

OHSU Integrity Office Mandatory Education Policies and Procedures

Policy

This policy identifies the OHSU Integrity Office mandatory education guidelines for individuals associated with or who provide services for OHSU. It also describes oversight responsibilities for implementation of these guidelines.

All members of OHSU’s workforce (defined as employees, volunteers, students, trainees, and other persons under the direct control of OHSU, whether or not they are paid by OHSU) must complete the mandatory education as described in the table below.

Course	Required of	Frequency
Accounting of Disclosures	Anyone needing access to the system.	Once.
Dangerous Goods Shipping	Anyone shipping state or federally regulated substances.	Upon hire.
Fraud Awareness – Professional Compliance	Practitioners who can bill their own services to third party payers.	Upon hire.
General Safety & Laboratory Safety	Workforce members in the Research mission.	Upon hire.
HIPAA - Privacy and You	All workforce members.	Upon hire.
Hospital Compliance	All hospitals and clinics employees, except those providers who bill professional services.	Upon hire.
Integrity Education Booster	All workforce members.	Upon hire and every 18 months.
Information Security	All Information Technology Group employees.	Upon hire.
Respect at the University	All workforce members.	Upon hire.
Responsible Conduct of Research	Anyone involved in any aspect of research.	Upon hire.

Guidelines

Completion of each training by the required population (as indicated in the table above) is mandatory and in the case of the HIPAA and Respect at the University course, a prerequisite for obtaining an OHSU ID Badge. Workforce members who have not completed the mandatory education after 30 days are subject to corrective action.

Additional Considerations

Accessibility: All training is available online and accessible 24/7. With the exception of the Accounting of Disclosures training, all modules are located in the [Big Brain learning management system](#). New employees and students can access the online module at any time and do not need to have their network access or employee ID. There are [several locations around](#)



[campus](#) with available computers including the library and public safety building for individuals needing a workstation.

Reciprocity: The Integrity Office does not have a blanket reciprocity agreement with any other institution. The courses are un-equivocal and cannot be replaced by other methods. A reciprocal request for non-OHSU workforce members may be submitted to the Integrity Office at 503.494.8849 x2 or oieduc@ohsu.edu. Such requests will be reviewed by the Integrity Education Manager and must include access to the course for which reciprocity is requested. If all conditions are met, request will be sent to the course owner for final approval.

Exemptions: Supervisors may request a temporary exemption for workforce members that are on official leave from the University. Contact the Integrity Office at 503.494.8849 x2, oieduc@ohsu.edu.

ADA provisions: Individuals may request alternate accommodations due to visual, auditory, or other documented impairment. Appropriate arrangements can be made on a case by case basis. Contact the Integrity Office at 503.494.4489 x 2 or oieduc@ohsu.edu.

Alternate versions of education: The courses are un-equivocal and cannot be replaced by other methods (classroom, written, etc.) except in the situations indicated in this document.

Resources

[HC-ADM-PHR-P007, Education Requirements for Employees and Others](#)

[03_30_110, Mandatory Training](#)

[Privacy Education Policy](#)