



**STAFF TRAINING
ELEMENTS OF A COMPLIANCE PROGRAM**

FACILITY NAME: _____

PRESENTED BY: _____ **ON** _____

- The facility has an active compliance and ethics program that is applicable to all Associates which includes all owners, directors, officers, clinical staff, employees, independent contractors, consultants and others (including volunteers).
- The program is mandatory, and all Associates are **required** to report suspected non-compliance.
- The facility's compliance program consists of eight required elements:
 1. Designating a Compliance and Ethics Officer
 2. Establishing Policies and Procedures
 3. Providing education/training
 4. Establishing reporting mechanisms and protections of reporters such as enforcing non-intimidation and non-retaliation policies and whistleblower protections
 1. The facility has a Compliance and Ethics Hotline: 800-610-2544
 2. Calls to the Hotline can be anonymous and confidential
 5. Creating and enforcing disciplinary standards
 6. Conducting periodic internal audits as well as monitoring
 7. Responding to detected offenses
 8. Periodically reassessing the compliance and ethics program to evaluate its effectiveness and make any necessary adjustments.

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Please send in completed Sign-In Sheet to trainings@compliancecg.com