INSTITUTIONAL MANDATORY TRAINING POLICY

PURPOSE

The purpose of the policy is to provide guidance regarding the mandatory completion of The University of Texas MD Anderson Cancer Center’s (MD Anderson’s) Institutional Mandatory Training.

POLICY STATEMENT

It is the policy of MD Anderson to require faculty, trainees/students, and other members of MD Anderson’s workforce to complete the Institutional Mandatory Training unless the faculty member, trainee/student, or other member of MD Anderson’s workforce is exempt from such requirement by this policy or by written approval from the Institutional Mandatory Training Steering Committee.

SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson’s workforce.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, faculty, trainees/students, and other members of MD Anderson’s workforce.

DEFINITIONS

Institutional Mandatory Training (IMT): Includes, but is not limited to, the Employee Education Event (EEE), the Employment Law and Practices Training (ELPT), and other federal or state mandated trainings, as appropriate.

Institutional Mandatory Training Steering Committee: The committee responsible for:

- Determining the appropriateness of EEE content.
- Determining appropriate audience for IMT.
- Compiling IMT reports for compliance purposes.
- Determining exemptions, and reviewing appeals.

Transition Assistance: A program consisting of two phases in which eligible realigned employees will be permitted to apply for open positions within the institution and subject to certain conditions, will receive transition pay, outplacement assistance, continuation of health and welfare benefits, and payment for applicable leave accruals if a comparable position is not found.
1.0 Application

1.1 EEE:
   A. The EEE is a mandatory MD Anderson self-administered training course on issues of critical importance to the achievement of goals, as such goals relate to patient care, treatment, service, accreditation, research, and/or regulatory requirements.
   B. The EEE must be completed by August 31 of each even numbered fiscal year.

1.2 ELPT:
   A. The ELPT is a mandatory self-administered training course on employment laws and practices that all state employees are required to complete according to the Texas Labor Code § 21.010. MD Anderson’s ELPT covers, among other things, MD Anderson’s institutional policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment.
   B. The ELPT must be completed by August 31 of each even numbered fiscal year.

1.3 Other Mandatory Non-Institution-Wide Trainings:
   In addition to IMT, there may be other federal, state, or institutional mandated trainings that impact specific MD Anderson populations (i.e., other mandatory non-institution-wide trainings). See: Other Mandatory Non-Institution-Wide Trainings spreadsheet for a non-exhaustive listing of other such mandated training.

2.0 Exemptions

2.1 In general, the following individuals are exempt from completing IMT:
   A. Faculty, trainees/students, and other members of MD Anderson’s workforce who have completed HR’s New Employee Orientation, New Faculty Orientation, or Trainee Orientation during the fiscal year in which IMT is administered are exempt from EEE, and are required to complete ELPT within 30 days of hire.
   B. Members of MD Anderson’s workforce who are classified as “volunteers” by the Volunteer Service Department.
   C. Faculty, trainees/students, and other members of MD Anderson’s workforce who are receiving Transition Assistance.
   D. Adjunct Faculty members who do not have direct patient care responsibilities at MD Anderson.
   2.2 Faculty, trainees/students, and other members of MD Anderson’s workforce who are on approved leave of absence during the period in which IMT is administered.
      Note: Such individuals should work with their managers to complete IMT upon their return, by mandated institutional deadline or within 30 days upon return, whichever is later.

3.0 Appeals

3.1 In order for a faculty member, trainee/student, or other member of MD Anderson’s workforce to be considered for an exemption, his/her supervisor, manager, department administrator, or
other individual, as appropriate, who believe that this individual should be exempt from IMT may submit a written request for such exemption.

3.2 Requests for exemption must be submitted following the instructions on the Institutional Mandatory Training Web site.

3.3 All exemption requests must be received by August 1 of each fiscal year.

4.0 Corrective Action

4.1 Non-completion of IMT by the mandated deadline may result in ineligibility of merit, incentive compensation, reward, or other additional benefits and/or compensation immediately following the period in which IMT was administered.

4.2 Non-completion of IMT by the mandated deadline will result in written notification to the faculty member, trainee/student, or other member of MD Anderson’s workforce immediately following the period in which IMT was administered. Written notification will also be sent to the individual’s manager, supervisor, department administrator, or the one-up approver, as appropriate.

4.3 Non-completion of IMT by the mandated deadline is required to be reflected in the Official Personnel File of the faculty member, trainee/student, or other member of MD Anderson’s workforce immediately following the period in which IMT was administered.
ATTACHMENTS / LINKS

HIPAA Definitions Plan (Attachment # ATT0699).
Hospital Compliance Plan.
Institutional Mandatory Training Web site.
Other Mandatory Non-Institution-Wide Trainings (Attachment # ATT1909).

RELATED POLICIES

Confidentiality Policy (UTMDACC Institutional Policy # ADM0264).
Exposure Control Plan Policy (UTMDACC Institutional Policy # CLN0428).
Hemodialysis Contractor Policy (UTMDACC Institutional Policy # CLN0446).
Infection Control in the Perioperative Surgical Setting Policy (UTMDACC Institutional Policy # CLN0440).
Infection Control for Patient Care Areas Policy (UTMDACC Institutional Policy # CLN0436).
Institutional Compliance Program Policy (UTMDACC Institutional Policy # ADM0156).
Infection Control for Invasive Procedures Performed Outside the Operating Room Policy (UTMDACC Institutional Policy # CLN0442).
Realignment Policy (UTMDACC Institutional Policy # ADM0323).
Tuberculosis Control Plan Policy (UTMDACC Institutional Policy # CLN0458).

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

“The hospital orients staff on the following: Sensitivity to cultural diversity based on their job duties and responsibilities. Completion of this orientation is documented.” Standard: HR.01.04.01. Comprehensive Accreditation Manual for Hospitals (CAMH), 2015.

“The mission, vision, and goals of the hospital support the safety and quality of care, treatment, and services.” Standard: LD.02.01.01. Comprehensive Accreditation Manual for Hospitals (CAMH), 2015.

“Staff participate in ongoing education and training.” Standard: HR.01.05.03. Comprehensive Accreditation Manual for Hospitals (CAMH), 2015.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

None.

REFERENCES

None.
POLICY APPROVAL

Approved With Revisions Date: 05/04/2015
Approved Without Revisions Date: 
Implementation Date: 05/04/2015
Version: 26.0

RESPONSIBLE DEPARTMENT(S)

Human Resources