Management Resources

UNMC Department Compliance Coordinator Training Instructions

The compliance training and certification records are available to department compliance training coordinators through the Management Resources web page at net.unmc.edu/mgmt.

A link to the Management Resources page is also listed under Quick Links on the UNMC Intranet web page.

After logging in using your UNMC Net ID and password, select Training and Certification.

ASSIGNMENTS

Department Compliance Training Coordinators may view Assignments By Department/Course or By Name.

Assignments by Name

Select By Name for Coordinators to view an individual’s record or assign/edit an individual’s record.
As you begin typing the individual’s last name in the Name Search field, a directory will appear below showing the name and department for employees or the name and program for students that match your search.

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brent Call</td>
<td>ITS Application Services</td>
<td></td>
</tr>
<tr>
<td>Matthew S Calloway</td>
<td></td>
<td>PDX (B)</td>
</tr>
<tr>
<td>Shannon E Callen</td>
<td>Pharmacology/Exp Neuroscience</td>
<td></td>
</tr>
<tr>
<td>Amanda Theresa Calloway</td>
<td></td>
<td>AID9</td>
</tr>
</tbody>
</table>

Click on the name to select the person that matches your search then click Manage Training.

The screen below will appear showing the employee or student’s name, position, and department followed by a list of their assigned compliance training records including the name of the course, the deadline date, how the training was assigned, and the completed date and the valid to date for training that has been completed.
To assign a new requirement

Click the add new training icon. Click the drop down arrow in the course field to select the new training to be assigned. Enter the deadline date (usually 15-30 days from the date assigned depending on the requirement and the urgency that it must be completed). Click the Submit button.

To delete a requirement you assigned in error

Click the delete icon.

A pop up window will appear to confirm you want to delete, click OK.

The requirement will be deleted from the list. Note: You can only delete a requirement you have assigned. Contact the Compliance Office or the Course Owner if a requirement has been assigned in error and should be removed.
To change BBP to BBP Exempt

Click the change icon in the actions column next to BBP.

A pop up window will appear, click OK.

The BBP assignment is automatically removed and the BBP Exempt requirement is now assigned, completed and the valid to date entered.

To mark a requirement complete

Click the edit icon in the actions column next to the requirement you wish to complete

The requirement information will appear at the bottom of the screen. Enter the completed date and click Submit.

Note: If hard copies of the training were completed or the individual attended a training class, copies of the tests and/or roster showing the individual signed in must be kept on file as documentation for seven years.
Assignments by Department/Course

Select By Department/Course to view the status of a training requirement for all members of a department.

Use the drop down arrows in each field to select the department and the course then click the Manage Training button.

The screen below will appear showing the name of the department and the training requirement selected followed by a list of all individuals in the department showing the deadline date and assigned by for everyone who has been assigned the requirement and the completed date and valid to date for all those who have completed the training.
To assign the requirement to an individual

Click the add new training icon in the actions column next to the individual’s name. The trainee’s name will appear below the list. Enter the deadline date (usually 15-30 days from the date assigned depending on the requirement and the urgency that it must be completed). Click the Submit button.

<table>
<thead>
<tr>
<th>actions</th>
<th>name</th>
<th>deadline</th>
<th>assigned by</th>
<th>completed</th>
<th>valid to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breauxa, Barbara Anne</td>
<td>02/12/2012</td>
<td>SYSRENEW</td>
<td>01/18/2012</td>
<td>01/16/2013</td>
</tr>
<tr>
<td></td>
<td>McLaughlin, Janet L</td>
<td>02/12/2012</td>
<td>SYSRENEW</td>
<td>01/18/2012</td>
<td>01/16/2013</td>
</tr>
<tr>
<td></td>
<td>Myers, Monica</td>
<td>02/12/2012</td>
<td>SYSRENEW</td>
<td>01/18/2012</td>
<td>01/16/2013</td>
</tr>
</tbody>
</table>

To assign the requirement to everyone on the list who has not already been assigned the requirement

Click the add all icon at the top of the list (next to the name of the requirement).

The names of the trainees selected will appear below the list. Enter the deadline date then click Submit.

<table>
<thead>
<tr>
<th>actions</th>
<th>name</th>
<th>deadline</th>
<th>assigned by</th>
<th>completed</th>
<th>valid to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breauxa, Barbara Anne</td>
<td>03/30/2012</td>
<td>KARLSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>McLaughlin, Janet L</td>
<td>03/30/2012</td>
<td>KARLSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Myers, Monica</td>
<td>03/30/2012</td>
<td>KARLSON</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the deadline date then click the Submit button. The training is now assigned and the deadline date and assigned by fields entered.
To delete a requirement you assigned in error

Click the delete icon next to the individual (or the delete all icon at the top of the list next to the name of the requirement if marking everyone on the list complete).

A pop up window will appear to confirm you want to delete, click OK.

Note: You can only delete a requirement you have assigned. Contact the Compliance Office or the Course Owner if a requirement has been assigned in error and should be removed.

To mark the requirement complete

Click the edit icon next to the individual or the edit all icon at the top of the list (next to the name of the requirement) if marking everyone on the list complete.

The names of the individuals to be updated will appear at the bottom of the list. Enter the completed date then click Submit. All selected records will be updated with the completed date and the valid to date.

Note: If hard copies of the training were completed or the individual attended a training class, copies of the tests and/or roster showing the individual signed in must be kept on file as documentation for seven years.
DEADLINE EXCEPTIONS

When a person is unable to complete an assignment by the deadline date due to an approved absence (such as illness, military leave, out of country) a deadline exception may be granted. Deadline exceptions are not granted for excuses such as “too busy” or “didn’t have time to complete”.

Deadline exceptions can be processed By Department/Course or By Name.

Deadline Exceptions by Name

Select Deadline Exceptions by Name to process a deadline exception for an individual. As you begin typing the individual’s last name in the Name Search field, a directory will appear below showing the names and department for employees or the name and program for students that match your search.

Click on the name to select the person that matches your search then click Manage Training.
The screen below appears listing all requirements that have not been completed.

### Deadline Exceptions by Name

Use this page to manage training assignment deadlines.

Search for the person whose training you want to manage, select them from the list and click the Manage Training button.

<table>
<thead>
<tr>
<th>Course</th>
<th>Deadline</th>
<th>Assigned By</th>
<th>Completed</th>
<th>Valid To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITS ADDENDUM</td>
<td>03/30/2012</td>
<td>KCARLSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEP</td>
<td>01/26/2012</td>
<td>SYSTEMEMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Understanding</td>
<td>01/26/2012</td>
<td>SYSTEMEMP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the 📝 edit icon in front of each requirement you wish to extend the deadline for. Enter the new deadline date and the reason for the change. Click Submit.
Deadline Department/Course:

Select Deadline Exceptions by Department/Course to process a deadline exception for multiple individuals. Use the drop down arrows to select the Department and the Course.

Deadline Exceptions by Department/Course

Use this page to manage training assignment deadlines.
Select the department and course you want to manage, and click the Manage Training button.

Manage Training Form - Nursing Accelerated - West NE [0] - CITI

Click the edit icon next to the individual(s) or the edit all icon at the top of the list (next to the name of the requirement) to select the individuals whose deadline you wish to extend.
The names selected will appear at the bottom of the screen. Enter the new deadline date and the reason for the change. Click Submit.

### Deadline Exceptions by Department/Course

Use this page to manage training assignment deadlines.
Select the department and course you want to manage, and click the Manage Training button.

#### Search Form

- **department:** Nursing Accelerated - West NE [0] - CITI
- **course:** CITI

#### Manage Training Form - Nursing Accelerated - West NE [0] - CITI

<table>
<thead>
<tr>
<th>Name</th>
<th>Deadline</th>
<th>Assigned by</th>
<th>Completed</th>
<th>Valid To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howard, Kara Elise</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krummenacker, Sarah</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin, Patricia K.</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moore, Janelle Elaine</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan, Brittany Suzanne</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neville, Stephen William</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powell, Jeffrey Lynn</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Monica</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toussaint, Audrey Jane</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vardell, Ava Marcelli</td>
<td>05/31/2012</td>
<td>SYSTEMSTUM1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Version: 6.0.0
- Deadline: 08/22/2012
- Reason for change: Enrolled for Fall 2012 Semester

#### Key

- **Required Field**
- **Add new training or Add all**
- **Edit or Edit all**
- **Delete**
- **Switch to exempt**
- **Reset Form**
CERTIFICATES FOR COORDINATORS

Coordinators can print a certificate displaying selected compliance requirements for any person they have authorization for. Begin typing the individual’s name in the Name Search field then select the person that matches your search. Click the Choose Training button.

A list of all training that is currently valid will appear. Click the boxes to check the requirements to be included on the certificate then click Print.

The certificate of completion is displayed. You can save or print the certificate.
Compliance Due Report – Coordinators

Department Compliance Training Coordinators are responsible for notifying individuals in their area(s) when they have compliance due. The Compliance Due Report should be run at least twice each month (1) when notified by the compliance office that renewals have been assigned and (2) mid-month to remind individuals who have not yet completed the training. The goal is to have everyone complete their assigned training by the due date given. See UNMC Compliance Program Policy 8000.

The Compliance Due Report allows coordinators to preview a report showing All Types of training that is outstanding or a report based on category due - Initial Notification, Mid-Period Reminder, Overdue 1-30 Days, Overdue 31-60 Days, or Overdue 61+ Days.

Management Resources

Compliance Due Report for Coordinators

Department training coordinators can choose to send supervisors a copy of the over due e-mail notices by clicking the appropriate check box(es) CC 1-30 overdue, CC 31-60 overdue and or CC 61+ overdue.

After completing selections, click Preview Training to review the report. The report can be sorted by name, by department, by course, etc. by clicking on the column header.

Exception Report

Click the remove from e-mail list icon in front of the name if you do not want to send that person an e-mail. A pop up window will appear to confirm you wish to remove the person from the e-mail list. Click OK if you wish to remove or Cancel if you selected in error.
After reviewing the report, click the Send Emails button. A report listing all individuals who were sent e-mails will be displayed.

**Compliance Due Report: Emails Sent**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Course</th>
<th>Reminder Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecchin, Tuire</td>
<td>Pathology/Microbiology, COA</td>
<td>IACUC</td>
<td>Overdue 6+ Days</td>
<td>Email Sent</td>
</tr>
</tbody>
</table>

Individuals will receive an e-mail listing the requirements due, the due date and instructions for logging into Blackboard to complete the training (see sample below).

---

**To:** Carlson, Kathy  
**Cc:**  
**Subject:** Compliance Training Renewal **ACTION REQUIRED**

You have been assigned the following mandatory compliance training requirements. Please follow the instructions below to complete your outstanding compliance training requirements.

**OUTSTANDING TRAINING REQUIREMENTS:**  
SAFETY ASSESS 2012 RENEWAL - Due: 04/15/2012  
BBP 2012 Renewal - Due: 04/15/2012  
Cultural Competency 2012 - Due: 04/15/2012  
Statement 2012 Renewal - Due: 04/15/2012

**INSTRUCTIONS:**  
1) From a web browser, log into BlackBoard at: [http://my.unmc.edu](http://my.unmc.edu)  
2) Once logged into Blackboard, click on the Courses tab (next to the My UNMC tab towards the top of the page).  
3) Click on the course name and follow the instructions to view the course material and complete the appropriate test.  
4) Remember to click Save and Submit to finalize your test.

Should you have any questions or problems, please contact me. Thank you in advance for your cooperation.

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**From:** KCARLSON@unmc.edu [mailto:KCARLSON@unmc.edu]  
**Sent:** Monday, March 26, 2012 12:50 PM  
**To:** Carlson, Kathy  
**Subject:** Compliance Training Email Reminders Sent

Reminder emails sent to the following:

**KCARLSON@unmc.edu**, **Cc: kocutts@unmc.edu** - Past 60 Days  
BBP - Due: 01/20/2012  
SAFETY ASSESS - Due: 01/20/2012  
Statement of Understanding - Due: 01/20/2012  
Cultural Competency - Due: 01/20/2012
Status Report for Coordinators

Management Resources

Status Report for Coordinators

Course Search Form

- Select a course from the dropdown list, apply any filters, and click the Generate Report button to view the report in Excel.

- Enter the date range for the report.

- Check the boxes to include only incomplete courses or include archived data.

- Click Generate Report to generate the report.