronization
- Finalize and testing
- Delivery of packaged course and source materials
- training on how to make course edits
- Wrap-up

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Deliverables:

Meetings to plan the training experiences, including the development of new content

<ul style="list-style-type: none">• Provide a draft of the online program for review and approval by the Houston Health Department	
<ul style="list-style-type: none">• Ensure compatibility with the City of Houston’s Talent Management System<ul style="list-style-type: none">• Agrees to adhere to City of Houston guidelines, policies or any procedures or regulations required of vendors doing business with the City.• Participates in any testing required by the City of Houston to ensure the program works as expected in the City’s Talent Management System.• Required specifications for compatibility<ul style="list-style-type: none">• Created in MP4 format• Provide access to the vendor’s original file	
<ul style="list-style-type: none">• Provides completed public health ethics training for the Houston Health department employees via an online platform within 30 days of the date the vendor receives the Purchase Order	

The vendor must demonstrate experience with developing training for municipalities. Prior experience working with the City of Houston is preferred.

Timeline

- Project launch – June 1, 2023
- Draft review – June 15th, 2023
- Final program review – June 22, 2023
- Project Testing in TMS – June 26th, 2023
- Project Completion (Program approved, testing, and operating in COH TMS) – July 3, 2023