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
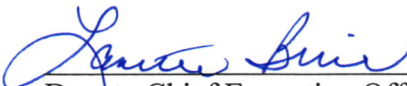REVIEWED: April 10, 2014
REVIEWED: March 18, 2015
REVIEWED: March 20, 2017
REVIEWED: December 18, 2018

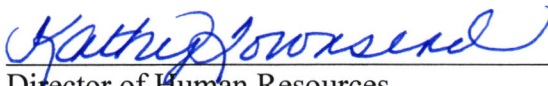INQUIRIES TO: Human Resources Administration
                       LSU Health Care Services Division
                       Post Office Box 91308
                       Baton Rouge, LA 70821-1308
                       Telephone: 225-354-4851   Fax: 225-354-4851

_____   12/26/18
Deputy Chief Executive Officer   Date
LSU Health Care Services Division

_____   12/18/18
Director of Human Resources   Date
LSU Health Care Services Division

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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 applies to all classified and unclassified employees within all medical centers of the HCSD, and all employees who have a contractual employment agreement with HCSD.

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-inservice 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.