

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>BCOM Student Compliance Trainings</b>		<b>SOP #: SA.005.01</b>
Effective Date	02/01/2018	
Last Revision/Review	12/01/21	

### **1. Purpose**

Define the process in 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**

OMS-Osteopathic Medical Student

ICR-Introduction to Clinical Rotations

### **5. Procedural Steps**

The Office of Student Affairs will assign yearly compliance trainings to all enrolled OMS 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 will provide student completion certificates to the BCOM Compliance Officer for storage.

Current trainings include:

- Title IX, VAWA, Clery training for Graduate students (do you have undergraduate students?)
- Alcohol Abuse Prevention
- Drug Prevention
- Computer Security Awareness
- FERPA
- Hazard Communication Standard
- Health Insurance Portability and Accountability Act
- Bloodborne Pathogen Exposure Prevention
- Campus Fire Safety
- Coronavirus
- Electrical Safety
- Infection Control and Prevention
- Personal Protective Equipment

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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**

Signature on File

Executive Director of Student Affairs

12/01/21

Date

### **9. Distribution List**

Internal/External

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			