

## Office of Compliance Programs (OCP) Training Procedures

### Definitions

Module – An individual lesson assigned to a specific audience based upon their role at LSUHSC-NO. The content for a Training Standard may be split among multiple modules which are assigned to different workforce members based upon their role. For example, the content for the Bloodborne Pathogens Training Standard is split among a High Risk module aimed at workforce members whose duties and responsibilities bring them into regular contact with blood and other potentially infectious materials such as physicians, and a Low Risk module aimed at workforce members whose duties and responsibilities do not bring them into regular contact with blood and other potentially infectious materials such as accountants.

Terms defined in the Compliance Training Policy are incorporated here by reference.

#### 1. Training Delivery

There are four modes of delivering training:

- a. Online via the Knowledge Delivery System
- b. Classroom or In-Person
- c. Self-paced, paper based
- d. Reciprocal

#### 2. Training formats

There are three formats that training may take:

- a. Lessons and their associated Tests – This format contains two parts, a lesson with the content to be studied and a separate multiple choice test to measure comprehension of the material in the lesson.
- b. Notices that must be acknowledged
- c. Forms that must be filled out

#### 3. Training content and materials

The Training Coordinator will maintain multiple versions of the content of each training module as necessary to support all modes of delivery. These include but are not limited to:

- a. PowerPoint presentations for Classroom or In-Person
- b. Paper packets for Self-Paced, Classroom or In-Person
- c. Portable Document Format (PDF) for Online
- d. Hyper Text Markup Language (HTML) for Online

#### 4. Notification of Training Requirements

- a. Workforce members with email accounts in the lsuhsc.edu domain shall receive an email each month there is uncompleted training. The email shall include a list of the modules remaining to be completed.
  - b. Department heads and Compliance Liaisons shall receive training status reports for all faculty and staff in their department monthly.
5. Requests for Training Documentation
- a. Requests for documentation of training should be sent via email to Kelly Guth ([kguth@lsuhsc.edu](mailto:kguth@lsuhsc.edu)) or [nocompliance@lsuhsc.edu](mailto:nocompliance@lsuhsc.edu).
  - b. Documentation of training shall only be provided when all training requirements have been satisfactorily completed.
  - c. Workforce members requesting documentation of satisfactory completion of either the HIPAA Privacy Training Standard or the Driver Safety Training Standard shall receive certificates.
  - d. Workforce members requesting documentation of satisfactory completion of other training standards or multiple training standards shall receive a transcript of all compliance training.
  - e. All documentation of training shall be converted to PDF format and secured to prevent alteration.
  - f. All documentation of training shall include the current LSUHSC-NO logo as defined by the Graphics Standards Manual.
6. Requests for Exemption
- a. Requests for exemption from a particular training standard should be sent via email to Kelly Guth ([kguth@lsuhsc.edu](mailto:kguth@lsuhsc.edu)) or [nocompliance@lsuhsc.edu](mailto:nocompliance@lsuhsc.edu).
  - b. Requests for exemption shall be reviewed for appropriate justification by the Compliance Training Coordinator. Any questions regarding the justification shall be referred to the Fiscal Compliance Officer for resolution.
7. Trainer Role Access
- a. Departments who wish to designate an individual to have access to real-time training requirement and completion information may be granted Trainer Role access.
  - b. Requests for Trainer Role access should be sent via email to Kelly Guth ([kguth@lsuhsc.edu](mailto:kguth@lsuhsc.edu)) or [nocompliance@lsuhsc.edu](mailto:nocompliance@lsuhsc.edu).
  - c. The Compliance Training Coordinator or the Fiscal Compliance Officer shall notify Information Security to grant the faculty or staff member Trainer Role access.
  - d. Once Information Security notifies OCP that access has been granted, the Compliance Training Coordinator shall provide instructions to the faculty or staff member on how to use the View Training Progress Page.