

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

BCOM Student Compliance Trainings		SOP #: SA.005.02
Effective Date	02.01.2018	
Last Revision/Review	05.06.2024	

1. Purpose

To outline and define the processes by which Burrell Annual Compliance Trainings are assigned to the student body

2. Related Policy/Authority

Include a link to the organization's authority (its policy and/or federal citation).

3. Faculty/Staff Responsibilities

The Office of Student Affairs

4. Definitions/Abbreviations

ICR-Introduction to Clinical Rotations

5. Procedural Steps

The Office of Student Affairs will assign yearly compliance trainings to all enrolled Burrell students at the beginning of each academic year. The Office of Student Affairs will utilize SafeColleges software to launch the required trainings for enrolled students. All enrolled students will have 30 days to complete the trainings. The Office of Student Affairs maintains student completion certificates in the SafeColleges online portal.

Current trainings include:

- Title IX Rights and Protections
- Sexual Violence Awareness (Campus Save Act)
- Alcohol Awareness for Students
- Drug Awareness and Abuse
- Cybersecurity Overview for Students
- Discrimination Awareness in the Workplace
- FERPA: Confidentiality of Records
- Hazard Communication: right to Understand (GHS)
- Health Insurance Portability and Accountability Act
- Bloodborne Pathogen Exposure Prevention
- Campus Fire Safety
- Electrical Safety
- Infection Control and Prevention

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- Personal Protective Equipment (PPE)
- Student Handbook and Course Catalog

SafeColleges Implementation Process:

1. Send Student Data. To get the yearly trainings set up, Safe Colleges need five pieces of information:
 1. Student Names
 2. Student Type (OMS Year)
 3. School name
 4. Usernames (Student IDs)
 5. Email addresses to use the "Email Notification" feature to inform users of assignments and give automatic reminders.

To access a "Data Load Template" that will help facilitate the process, log into the SafeColleges Training site; click on the "Help" tab, then on "Resources."

2. Assign Courses

Once the SafeColleges Training site is populated, courses can be assigned by using "Training Planner" to outline the training schedule. To access the "Training Planner," click on the "Help" tab, then on "Resources."

To assign based on Groups: In the "Administrative Area", go to the "Group Training Plan" tab and click on the green plus sign to begin.

3. Activate Email Notification

- a. To use the "Email Notification" feature, go to the "Administrative Area" and click the "Preferences" tab. Click on the "Activate Auto-Email" button and your staff and students will automatically receive an email alerting them of their assignments.

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Approved by

Department Head of Student Affairs

05.06.2024

Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
05.12.2023	5	Updated procedural steps for student certificate storage		05.12.2023
05.12.2023	5	Updated course names and removed Coronavirus training due to discontinuance of SafeCollege Module carrying the training.		05.12.2023