

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Devices and Radiological Health

Office of Communication, Information Disclosure, Training and Education

Office of Training and Education

Division of Employee Training and Development

Effective: January 22, 2024

1. Division of Employee Training and Development (DCCEFA).

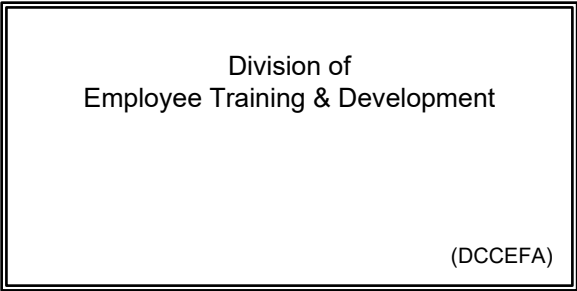
- A. Collaboratively develops the Center for Devices and Radiological Health (CDRH) Strategic Training and Education Plan.
- B. Manages CDRH training budget to ensure the Center can meet its mission and goals.
- C. Determine Center-wide training and development needs.
- D. Implements and manages the Center's Strategic Training and Education Plan to ensure all employees have adequate access to courses and programs related to science, regulatory law, leadership, and professional development.
- E. Identifies the appropriate modality for training content based on adult learning theory and the principles of instructional systems design.
- F. Develops CDRH-specific training content in the disciplines of science, regulatory law, leadership and professional development.
- G. Manages the Center's training programs from administration through implementation and evaluation.
- H. Coordinates with external partners to provide CDRH staff with access to additional training opportunities.
- I. Manages the Center's compliance with mandatory training at the Center, Food and Drug Administration (FDA) and Department of Health and Human Services (HHS) levels.
- J. Responds to individual, team, division, and office requests for training to help meet their missions and goals.

- K. Provides consultative services in adult learning theory and instructional system design, and training delivery methodologies.
- L. Administers the evaluation and analysis of training at the Center-level, including implementing modifications in response to evaluation results.
- M. Manages and maintains the Center's training data through the learning management system.
- N. Implements and adheres to training regulations, policies and procedures.

2. Authority and Effective Date.

The functional statements for the Division of Employee Training and Development were approved by the Secretary of Health and Human Services on December 21, 2023, and effective on January 22, 2024.

**Department of Health and Human Services
Food and Drug Administration
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Staff Manual Guide 1255.131
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Devices and Radiological Health, Office of the Center Director, Office of Communication, Information Disclosure, Training and Education, Office of Training and Education, Division of Employee Training and Development organization structure depicting all the organizational structures reporting to the Director:

Division of Employee Training and Development (DCCEFA)