

Section 6	Compliance Policies	- Effective
Subject 6.1	General Compliance Issues	- Revised
		- Reviewed
<b>Policy 6.1.1</b>	<b>Mandatory Education and Training for UTMB's Workforce</b>	Institutional Compliance Office - Author

## Mandatory Education and Training for UTMB's Workforce

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### **Audience**

The information here is intended for all faculty, students, employees, contract employees, and volunteers.

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### **Policy**

All UTMB students, faculty, employees, contract employees, and volunteers are required to attend and complete all applicable in-service education, training, and/or licensing courses as defined and required by UTMB, the University of Texas System, the Joint Commission on Accreditation of Healthcare Organizations, licensing and regulatory agencies, and state and federal law (e.g, compliance training, employment discrimination training, and other training required based on job classification).

Additionally, all contract employees must show evidence of general orientation and education, which may be accomplished by documentation of:

- Attendance at UTMB educational offerings;
  - Attendance at educational programs approved by UTMB but offered by the contractor; or
  - Review of the UTMB short-term contractor brochure with signature form.
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### **Guidelines**

Deans and department heads are accountable for providing the opportunity and direction to the students and departmental staff to achieve the training and education required by this policy. Deans and department heads must ensure that students and employees:

- Comply with institutional and departmental specific training and requirements; and
- Attend and complete the required training and have the attendance documented.

If the student/employee is unable to sufficiently complete the training requirement, it is the supervisor's responsibility to ensure that the student/employee receives the proper guidance needed to fulfill the requirement.

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### **Documentation**

UTMB provides an institutional database for inputting and maintaining training information. Deans and departments heads are accountable for reviewing the database to ensure that employees and students have participated and completed all applicable training.

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UTMB HANDBOOK OF OPERATING PROCEDURES

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## Mandatory Education and Training for UTMB's Workforce

### Enforcement

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All supervisors are responsible for enforcing this policy. All employees, including faculty, will not be eligible for a salary increase until all applicable and assigned training has been completed. Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination or dismissal.

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### References

45 C.F.R. §164.530(b)(1)  
UTMB Standards of Conduct  
IHOP Policy 2.27.7, Code of Ethics

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