

Policy 1010 Training Management System

Responsible Office	Provost	Effective Date	9/1/06
Responsible Official	Deputy Provost for Bio Medical Sciences	Last Revision	8/16/06

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Scope

This policy sets forth mandatory training requirements and is applicable to all University employees and Postdoctoral Fellows (PDFs). In some instances individuals in the department may not be identified as employees (i.e. consultants, temporary staff and visiting faculty) but if their work at the University necessitates training, they must complete those training requirements as specified by this policy and [Training Requirements Assessment](#).

Policy Statement

The University must comply with federal and state mandated regulatory requirements with respect to training of employees and PDFs working in specific fields. This policy sets forth the manner in which training assessment and training requirements are identified, administered and recorded.

Reason for the Policy

The Training Management System (TMS) is designed to assist employees and PDFs with identifying workplace and laboratory training requirements including the appropriate forms submission (e.g., conflict of interest, medical surveillance) through the use of the Training Requirements Assessment module.

The Policy enables the University to be in compliance with federal, state and other regulatory agencies and track training completion and form submission through the use of an online system for employees and PDF's.

Policy Sections

This policy outlines the assessment and training requirements for employees with or without internet access. For those with internet access, the [Training and Certification Website](#) will offer more detailed information about training and form submission requirements (or how to complete training modules not yet taken).

All employees without access to the internet as part of their job at the university will be asked to participate annually in a paper based assessment. These will be distributed to the individuals in any of the following ways:

- via Human Resources to supervisors;
- business managers and compliance officers;
- TMS team

1010.1 Training Requirements Assessment

The [Training Requirements Assessment](#) is an online survey designed to assist University employees and PDFs to identify federal and state regulatory training mandates and also University training and form submission requirements.

All University employees and PDFs must complete the Training Requirements Assessment annually as follows:

- All incoming University employees and PDFs must complete the assessment within 30 days of their employment start date.
- Existing employees and PDFs should complete the assessment within 30 days of receiving notice to do so.

However, in the event work responsibilities change or if new regulations or requirements take effect within the one-year time frame, faculty and staff may be asked to retake the assessment and complete additional training. The employee would be automatically notified via e-mail and referred to the web site.

1010.2 Training Courses

Training course material will be developed and administered by the various process owners. Training requirements identified through the assessment questionnaire should be completed either within 90 days of assessment identification or sooner if the training/form submission is a prerequisite to engaging in specific types of work or laboratory activities. All training requiring periodic updating should be completed by the dates identified on the [Training and Certification Website](#).

1010.3 Non Employees

Non-employees such as consultants, temporary staff and visiting faculty may be asked to complete the Training Requirements Assessment and/or any regulatory training that may be required as a result of their work at the University. The assessment and/or training must be completed within the timeframe specified by the relevant department at the University and retaken as required.

1010.4 TMS Project Manager

The TMS Project Manager serves as a central point of contact for all communications related to the Training Management System. In addition, the TMS Project Manager will manage and oversee all enhancements to TMS.

1010.5 Leadership Team

The Leadership Team will be composed of senior administrators of the University. They will meet on a quarterly basis and provide support for the strategic direction of TMS and recommend revisions to the TMS Policy.

Situations/Exceptions

Unusual circumstances may require limited exceptions to this policy and must be submitted to tmsadm@yale.edu.

Contacts

Subject	Contact	Phone
Technical Support	TMS Project Manager	432-5660 or tmsadm@yale.edu
Training Requirements	Process Owner	www.yale.edu/training

Roles and Responsibilities

Employee/PDF

The Employee/PDF is responsible for taking the online training requirement assessment survey, registering and completing the courses identified by the survey on the TMS website.

Business Manager

The Business Manager is responsible for ensuring that employees within the department and non-employees complete the training requirement assessment via the TMS website and if applicable, any training requirements. There may be instances in which individuals in the department not identified as employees (i.e. "Consultants," "Associates") must complete certain training requirements as specified by TMS process owners. In these situations, business managers are responsible for ensuring training requirements are met for these individuals.

TMS Project Manager

The TMS Project Manager is responsible for managing the University TMS database, website, and online Training Requirements Assessment. The TMS Project Manager assists with completion of federal, state, and University-mandated training requirements and also manages the strategic direction of TMS.

Process Owner

The Process owner is responsible for managing training requirements and course information in the TMS database and website.

Leadership Team

The Leadership Team is responsible for providing direction and support to process owners and business managers in addressing non-compliance and in identifying sanctions for non-compliance. Their responsibility also includes approval of changes in business processes with regard to assessment and requirement completion.

Revision History

New Policy.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
