

Texas Tech University Health Sciences Center El Paso
Calendar of Trainings

Training Title	Sponsoring Department	Target Audience	Mandatory or Suggested	Duration of Training	Month Assigned	Completion Time Given	Department Contact Person
New Provider Orientation Education	Billing Compliance	Faculty, Midlevel Providers, Residents, Administrators, Biller/Coders	Mandatory	45 minutes	Prior to start date	90 days	Gail Hayden - 915-215-4455
New Resident Orientation Education	Billing Compliance	Residents Attendees receive credit for annual general compliance training	Mandatory	45 minutes	July	90 days	Gail Hayden - 915-215-4455
Annual General Compliance Training - Institutional Compliance	Compliance	Staff and Faculty	Mandatory	30 minutes	February	90 days	Angie Sifuentes - 915-215-4617
Department Specific Annual Billing Compliance Education (this training has been incorporated/merged with the General Compliance Training)	Billing Compliance	Faculty, Midlevel Providers, Residents, Administrators, Biller/Coders					Gail Hayden - 915-215-4455
Annual Standards of Conduct - Institutional Compliance	Compliance	Staff and Faculty	Mandatory	10 minutes	February	90 days	Angie Sifuentes - 915-215-4617
Conflict of Interest - Institutional Compliance	Compliance	Faculty, Student Financial Aid Staff, Procurement Staff, Contracting Staff, IT Staff, Legal Staff, Fund Managers, Members of Regulatory Oversight Committees Dealing with Sponsors, Compliance Staff, and Staff Members with a Title of Manager or Above	Mandatory	25 minutes	February	60 days	Angie Sifuentes - 915-215-4617
Annual HIPAA Privacy and Security - Institutional Compliance	Compliance	Faculty, Staff, Residents, Students, Volunteers, Contract Employees, Temp Agency Employees, Rotating Residents/Students	Mandatory	45 minutes	February	90 days	Obumneme Eze - 915-215-4459
Title IX Training	Human Resources	All faculty and staff	Mandatory	2 hours			Rebecca Salcido - 915-215-4140

Texas Tech University Health Sciences Center El Paso Calendar of Trainings

Training Title	Sponsoring Department	Target Audience	Mandatory or Suggested	Duration of Training	Month Assigned	Completion Time Given	Department Contact Person
Human Subjects Research Course	Office of the Vice President for Research	Research Investigators, Research Personnel, IRB Members	Anyone involved in human subject research	3-7 hours	Prior to starting any human subject research	Must be completed prior to receiving an iRIS account and/or IRB approval	Raquelle Fernandez - 915-215-4155
Clinical Research Coordinator Course	Office of the Vice President for Research	Any research personnel working in a coordinator role	Anyone involved in human subject research	3-4 hours	Prior to starting any human subject research	Must be completed prior to receiving an iRIS account and/or IRB approval	Raquelle Fernandez - 915-215-4155
Conflict of Interest Course	Office of the Vice President for Research	Research Investigators, Research Personnel, IRB Members	Anyone involved in human subject research	30 minutes	Prior to starting any human subject research	Must be completed prior to receiving an iRIS account and/or IRB approval	Raquelle Fernandez - 915-215-4155
Competency for Reporting Abuse and Neglect	Quality Improvement	All clinical employees, PSSs, MDs, NPs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Age-Specific Competency - Adult	Quality Improvement	RNs, LVNs, CMAs, PSSs, NPs, MDs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Age-Specific Competency - Pediatric	Quality Improvement	RNs, LVNs, CMAs, PSSs, NPs, MDs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Accreditation Participation Requirements	Quality Improvement	Administrators, All Clinical Staff, MDs, NPs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Anticoagulation	Quality Improvement	RNs, LVNs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Cultural Diversity	Quality Improvement	RNs, LVNs, CMAs, PSSs, NPs, MDs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Ambulatory Care Principles and Pain Management	Quality Improvement	RNs, LVNs, CMAs, NAs, PSSs, MDs, NPs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Standard Precautions	Quality Improvement	RNs, LVNs, CMAs, NAs, PSSs, MDs, NPs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Procedural Consents and Time-Outs	Quality Improvement	RNs, LVNs, CMAs, NAs, MDs, NPs, Pas	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431

Texas Tech University Health Sciences Center El Paso Calendar of Trainings

Training Title	Sponsoring Department	Target Audience	Mandatory or Suggested	Duration of Training	Month Assigned	Completion Time Given	Department Contact Person
The Joint Commission 2017 National Patient Safety Goals	Quality Improvement	Administrators, All Clinical Staff, MDs, NPs, PAs	Mandatory	30-45 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT UA Multi-stik	Quality Improvement	For persons performing tests only - RNs, LVNs, CMA, NAs	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT Urine HCG	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
Blood Glucose	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT Guiac	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT Coagu-check	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT HgbA1C	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
POCT UA Dip Stick	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
BinaxNOW Influenza A & B	Quality Improvement	For persons performing tests only	Mandatory	10-15 min	Nov/Dec	Decided by home dept	Michael Herrera - 915-215-4431
CPR/AED for USO's	Safety Services	USOs or alternate representatives from their departments	Suggested	4.5 hours	1st Tuesday of each Month	1 day	Calvin Shanks - 915-215-4825
Fire Extinguisher and Emergency Evacuation	Safety Services	Open to all interested personnel	Suggested	1.5 hours	2nd Tuesday of each Month	1 day	Calvin Shanks - 915-215-4825
Safety Stand-Down	Safety Services	Open to all interested personnel	Suggested	2.5 hours	3rd Tuesday of each Month	1 day	Calvin Shanks – 915-215-4825
USO Administration Training	Safety Services	New Unit Safety Officers	Mandatory	2 hours	Varies Quarterly	1 day	Martha Quezada - 915-215-4823
Evacuation Chair Training	Safety Services	Evacuation Chairs	Mandatory	2 hours	Varies Quarterly	1 day	Jose Melchor - 915-215-4821
Mandatory Safety Refresher Training - Emergency Preparedness	Safety Services	Faculty and Staff	Mandatory	25 minutes	Beginning of each fiscal year	12 months	Martha Quezada - 915-215-4823

Texas Tech University Health Sciences Center El Paso Calendar of Trainings

Training Title	Sponsoring Department	Target Audience	Mandatory or Suggested	Duration of Training	Month Assigned	Completion Time Given	Department Contact Person
Mandatory Safety Refresher Training - Right to Know/Right to Understand	Safety Services	Faculty and Staff	Mandatory	25 minutes	Beginning of each fiscal year	12 months	Martha Quezada - 915-215-4823
Mandatory Safety Refresher Training - Accident Prevention	Safety Services	Faculty and Staff	Mandatory	25 minutes	Beginning of each fiscal year	12 months	Martha Quezada - 915-215-4823
Mandatory Safety Refresher Training - Infectious Disease Exposure	Safety Services	Faculty and Staff	Mandatory	25 minutes	Beginning of each fiscal year	12 months	Martha Quezada - 915-215-4823
Mandatory Safety Refresher Training - Safety Programs	Safety Services	Faculty and Staff	Mandatory	25 minutes	Beginning of each fiscal year	12 months	Martha Quezada - 915-215-4823
Office Ergonomics	Safety Services	Faculty and Staff	Mandatory	20-30 min	October	2 months	Martha Quezada - 915-215-4823
IDEP: Sharps safety and blood borne pathogen exposure refresher training	Safety Services	Clinical Staff	Mandatory	30 minutes	January	2 months	Martha Quezada - 915-215-4823
IDEP Fitness and Wellness Option	Safety Services	Faculty and Staff	Mandatory	20 minutes	January	2 months	Martha Quezada - 915-215-4823
IT Security Awareness - Protecting PHI While Working Remotely	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Protecting PHI Online	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Protecting PHI on Wireless Networks	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Protecting PHI on Social Media	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Protecting PHI in Email	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Properly Disposing of PHI	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Physical Security of PHI	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Insider Threat to PHI	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050

Texas Tech University Health Sciences Center El Paso
Calendar of Trainings

Training Title	Sponsoring Department	Target Audience	Mandatory or Suggested	Duration of Training	Month Assigned	Completion Time Given	Department Contact Person
IT Security Awareness - Cloud Computing and PHI	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Business Associates and PHI	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - HIPAA	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
IT Security Awareness - Regulations and Healthcare	Information Security	Faculty, Staff, Students	Mandatory	5-20 minutes	January	Until December	Jessica Klein - 915-215-4050
FERPA	Student Services - Registrar	Faculty and Staff	Mandatory	10-15 minutes	November	Month	Alex Garcia - 915-215-4363