

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4544-18

CATEGORY: Human Resources

CONTENT: Computer-Based/On-Line Training

EFFECTIVE DATE: December 22, 2004

REVIEWED & REVISED: February 15, 2008

REVIEWED: July 15, 2009

REVIEWED: October 20, 2010

REVIEWED: October 19, 2011

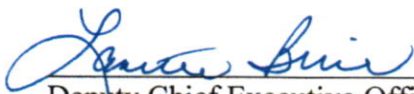
REVIEWED: April 10, 2014

REVIEWED: March 18, 2015


REVIEWED: March 20, 2017

REVIEWED: December 18, 2018

INQUIRIES TO: Human Resources Administration
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Deputy Chief Executive Officer
LSU Health Care Services Division



Date



Director of Human Resources
LSU Health Care Services Division



Date

LSU HEALTH CARE SERVICES DIVISION (HCSD)
COMPUTER –BASED / ON-LINE TRAINING
POLICY AND PROCEDURES

I. PURPOSE

Use of an effective distance learning modality to provide job related educational programs and skills training to all employees

II. GOALS

- A. Improve job performance, productivity, and satisfaction.
- B. Increase access to learning opportunities (on-line education is available 24/7).
- C. Support distance learning, and the importance of computer access and literacy in our healthcare environment.
- D. Reduce the time employees have to leave their work site to attend a class.
- E. Access, track, and report compliance with mandatory training

III. APPLICABILITY

This policy shall be applicable to all classified and unclassified employees at the HCSD Administrative Office (HCSDA) and Lallie Kemp Regional Medical Center (LAKMC) and all employees who have a contractual employment agreement with these agencies. LAKMC may issue internal policy and/or procedure as applicable or required.

IV. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and date of signature of the HCSD Deputy CEO.

V. RESPONSIBILITIES

- A. HSCD CEO/Human Resource Administrator/ Hospital Administrator Responsibility
 - 1. Ensuring implementation and compliance with this policy for all employees within their jurisdiction.
- B. Human Resources Management Responsibilities
 - 1. Identifying and notifying the employees impacted by this policy.
 - 2. Acquiring sufficient numbers of computers and making computer access available to all employees
 - 3. Collaborating with I.T. to ensure that all employees have access to receive e-mails, and login to computer-based programs

C. Performance Rating Supervisor Responsibilities

1. Ensuring that employees are granted reasonable periods of time to obtain the required training.
2. Monitoring employees using the Internet to assure that the use is work related.
3. Assisting employee with instructions on use of the on-line training programs.

D. Training Director/CPTP Coordinator Responsibilities

1. Notifying employees which courses have an available on-line training option.
2. Providing instructions on access and use of the on-line training programs.
3. Working with department supervisors to identify on-line programs that meet employee/patient/department needs.
4. Tracking compliance and providing report to supervisors and hospital administrators.

E. Employee Responsibilities

1. Completing all assigned on-line training courses within the time frames allowed.
2. Complying with HCSD Internet Policy #4512 when accessing the Internet for on-line training courses.
3. Communicating self assessed learning needs to direct supervisors or his agency's Training Director.

VI. GUIDELINES

- A. Courses may be taken while the employee is on duty; collaboration among employees and supervisors is required in order to ensure that staffing is not compromised while employees are completing on-line courses.
- B. Employees completing online courses when not on duty and/or outside of the workplace shall not be eligible for overtime compensation.
- C. The HCSD has subscribed to MC Strategies Web-in-service and Mosby Skills (Elsevier productions) as their sole source for E-learning training to provide comprehensive online training for HCSD employees. Over 5,000 lessons relevant to employees across all job titles are currently available, all of which were developed by and are continually updated by content experts.

Benefits:

- Ongoing state of the art and science educational programs

- CE's available for many disciplines
- Available 24/7
- Reduces time staff has to be away from work station, and travel expenses
- Registers learners in the PeopleSoft database & tracks online education
- Provides a system to develop education paths for competencies
- Meets increased demand for staff for self-directed online training
- Enhances consistency in staff training and therefore greater safety
- Automates Classroom/Events enrollment, rosters, and completion records
- Provides mandated curricula such as NIMS
- Promotes staff development and job satisfaction

VIII. EXCEPTION

Any exception to this policy must be approved by the HCSD Deputy CEO. Requests for exception shall be submitted to the HCSD Human Resources Administration for review and forwarding to the Deputy CEO.