



Systemwide Policy: Mandatory Training - SCL Health	
Department(s) Initiating: Human Resources	
Application: This policy applies to SCL Health and all its Controlled Corporations, as that term is defined in the SCL Health Bylaws, and to any entity owned in part by SCL Health or an affiliate and/or managed by SCL Health or an affiliate, if that entity’s governing body has adopted the policy [as its own].	
Document Owner: Amy Pacey (VP-HR System Services)	
Effective Date: 11/08/2016	Next Review Date: 11/08/2019
Committee/Executive Approver(s): Executive Integrity and Compliance Committee (EICC), Rosland McLeod (SVP Chief Legal Officer), William Anderson (SVP-Chief Human Resources Ofcr)	Approval Date: 11/08/2016

Purpose:

SCL Health provides ongoing mandatory training opportunities to enhance the skills of associates, improve organization performance, and to meet regulatory requirements. This policy has been created to ensure accountability standards are in place which results in the successful completion of these programs within clearly established timelines.

Scope:

This policy applies to all associates, with the exclusion of St. James Healthcare.

Definitions:

Mandatory Non-Regulatory Training — Training required by SCL Health that is not being conducted to meet a regulatory requirement.

Mandatory Regulatory Training — Training required by a regulatory agency.

Non-Compliant — not satisfactorily completing mandatory training requirements within established timeline.

Policy:

1. All mandatory training requirements shall be completed by November 30 or according to site or department specific requirements.
 - a. Training methods include, but are not limited to: eLearning modules, HealthStream, WebEx, read and sign attestation, instructor-led courses, annual skill fairs, disclosures, and other assignments.
2. Exceptions related to the completion of training are limited to new hires and extended leaves of absence:
 - a. New Hires: considered compliant provided they have completed all mandatory requirements within (30) days of their start date.
 - b. Leaves of Absence: associates returning from leaves of absence after the assignment due date will have 7 days to complete the mandatory training.

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3. Associates who are non-compliant with Mandatory *Regulatory* Training requirements will be subject to corrective action as follows:
 - a. Non-exempt associates will be suspended without pay effective the day following the assignment due date. Associates will remain suspended until making arrangements to return to work to complete training. If not completed within 7 days, the associate will be terminated.
 - b. Exempt associates will be suspended without pay for a regularly scheduled work week. As an alternate to the week-long suspension, an exempt associate can choose to voluntarily take a personal day(s) to complete the training with supervisor approval.
 - c. Associates will receive a “needs improvement” or “did not meet” rating on that section of their evaluation.
4. Associates who are non-compliant with Mandatory *Non-Regulatory* Training will be subject to corrective action as follows:
 - a. Associates will receive a written corrective action.
 - i. Associates will be scheduled for makeup sessions, if available.
 - b. Associates who remain non-compliant will receive a corrective action in accordance with our practices and policies.
 - c. Associates will receive a “needs improvement” or “does not meet” rating on that section of their evaluation (same note as above).
5. The associate’s immediate supervisor is responsible for enforcement of this policy.
6. Policy exceptions require System Services service line VP and System Services VP Human Resources approval.

References:

- None

Other Related Policies:

- None

Supporting Documents:

- None

Monitoring:

System Services Human Resources will be responsible for auditing compliance through verification of completion of training and validating action taken for non-compliance.

Revision History:

Original Creation Date: 11/08/2016

Date(s) Revised:
