

## ORGANIZATION POLICY

POLICY TITLE: COMPLIANCE TRAINING AND EDUCATION

POLICY NUMBER: 1203

It is the policy of the Onslow County Hospital Authority (OCHA) to require all employees to attend mandatory compliance education presented during initial orientation and annually as a part of their mandatory education. OCHA recognizes that education and training is critical to an effective compliance program. Compliance education allows staff to be aware of laws and regulations relating to corporate/professional ethics and good business practices.

### PROCEDURE: TRAINING AND EDUCATION

Compliance is a commitment by Onslow County Hospital Authority to abide by all applicable laws and regulations, corporate/professional ethics and good business practices. Onslow County Hospital Authority recognizes that education and training is critical to an effective compliance program.

A) Mandatory Education

All employees are required to attend compliance education and training as a condition of continued employment. No employee is exempt from this training. Initial compliance education must be given within 30 days of hire. Annually, an employee must attend compliance education and training (See HR Policy 505).

B) Training Format

Compliance training will take into consideration the education level and language barriers presented by employees. The education and training program will be designed to provide effective communication with the target audience.

Compliance education may be given via video/tapes, live lecturer, or written materials. The hospital-wide education and training program will be provided by the education department, which will provide education on at least the following core compliance components:

1. Review of OMH Compliance Program
2. Fraud and Abuse Prevention
3. Duty to Comply with Laws and Regulations
4. Duty to Report Misconduct

- C) Tracking Education/Training  
It is the employee's responsibility to monitor and update their education records demonstrating attendance at compliance education and training. Education tracking logs shall be maintained within each Hospital department. Department directors/supervisors shall use the tracking log attached to this policy to ascertain whether education requirements have been met and will include such information in the employee's performance evaluation. Department directors/supervisors will also review Net Learning transcripts as may be appropriate.
- D) Disciplinary Procedures  
Attendance at compliance education and training must also be monitored by department directors/supervisors and any failure to obtain the necessary education and training should be reported to the Human Resources Department since attendance is required for continued employment. Employees with insufficient compliance training may be subject to disciplinary procedures in accordance with Hospital policy.
- E) Questions  
If you have any questions regarding the procedure for compliance education and training, please contact either the Education Department or the Compliance Officer.

EFFECTIVE DATE: September 1, 2000

REVIEW DATE: January 2012, January 2015

REVISION DATE: November 2004, October 2008, January 2017

DEPARTMENTS PRIMARILY  
AFFECTED: ALL DEPARTMENTS AND MEDICAL STAFF

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