












2016 Corporate Mandatory Education Overview January 1, 2016

General

- Halogen will be open January 1st through December 31st, 2016.
- **2016 Mandatory Education must be completed by October 31, 2016.** November and December course are only available for new hires and remediation purposes.
- **Courses with a ✓ will be assigned** by Beaumont University and appear on the "Mandatories/Classes List" for each employee/employed physician.
- Employees will need to **enroll** for any *department-specific* courses, as well as any required *corporate* mandatory courses that do not appear on their "Mandatories/Classes List." It is the responsibility of management to inform staff of mandatory education requirements.
- All online corporate mandatory education is to be done on the appropriate Learning Management System.
 - **Employees, including employed physicians, residents and fellows** use the Beaumont Student Center (Halogen) to complete corporate mandatories.
 - **Non-employees (students and contract)** use the *IT Training Center* to complete corporate mandatories.
- **Instructions** for how to access and complete mandatories are found on the Beaumont University home page and at the end of this document.
- A score of 80% is required to pass the quiz portion of the module.
- Instructions related to how to use the Beaumont Student Center (including running reports, assigning courses, etc.) can be found on Inside Beaumont > Education > Beaumont University or by clicking [here](#).
- Please call or email:
Patty Darga, 248-273-6433, for questions about corporate mandatories and online education.
Esvin Alpirez Mateo, 248-273-6306, for technical issues related to Student Center.
Beaumont University, 248-273-6300 for other questions related to Student Center.

Annual Corporate Mandatory Education

| Course Code | Course Title | | New Hire Employee | Existing Employee |
|-------------|---|---|-------------------|-------------------|
| MND1601 | Information Privacy and Security Compliance |  | ✓ | ✓ |
| MND1602 | Corporate Compliance |  | ✓ | ✓ |
| MND1603 | Fire & Life Safety |  | ✓ | ✓ |
| MND1604 | Emergency Operations Plan |  | ✓ | ✓ |
| MND1605 | Standard Precautions |  | ✓ | ✓ |
| MND1606 | Transmission Precautions |  | ✓ | ✓ |
| MND1607 | Providing Culturally Competent Care |  | ✓ | ✓ |
| MND1608 | Hazard Communication |  | ✓ | |
| MND1609 | Domestic Violence and Abuse |  | ✓ | |
| CUL16003 | Safe Choices No Small Consequence |  | ✓ | |
| CUL16004 | Just Culture Annie's Story |  | ✓ | |



Locked – No Option to Self-Enroll



Automatically Assigned

Other corporate mandatory education for special groups:**Blood Product Administration**

- **Blood Product Administration: Licensed Staff** (MND1653): Annual requirement for nurses and others who may be identified as transfusionists for administration of blood products, and for Blood Bank med techs
- **Blood Product Administration: Troy Unlicensed Staff** (MND1654): Annual requirement for NAs, NTs and others who may be involved with transfusions at Troy
- **Blood Product Administration: Grosse Pointe/Royal Oak Unlicensed Staff** (MND1655): Annual requirement for NAs, NTs and others who may be involved with transfusions at Grosse Pointe or Royal Oak

Formaldehyde Safety (MND1646):

- Annual requirement for staff that are exposed to formaldehyde at, or above, 0.1ppm. This group includes anyone who puts specimens in formalin (various staff in OR, EC, Labs, Endo, L & D, physician offices, clinics, etc.), or who may deliver or handle containers of formalin/formaldehyde and/or would be involved with the clean up of spills (various staff in Security, Safety, Materials Management, etc.)

Fund Steward Mandatory (PHIL1600) is required of all Fund Stewards.**Just Culture for Health Care Managers** (CUL16002) is required of all new managers and new physician leaders. This activity is approved for *AMA PRA Category 1 Credits™*.

Organ and Tissue Donation (MND1626): Annual requirement for all nurses in adult intensive care units, PICU and ER.

OUWB School of Medicine Faculty are required to complete the following courses:

- ***FERPA for Faculty and Staff (OU16000)**
- ***Standards of Conduct: Teacher Learner Relationship (OU16001)**
- ***Clinical Clerkships (OU16002)**

TMS

- **TMS and Nursing: Partners in Care (MND1622):** Annual requirement for all TMS staff and *nurses* who work with TMS.
- **TMS Skin Prep and Electrode Placement (MND1621):** Annual requirement for all TMS staff and nursing staff (nurses, NAs, nurse techs, etc.) who work with TMS.

Radiation Safety in Nursing Units (MND1614): Annual requirement for nurses who care for inpatients treated with therapeutic quantities of radioactive materials.

Restraint is an annual requirement for select groups that also requires a return demonstration done in the department.

- **Restraint for RN (MND1656)**
- **Restraint for Psych RN (MND1657)**
- **Restraint for NA (MND1658)**

MRI Safety (MND1625): Annual requirement for personnel who may enter the MRI room. May include select staff in such areas as MRI, Respiratory Care, Environmental Services and nursing.

Moderate Sedation series (NSG16016, 16017, 16018): Required upon hire and minimally every two years for RNs in areas using procedural/conscious sedation.