Appendix A

Template Instructions for Non-Employed Learner Mandatory Annual Training

The following instructions may be modified as appropriate for inclusion in Non-Employed Learner agreements, policies, handbooks, and onboarding materials. Modifications could include, for example, the relevant coordinator's contact information and clarification concerning whether the learner should take the online or LMS version of Mandatory Annual Training. Instructions should not conflict with this Policy. Please note that instructions must be updated annually to reflect materials for the current training year (e.g., LMS module title, screenshots, etc.). Note that while the direct link to the online module will change annually, the website landing page will be: https://www.unchealth.org/about-us/compliance-office/compliance-training-education

UNC Health
2024 Mandatory Annual Training
__Non-Employed Learner Type (e.g., UNC Health Legal Department Unpaid Interns)__

WHAT Training Must I Complete?

1. Regardless of your role, you must complete annual training on privacy, compliance, information security, and cultural competency. If you are working On-site, you will additionally complete environment of care training.

WHEN Must I Complete this Training?

2. You must complete assigned training by **date** to be eligible to work as a Non-Employed Learner Type at UNC Health facilities.

WHY do I Need this Training?

3. Mandatory Annual Training helps ensure you understand some of the most important laws and UNC Health policies applicable to your work and helps ensure you interact with our patients appropriately. The healthcare industry is regulated heavily, requiring UNC Health to provide various training to teammates.

WHERE Can I Take Mandatory Annual Training? **HOW** do I Show I Completed my Training?

Your **Position of Person Responsible for Tracking Training** (e.g., Volunteer Coordinator, Student Coordinator, etc.) will tell you which of the following locations you should use to access your Mandatory Annual Training: (1) the UNC Health Internet or (2) the Learning Made Simple (LMS) system. Follow the instructions below based on your assigned method for completion:

|	Online/Internet	LMS
Location	Visit the UNC Health Compliance website and scroll to the bottom of the "training and education" page (https://www.unchealth.org/about-us/compliance-office/compliance-training-education) and select the link for the Non-Employed Workforce Members "Annual Mandatory Compliance Training (combined module and includes EMTALA)". You may also access the 2024 module directly here.	Log into LMS (https://unchcs.sumtotal.host/core/dash/home/) using your UNC Health user name and password. Once in LMS, the following module should be assigned in your LMS Timeline but may also be located through the search function: 2024 Student Regulatory Compliance and Safety Training (HCSSTUDENT24). Locate and click on the module; press "Start"
Showing Completion	On the last slide of the module, you will see a link to complete an attestation certifying completion of the module. Click that link and complete the attestation. • **UNC MC Volunteers/Shadows**: no further action required after submitting a complete attestation. • **Other Non-Employed Learners**: after submitting the attestation, you will receive an email confirmation that you should retain for your records and submit to your Person Responsible for Tracking Training. You may experience a delay in receiving your email confirmation.	Complete and then exit the module. Completion of the module will be recorded in your LMS Transcript. Save a copy of your transcript for your records.

QUESTIONS may be directed to your Person Responsible for Tracking Training. Provide contact details.

INTERNET MODULE

Visit the UNC Health Compliance website and scroll to the bottom of the "training and education" page (https://www.unchealth.org/about-us/compliance-office/compliance-training-education) and select the link for the Non-Employed Workforce Members "Annual Mandatory Compliance Training (combined module and includes EMTALA)".

Once you have launched the module, select the appropriate pathway for your role: On-site or Off-site Non-Employee.
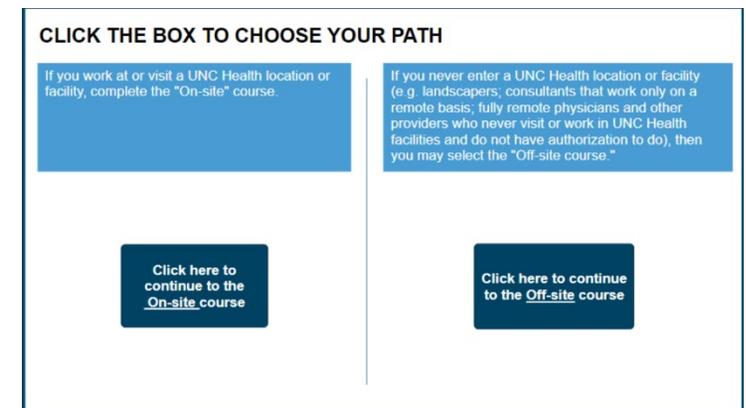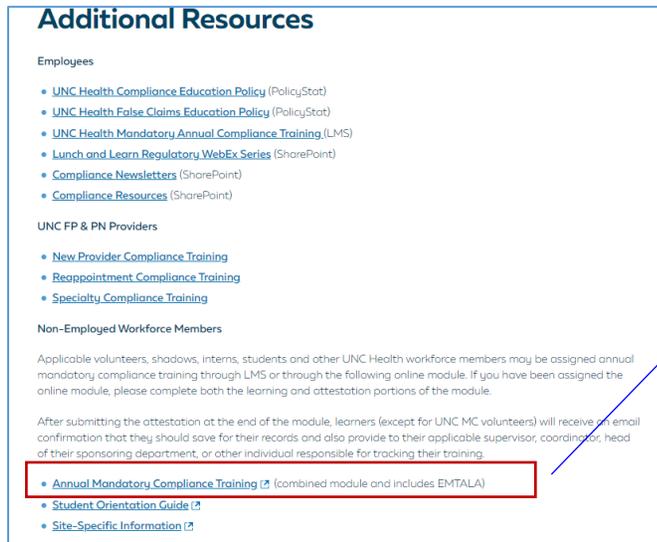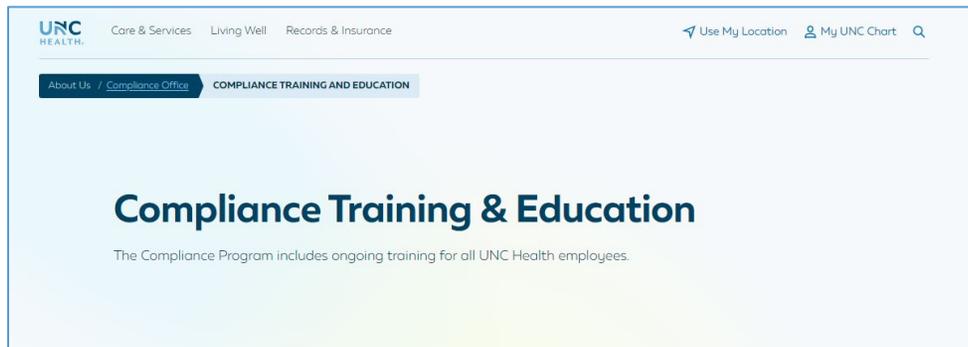
Full Course or Test Out

After selecting the Off-site or On-site pathway, you will be directed to a Non-Employee Menu of course components. When you click on a course you will have the option to take the test or to complete the full course. If you are new to UNC Health it is required that you complete the full course. You may take the "Test Out" option if you completed the course in 2023.

- If you completed the course in 2023 and choose the Test Out option, you will be allowed 2 attempts to pass with a score of at least 70%. If you do not achieve a passing score after 2 attempts then you will be directed to complete the full course.
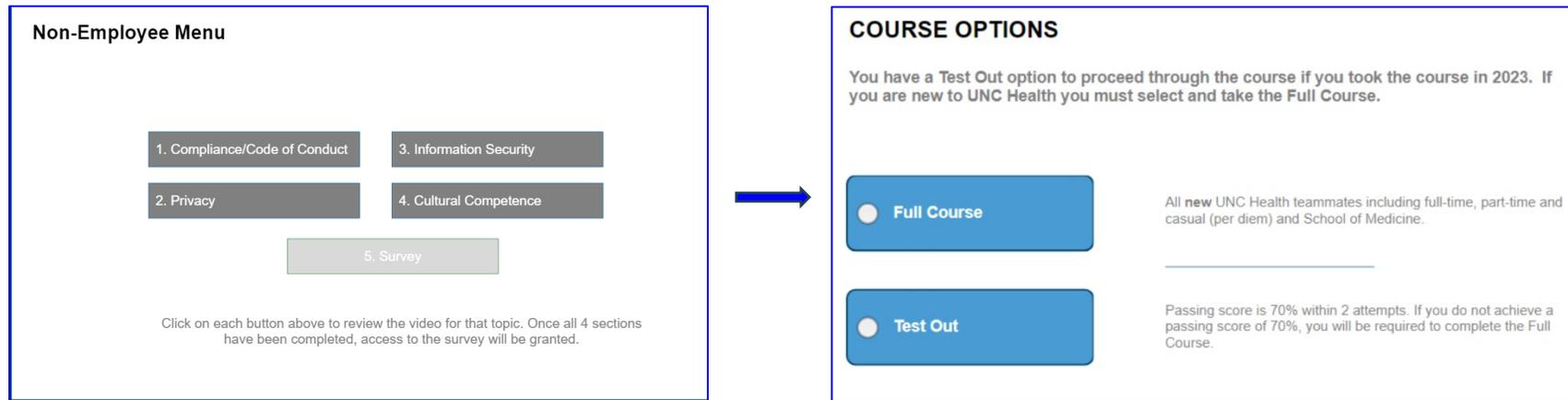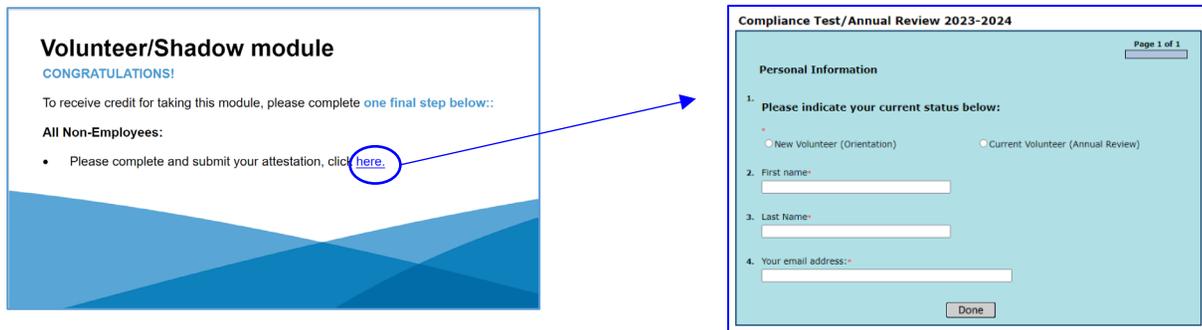

Completion Attestation

After completing all eleven components (for On-site workers) or all four components (for Off-site workers) of the Non-Employee module, select "Survey" from the Non-Employee Menu. This will in turn direct you to two attestations. Please select the attestation most applicable to your Non-Employed Learner role.

Policy: Mandatory Annual Training for Non-Employed Learners
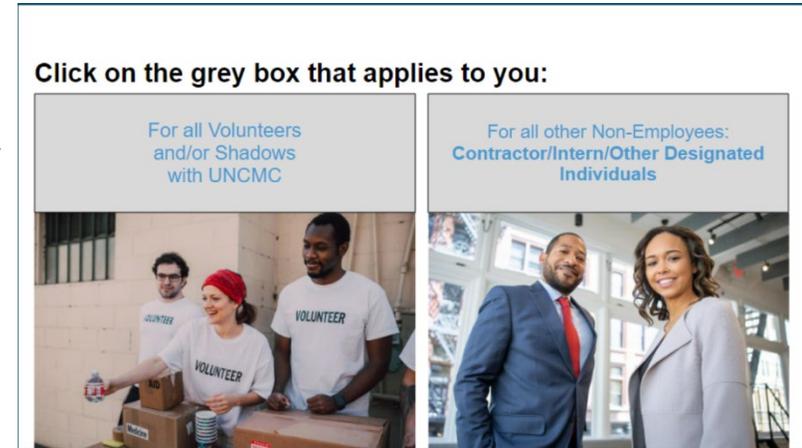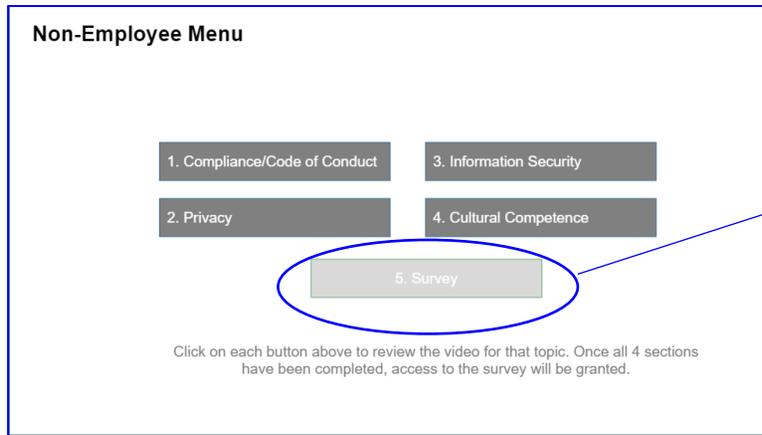
1. **UNC Medical Center Volunteers/Shadows**

   If this is your role, select the attestation for UNCMC Attestation for Volunteers and Shadows. Complete all fields and submit the attestation (clicking "Done"). The attestation will route automatically to UNC MC Volunteer Services.

2. **All Other Non-Employees**

   If you are not a UNC MC Volunteer or UNC MC Shadow, select the attestation for all other non-employees: Contractor/ Intern/ Other Designated Individuals. Complete the attestation survey, ensuring all fields of the attestation are completed, including selecting the appropriate option from the drop-down lists (e.g., workforce member type), and completing the free text areas (e.g., sponsoring department). **Ensure your email is spelled correctly.**

For question 2 in the attestation survey, the learner should select the UNC Health location where they are working. *Example: An ECU student is interning remotely or in-person with the UNC Health Rex Compliance Department as a graduation requirement. The learner should select unpaid intern as the workforce member type (#1), UNC Health Rex as the entity on whose behalf the module is being completed (#2), and Compliance as the sponsoring department (#3).*

Contractor/Intern/Other Designated Individuals

CONGRATULATIONS! You have completed all of the annual Compliance, Privacy, Information Security, Cultural Competency and Environment of Care Training for Non-Employees. To receive credit for taking this module, please complete **one final step below:**

All Non-Employed Workforce Members:

- Please complete and submit your annual attestation.

- After completing the attestation, you will receive an email confirmation that you should retain for your records. Please submit a copy of the confirmation email to the person or department responsible for tracking your training

- When finished, close the browser window to exit the module.

2024 Mandatory Compliance Training for Non-Employees

UNC HEALTH

Page 1 of 1

It is UNC Health policy to provide an ongoing compliance education program and to provide accountability measures to help ensure compliance education is completed timely. As a workforce member, you must attest to completing the required training.

---

1. I am completing this training as the following workforce member.*
   [--Please Select--]

2. I am completing on behalf of (select the entity where the work is being performed):*
   [--Please Select--]

3. Sponsoring department*
   [   ]

   As a UNC Health independent contractor, shadow, student, unpaid intern, volunteer, faculty, vendor, or Managed Care (first-tier, downstream, and related entities), I hereby acknowledge that I have reviewed the required Mandatory Annual Compliance Training (combined module).
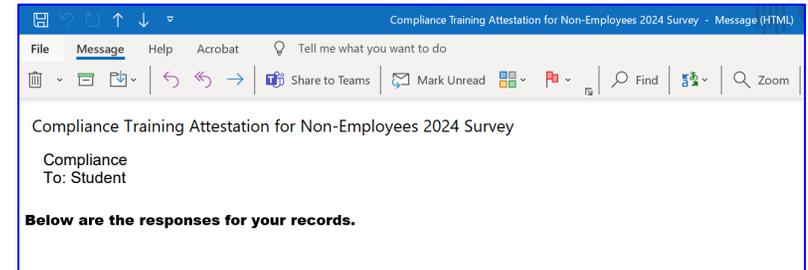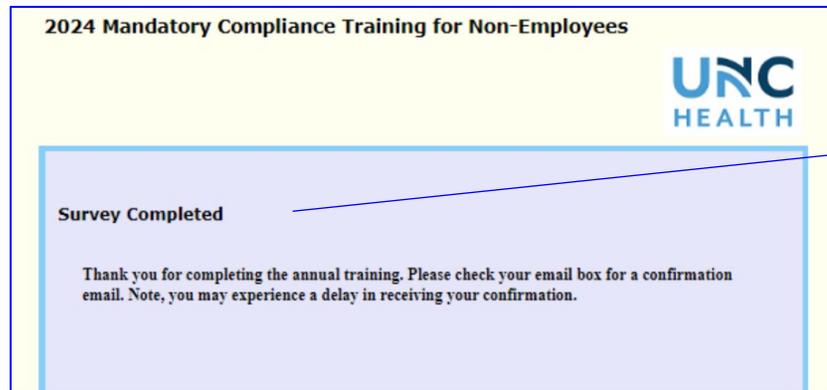
4. Electronic Signature (First, Middle, Last)*
   [   ]

5. Provide your email address.*
   [   ]

6. Date disclosure submitted.*
   [2/7/2024]

   [Done]

Policy: Mandatory Annual Training for Non-Employed Learners

After completing the attestation (clicking "Done" to submit), you will receive a confirmation screen and a confirmation in your email (note: email sender will be "Compliance" and title will be "Compliance Training Attestation for Non-Employees 2024 Survey". Keep the email confirmation for your records and submit the email confirmation to ==Person Responsible for Tracking Training==.

2024 Mandatory Compliance Training for Non-Employees

UNC HEALTH

Survey Completed

Thank you for completing the annual training. Please check your email box for a confirmation email. Note, you may experience a delay in receiving your confirmation.

Compliance Training Attestation for Non-Employees 2024 Survey - Message (HTML)

File   Message   Help   Acrobat   Tell me what you want to do

🗑 ⌄   📁 📥⌄   ↩ ↩ →   📧 Share to Teams   ✉ Mark Unread   ⌄   🏳⌄   🔍 Find   🔄⌄   🔍 Zoom

Compliance Training Attestation for Non-Employees 2024 Survey

Compliance
To: Student

Below are the responses for your records.

Policy: Mandatory Annual Training for Non-Employed Learners

LMS MODULE

Please log into LMS (https://unchcs.sumtotal.host/core/dash/home/) using your UNC Health user name and password. Once in LMS, open the following module: 2024 Student Regulatory Compliance and Safety Training (Code: HCSSTUDENT24) from your LMS Timeline (if your supervisor already assigned it to you) or find it using the search function.

Policy: Mandatory Annual Training for Non-Employed Learners

Complete and then exit the module. Completion of the module will be recorded in your LMS Training Transcript.

After completing the module, access your Training Transcript from the home page. Click Home and then click Training Transcript. Save a copy of your transcript for your records by printing it and/or exporting to PDF (which you can then save).