



HUMAN RESOURCE & COMPLIANCE

FY16 Mandatory Training Calendar



**WORKPLACE HARASSMENT**

**JULY 15-AUGUST 23**

**Audience: All Staff and Faculty | Duration: 30 Min - 1 Hr**

Staff and Faculty will gain knowledge and awareness of behavior that constitutes sexual harassment. This course provides employees with critical information on how to recognize and prevent sexual harassment in the workplace. The responsibilities of employees, supervisors, and employers are also addressed.

**CODE OF CONDUCT**

**SEPTEMBER 25-OCTOBER 25**

**Audience: All Students, Faculty & Staff Duration: 10 Min**

The Code of Conduct clarifies the standards of behavior that are expected of employees and students of Morehouse School of Medicine. It gives guidance in areas where employees and students need to make personal and ethical decisions.

**HEALTH INSURANCE & PORTABILITY ACT (HIPAA)**

**NOVEMBER 1- DECEMBER 10**

**Audience: All Students, Faculty & Staff |Duration: 30 Min**

The HIPAA training requirements are intended to ensure the confidentiality, integrity, and availability of ePHI the covered entity creates, receives, maintains, or transmits and protect against reasonably anticipated threats or hazards to the security or integrity of the ePHI. HIPAA training can occur in a group setting. Please contact the Office of Compliance for further details.

**CONFLICTS OF INTEREST DISCLOSURE**

**JANUARY 11-FEBRUARY 12**

**Audience: Staff, Faculty & Residents Duration: 10 Min**

For 2016, only COI Disclosure forms are required. Training will be required in 2017. Existing employees will be required to update and or disclose new circumstances that might create COI. A notice will be provided by the Office of Compliance & Corporate Integrity, outlining the exact requirements.

**RADIATION SAFETY**

**MARCH 7-APRIL 8**

**Audience: Designated Faculty Staff & Student |Time Duration: 60-75 Min**

Participants will learn the principles of Radiation Safety, as well as the rules, regulations and MSM license conditions, governing the use and possession of radioactive materials, as well as machines producing ionizing radiation.

**WAGE & HOUR**

**APRIL 18-MAY 19**

**Audience: All Faculty & Staff |Time Duration: 30-75 Min**

Employees will learn about the basics of state and federal laws concerning overtime, off-the-clock hours, and other critical wage and hour issues.