1. Purpose

1.1. 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 non-employees on an annual basis through the Learning Management System (LMS).

1.2. 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.

2. Definitions

2.1. **Learning Management System (LMS):** a web-based application for administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.

3. Scope

3.1. This policy applies to all faculty, employees, and identified non-employees of National Jewish Health.

4. Policy

4.1. **Required Training**

National Jewish Health uses an LMS to track completion of required compliance, safety and healthcare training for each faculty, employee and identified non-employee. Depending on the position and associated risk assessment, required training may include the following:

ADA Voluntary Reporting	Harassment	Signs of Abuse
Bloodborne Pathogens	Hazard Communication	Staff Influenza
Code of Conduct	HIPAA	Suicide Awareness
Cyber Security Awareness	Infection Prevention	Violence in the Workplace
Employee Handbook	Information Security and Confidentiality	Work Related Injuries and Illnesses
Fragrance Free Campus	Life Safety	Workplace Behavior Expectations
Fraud, Waste, and Abuse	Medical Equipment Management	Additional trainings as required for role
General Compliance	Medical Staff Impairment	

4.2. **Faculty and Employees**

4.2.1. New faculty and employees are required to complete all assigned training within their first 90 days at National Jewish Health and by **September 30th** 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.

4.2.2. Employees who do not complete assigned training requirements within the first 90 days of employment or by **September 30th** each year thereafter may receive corrective action per the Progressive Discipline Policy – Personal Accountability Culture. Managers of staff who do not complete their annual requirements by September 30th may also receive corrective action.

4.3. **Non-Employees**

4.3.1. All non-employees are required to complete annual with the exception of the following non-employee job codes and categories:
- 4.3.1.1. Board Members and Meetings Only
- 4.3.1.2. Contracted Observers
- 4.3.1.3. Observers
- 4.3.1.4. AF1039: Emeritus – Meetings Only
- 4.3.1.5. AF1016: Affiliate Contractor
- 4.3.1.6. AF1031: Affiliate Radiology RIA
- 4.3.1.7. AF1036: Agency Ink

4.3.2. All non-employees will receive a self-study training packet before starting, which they attest to reviewing. This packet serves as their annual training for the calendar year in which they start. Non-employees are required to complete all assigned training by **September 30th** each year thereafter.

4.3.3. Non-employees may submit transcripts of training from their home institution to satisfy the annual training requirement. Transcripts must meet the standards set forth in this policy, and will be reviewed and approved by the HR Generalist Manager or designee. If transcripts are not approved, the non-employee must complete the National Jewish Health required training.

4.3.4. Non-employees who do not complete assigned required training by **September 30th** each year will have their access to campus removed for three days. If the

training is not completed within the three-day period, the non-employee's status will be terminated.

4.4. **Developmental Training**

4.4.1. The employees' 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 into the LMS.

4.5. **Responsibilities**

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

4.5.2. 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.