### Example of a policy: CLAS Standard 4- Education and Training for Governance, Leadership, and Workforce in CLAS

Primary Care

The following policy is intended to guide [*insert practice* name] in adhering to Standard 4 of the Culturally and Linguistically Appropriate Services (CLAS) Standards:

Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.

[*practice name*] is committed to building the capacity of governance, leadership, and workforce to provide high-quality, culturally and linguistically appropriate services to all patients/members, regardless of their race, ethnicity, language, religion, gender, sexual orientation, disability, or socioeconomic status. To achieve this goal, the following has been implemented:

* *An assessment of the cultural and linguistic needs and preferences of our patient population and the community served by our practice, and plan to regularly conduct this assessment. (example tactic)*
* *[ Insert tactic and action(s) from table to meet standard here]*
* *[ Insert tactic and action(s) from table to meet standard here]*
* *[ Insert tactic and action(s) from table to meet standard here]*
* *[ Insert tactic and action(s) from table to meet standard here]*

Appendix/Appendices

*[Attach completed action plan from Excel sheet by copying the complete table and pasting as an image to your completed policy]*