

<b>Institutional Handbook of Operating Procedures Policy 03.05.05</b>	
Section: Employee	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Training and Development	Responsible Entity: Department of Human Resources, Office of Student Affairs, Office of Institutional Compliance

**I. Title**

*Required Training for the UTMB Workforce and UTMB Students*

**II. Policy**

This policy provides guidelines for initial and ongoing required [training](#) for the University of Texas Medical Branch ([UTMB students and workforce](#)) which includes: faculty, staff, [students](#), and select contractors of UTMB. It is UTMB’s policy that faculty and staff complete all applicable training, in-service education, and licensing courses required by UTMB, the University of Texas System, and the Joint Commission on Accreditation of Healthcare Organizations, licensing and regulatory agencies, and federal and state law. Many of the mandatory trainings are required by federal or state regulations that apply to educational, research, and patient-care institutions.

Violation of this policy may result in disciplinary action up to and including termination for employees, a termination of business relationship in the case of contractors or consultants, or suspension or expulsion in the case of a student. Additionally, individuals may be subject to loss of access privileges and civil and/or criminal prosecution.

**III. Required Training – New Employees and New Students**

**A.** Certain trainings are mandatory for all faculty, staff, select contractors, and students. Faculty, staff, select contractors, and students may be required to complete additional training based upon individual duties and job description.

**B.** New Employee Orientation

1. New employees, select contractors, and faculty members are required to complete UTMB New Employee Orientation within 30 days of hire.
2. New Employee Orientation is a live course designed to acquaint new employees with UTMB’s history, mission, and goals. It will provide necessary policy, procedure, health, safety, and security guidelines for new employees as well as an overview of available benefits.
3. [Human Resources](#) (HR) will schedule all employees for orientation. New employee orientation for Correctional Managed Care (CMC) employees will be scheduled and conducted at the appropriate CMC Regional Human Resources Office, unless otherwise designated. CMC new employee orientations are conducted on a bi-weekly basis and consist of several days of live and computer based learning. HR will notify the appropriate department staff of the assigned orientation dates.

4. Departments are expected to have all employees attend orientation. If an employee is unable to attend orientation due to extenuating circumstances, departments should contact HR. If an individual is not able to attend the live course, courses will be assigned in the UTMB online learning system. CMC employees will have courses available through the CMC Computer Learning Portal (CLP).
5. Special group orientation may be arranged by contacting HR.
6. HR will follow up with the appropriate supervisor regarding new employees who fail to attend as scheduled.
7. In addition to content covered in New Employee Orientation, all employees and faculty will have required courses assigned in the online learning system.

**C. New Student Orientation**

New students are required to complete orientation sessions scheduled by each academic program as well as compliance related courses within 30 days of enrollment. The orientation sessions may be live or placed in the online learning system. Students who fail to meet this timeline may have a hold placed on their account.

**D. Compliance Training**

All UTMB faculty, staff, and select contractors must complete compliance training requirements within 30 days of their hire date. Employees who do not complete training within specified time will be suspended without pay until such training is completed. A portion of the compliance related training is provided in New Employee Orientation and a portion is assigned in the online learning system.

All UTMB students must complete compliance training requirements within 30 days of enrollment. Students who fail to meet this timeline may have a hold placed on their account.

**E. Departmental Training**

Additional training may be relevant to an employee's or faculty member's position. Such training is assigned based on an assessment of specific job duties or conditions in the workplace.

**F. Systems Training**

All UTMB employees who require access to Clinical or Administrative systems must complete the mandatory education requirements for the appropriate applications based on their job classification/role. Initial training must be completed before individuals will be issued access to the system. Employees who have separated from UTMB and then returned in the same role more than 365 days later will be required to complete training. Employees who have separated from UTMB and then returned in the same role less than 365 days later will be required to complete training based on system changes (new installs or upgrades to the system since their departure).

**IV. Annual Training**

- A. All UTMB students, faculty, staff, and select contractors are required to complete annual online training. Students who are also employees are required to complete assigned employee trainings

based on their role. Annual training is assigned based on the fiscal year (9/1 through 8/31). Annual training due dates are automatically assigned in the online training system; however, departments and academic programs may designate earlier deadlines. Annual training may be two or more courses which could include:

1. Environmental Health and Safety Issues;
2. Compliance Training;
3. Information Security;
4. Sexual Harassment/Title IX;
5. The Standards of Conduct Guide and more.

**B. Departmental Training**

There may be additional annual training requirements dependent on an assessment of specific job duties or conditions in the workplace. These trainings may consist of instructor led or online courses and may be assigned at various times throughout the year.

**V. Responsibilities**

Responsibility for ensuring that faculty, staff, select contractors, and students complete required trainings is shared by the departments, academic areas, and the course sponsors. Supervisors are responsible for being familiar with required trainings, ensuring that faculty, select contractors, and staff in their area reports for scheduled orientation, and completes additional required trainings. Academic programs are responsible for being familiar with required trainings for students and ensuring required trainings are completed. Course sponsors are responsible for tracking training completion and assisting faculty, staff, select contractors and students.

**VI. Non-Compliance**

Failure to complete assigned required trainings may result in disciplinary action, up to and including termination, holds placed on student accounts, or removal from academic programs.

**VII. Relevant Federal and State Statutes**

[Texas Government Code, Chapter 656, Subchapters C and D](#)  
[Texas Labor Code, Section 21.010](#)

**VIII. Relevant System Policies and Procedures**

[University of Texas System Rules and Regulations of the Board of Regents, Rule 30112 Training and Education](#)

**IX. Related UTMB Policies and Procedures**

[IHOP - 06.00.00 - Institutional Compliance Plan](#)

**X. Dates Approved or Amended**

<i>Originated: 05/31/2017</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
06/30/2020	

**XI. Contact Information**

Human Resources – Talent and Organizational Development  
(409) 747-6700