Procedure Statement
This procedure describes the process for notification to supervisors and employees who have not completed Institutional Compliance trainings by the designated due date.

Scope
This procedure applies to the Office of Institutional Compliance or a designated department employee.

Procedure
1. Log in to the Tech Training application with Texas Tech credentials. The Tech Training application can be found on the TTUHSC El Paso Office of Institutional Compliance webpage or by using the following link https://academic.elpaso.ttuhsc.edu/TechTraining/.

2. Download the User Training Report. This can be found at Reports dropdown > Compliance > User Training Report.

   a. There are four User Training Reports that will be combined into one report.
   b. In the Search Criteria section: Leave Eraider field blank. Select the desired date range. Select one of the following trainings: Ethics and Standard of Conduct, CME HIPAA, Conflict of Interest, and General Compliance. In the Training Status section, keep the All radio button checked.
   c. Click the Search button.
   d. Open the selected report via Microsoft Excel.
   e. Repeat steps b. through c. to pull the remaining reports. For each remaining report, select the Copy button and copy the report onto the opened report in Excel.
      i. Delete the first three rows of each remaining report you add to the opened report.
   f. When the four reports have been combined, filter as follows:
      i. Filter the report only to show the individuals who have not completed the trainings. This can be achieved by going to the “completed” column, clicking on the filter button, and unchecking the “true” option.
      ii. Filter the report by month. Uncheck the months that do not apply to the timeframe you are looking for. This can be completed by going to the “due date” column and unselecting the month.
iii. Filter the employees by role by going to the “department” column and unselecting the “retiree” role.
g. Copy and paste the information to a new Excel worksheet.

3. With the new report, create a pivot table with the names of the delinquent employees and the trainings they have not completed. This list must be by Department.
   a. Select Pivot Fields in the following order: Department, Full Name, Training and Due Date.

4. Use the Office of Institutional Compliance Directory to search for the name and email of the department supervisors/chair. The directory can be found at Batman folder > _Directory (copy) > TTUHSC Directory_ (Your name) or use the most recent directory.

5. Create an email to notify the supervisors and delinquent employees. The email must include:
   a. The delinquent employees and supervisors as the recipients and copy Dr. Richard Lange. The emails for the delinquent employees are provided in the report.
   b. Provide the Pivot table with the delinquent employee names and the trainings they have not completed.

6. From August to the end of the year, monthly revisions will be made and notifications will be sent to delinquent employees and supervisors.

**Frequency of Review**
This procedure will be reviewed and revised as Tech Training information is updated and/or process changes.

**Review Date:**

**Revision Date:**