

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Policy

<b>Policy:</b> Annual Education 1.0	<b>Policy #:</b> Annual Education 1.0
<b>Effective Date:</b> November 8, 2019	<b>Last Revision Date:</b> February 2, 2024
<b>References:</b> HSCEP OP: 52.01, Institutional Compliance Plan	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhsoc.edu/compliance/">http://elpaso.ttuhsoc.edu/compliance/</a>	

### **Policy Statement**

The purpose of this policy is to establish requirements for mandatory compliance education for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Faculty and Staff including all employees, temporary workers, volunteers, and governing body members.

This policy mandates that all individuals are expected to complete required compliance education within the time frames and frequencies established by this policy.

### **Scope**

This policy shall apply to all TTUHSC El Paso employed Faculty and Staff (*This includes all individuals involved in administering or delivering Medicare Advantage Programs*).

### **Policy**

All TTUHSC El Paso Faculty and Staff shall receive:

- Annual General Compliance Training is mandated by, <https://oig.hhs.gov/documents/compliance-guidance/1135/HHS-OIG-GCPG-2023.pdf>
- Ethics and Standards of Conduct Training is mandated by TTU System Regulation 01.05,
- Conflict of Interest Training is mandated by Texas Government Code 572, and
- HIPAA Training is mandated by Privacy Rule (45 CFR §164.530) and an Administrative Safeguard of the Security Rule (45 CFR §164.308).

Training must be completed within 30 days of initial hiring and within 90 days annually thereafter.

### **Procedure**

1. Compliance trainings will be administered through the Tech Training online education system.
2. The Tech Training system has been programmed to automatically assign compliance lessons to Faculty and Staff upon hire. Temporary workers and volunteers are assigned trainings via the external process of the system.

### **Frequency of Review**

This policy shall be reviewed no later than February in each odd-numbered year.

**Review Date:** 2/02/2024  
**Revision Date:** 2/02/2024