

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DEVICES AND RADIOLOGICAL HEALTH

OFFICE OF COMMUNICATION AND EDUCATION

DIVISION OF EMPLOYEE TRAINING AND DEVELOPMENT

Effective Date: 03/27/2014

1. DIVISION OF EMPLOYEE TRAINING AND DEVELOPMENT (DKKWGF)

- A. Works with Senior Leadership to develop the Center's Strategic Training and Education Plan.
- B. Implements the Center's Strategic Training and Education Plan utilizing instructional systems design including classroom-based, e-learning and experiential programs.
- C. Manages the Center's training and development programs.
- D. Provides consultative services in instructional system design expertise and training delivery methodologies for the Center's subject matter experts.
- E. Responsible for managing and maintaining the Center's training data.
- F. Manages Center for Devices and Radiological Health (CDRH) Training budget.

2. EMPLOYEE DEVELOPMENT BRANCH (DKKWGF1)

- A. Utilizes instructional systems design to develop classroom and experiential learning opportunities in the disciplines of Science, Regulatory Law, Leadership and Professional Development.
- B. Manages the Center's educational programs from administration through implementation to include Reviewer Training, Competencies, Manager and New Employee Orientation, Leadership development and readiness.

- C. Implements and adheres to the training regulations, policies and procedures, including managing the selection process for Center-funded training opportunities.
- D. Responsible for the administration of performance improvement training and developmental program evaluation, evaluation data analysis and implementation of modifications as needed based on evaluation results.

3. TECHNOLOGY AND LEARNING MANAGEMENT BRANCH (DKKWGF2)

- A. Utilizes instructional systems design to develop e-learning in the disciplines of Science, Regulatory Law, Leadership and Professional Development and Information Technology (Center-specific) applications for CDRH staff.
- B. Responsible for managing and maintaining the Center's training data through a learning management system (LMS) including, updating transcripts tracking curricula, conducting gap analysis and responding to staff (Center-specific) and regulatory reporting requirements.
- C. Implements and adheres to the training regulations, policies and procedures, including managing the selection process for Center-funded training opportunities.
- D. Responsible for the administration of performance improvement training and developmental program evaluation, evaluation data analysis and implementation of modifications as needed based on evaluation results.

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Director, Center for Devices and Radiological Health on March 27, 2014.

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Staff Manual Guide 1255.11
Organizations and Functions
Effective Date: March 27, 2014

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Devices and Radiological Health, Office of Communication and Education, Division of Employee Training and Development organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Employee Development Branch
- Technology and Learning Management Branch