

Texas Tech University Health Sciences Center El Paso Institutional Compliance Policy

ACME Lesson Approval Process	Policy: COMP 20
	Effective Date: April 1, 2018
References:	

Policy Statement

This policy is established at the direction of the President of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso). The purpose of this policy is to bring structure and standardization to the process for assigning on-line lessons to faculty and staff. This policy will provide individual lesson owners the opportunity to evaluate the requirements of their lessons and to whom the lessons should be assigned. This process will help assure that learners are not assigned lessons that are not appropriate for their role in the organization.

Scope

This policy applies to all lessons assigned to individuals utilizing the ACME online training system or other online training systems.

Policy

1. The committee will be established to review and approve all lessons prior to distribution to individuals.
2. The committee will consist of the following individuals:
 - a. The Institutional Compliance Officer,
 - b. The Assistant Vice President, Human Resources, and
 - c. The Director of Clinical Operations.
3. Individuals wishing to assign faculty and staff online lessons will be required to provide a request to the committee, ACME Training Request Form, COMP 20a. ACME Training Request Form, COMP 20a is available online. *(I will hyperlink after I create the Qualtrics form)* The request will include the following items:
 - a. A summary of the name and content of the lesson,
 - b. The statute, regulation or operating policy requiring individuals to complete the training,
 - c. Justification for the roles the training is to be assigned,
 - i. Trainings that involve multiple departments will require the approval of the head of the requesting office (individual that reports to the Dean or President).
 - d. The frequency of the training, i.e. annually, bi-annually, etc.,
 - e. The calendar month the lesson is to be assigned.
4. The committee will review the documentation provided by requestors and provide the following feedback to the individual requesting the training assignments:
 - a. Approval,
 - b. Conditional approval request a different month for the initiation of the training,
 - c. Conditional approval requesting additional role based justification,

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- d. A request for additional documentation, or
 - e. Denial of request.
5. The committee will require all individuals to provide completion statistics for the prior year's lesson assignment before lessons can be assigned for an additional year.
 6. Department specific modules will require approval of the department administrator prior to assignment to staff members.
 7. Department specific modules will require the approval of the department chair prior to assignment to faculty.
 8. The committee will develop and maintain a calendar for all required online training lessons that will be published on the compliance website.
 9. The committee will develop and maintain lists of all department trainings that utilize the online learning system.

Frequency of Review

This policy will be reviewed by the committee before July 1 of each odd numbered year.

Review Date:

Revision Date: