

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Procedure: Assigning Credit for Mandatory Training to Students and Residents	Procedure #: HSCEP OP 52.01, PRO D
Effective Date: May 15, 2024	Last Revision Date:
References: HPP 1.4- Education and Training, HSCEP OP 52.01, 45 CFR 164.530, Compliance Education 1.0- Annual Education, Texas HB 300	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhsce.edu/compliance/	

Procedure Statement

This procedure outlines the process for assigning compliance training credit to students/residents who attend compliance live training. Compliance policies mandate that all individuals are expected to complete the required education within the required time frames and frequencies.

Scope

This procedure shall apply to all Texas Tech University Health Sciences Center El Paso, (TTUHSC EP) Compliance staff members that provide live training to TTUHSC EP students and residents.

Procedure

Compliance Live Training- Students/residents who attend the live compliance training as part of their orientation at TTUHSC EP or complete the CITI training as part of their onboarding process will be credited for training completion in the Tech Training application. Proof of attendance will be required. e.g. (sign-in sheet).

1. Compliance personnel will request a list of students/residents from the department coordinators before the training presentation date.
2. Students/Residents must sign in at the beginning of the live compliance presentation.
 - a. Sign in can be electronic or on paper.
3. Compliance personnel will present educational material.
4. Compliance credit will not be given to individuals who arrive late or leave before the presentation is complete.
5. After live training, compliance personnel will utilize the sign-in sheet (paper or electronic) and credit all attendees in the TechTraining application.
6. Follow TechTraining Manual instructions to assign credit for training completion.
https://ttuhscep.edu/compliance/tech-training/documents/Tech_Training_Manual.pdf

Frequency of Review

The Compliance Department personnel will review and revise this procedure as appropriate.

Review Date: 5/15/2024

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