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## Institutional Policy

<b>Policy Name</b>	Training Compliance (NetLearning)
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<b>Policy Contact</b>	Sarah Hartman ()
<b>Originating Department(s)</b>	Human Resources
<b>Category/Categories</b>	Not Set

**Status:** *Approved*

**Approver(s):** Lisa Murphy

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### POLICY STATEMENT

National Jewish Health recognizes the importance of supporting staff in professional development activities related to their employment. The Institution provides safety, regulatory and healthcare training to faculty, employees and affiliates on an annual basis. In addition, National Jewish Health provides required training to increase awareness and compliance with various workplace topics such as healthcare security, violence in the workplace, sexual harassment, cultural competency, discrimination, age specific care and customer service. Developmental training opportunities are also available to support employees in acquiring the skills, knowledge and abilities to meet the requirements of their position.

### SCOPE

This policy applies to all faculty, employees and long term affiliates of National Jewish Health.

### PROCEDURE

#### Required Training

National Jewish Health uses a Learning Management System, NetLearning, to track completion of required compliance, safety and healthcare training for each faculty, employee and long term affiliate. Depending on the position and associated risk assessment, required training may include the following:

- a) General Life/Fire Safety
- b) Bloodborne Pathogens
- c) Infection Prevention
- d) Hazardous Communication

- e) Medical Equipment Management
- f) Radiation Safety (lab, clinical or ancillary)
- g) MRI Safety
- h) Laboratory Safety
- i) Health Insurance Portability and Accountability Act (HIPAA)
- j) CMS General Compliance
- k) CMS Fraud, Waste and Abuse
- l) Cyber Security Awareness
- m) Signs of Abuse
- n) Additional trainings as required for role

**New faculty, employees and long term affiliates are required to complete all assigned training within their first 90 days at National Jewish Health and by November 30<sup>th</sup> each year thereafter.** Departments may choose to set earlier deadlines for the completion of training requirements. Managers are required to monitor compliance with training requirements and provide employees with time to complete training as needed.

- New employees who do not complete assigned training requirements within the first 90 days of employment or by November 30<sup>th</sup> each year thereafter may have one percentage point deducted from any merit increase they are awarded the following year and may receive corrective action per the Human Resources Positive Corrective Action Policy – Personal Accountability Culture. Managers of staff who do not complete their annual requirements by November 30<sup>th</sup> may also have one percentage point deducted from any merit increase they are awarded the following year.
- Long term affiliates who do not complete assigned required training within 90 days of joining National Jewish Health or by November 30<sup>th</sup> each year thereafter will have their badge access removed for three days. If the training is not completed within the three-day period, affiliate status will be terminated.

### Developmental Training

As needed, Human Resources can research training and development opportunities offered outside the Institution and facilitate the registration of employees. The employee's department will be responsible for any fees associated with outside training. Employees may document completion of the training program in their department. Training completion may also be sent to Human Resources for entry in NetLearning.

### **RESPONSIBILITIES**

- A. Human Resources, Compliance, Safety, Nursing and other departments are responsible for ensuring that the content of the training courses meet the necessary regulatory compliance requirements.

- B. The Compliance Office is responsible for changes or alterations to the HIPAA Privacy/Security Training, the General Compliance Training and the Fraud, Waste and Abuse Training.
- C. Managers are responsible for ensuring that each employee in their department is in compliance with all required new hire training within the first 90 days of employment and by November 30th each year thereafter.
- D. Faculty, employees and long term affiliates are responsible for completing all required training within their first 90 days of employment and by November 30<sup>th</sup> each year thereafter.