

Title:	Learning Management System	Effective Date:	06/01/2011
Author:	Paul Anderson	Last Review Date:	06/23/2021
Location:	All Locations	Last Revision Date:	06/23/2021
Functional Area:	Human Resources		

POLICY

A core value of Liberty Healthcare Corporation and affiliated entities (Liberty) is to hire and retain the highest quality staff. To ensure Liberty maintains this level of quality, staff training and professional development is completed utilizing a web-based Learning Management System, Liberty Learning Management System (hereinafter "LMS") from Relias Learning. The LMS is the official and only electronic training and staff development record for Liberty staff. It is to be used:

- To provide or track staff trainings, both required and voluntary, all other trainings, education and development activities.
- As an online resource for education and training courses for location or staff-specific needs, including professional licensing CEU requirements.
- To develop online training content for specific location and staff needs.

PROCEDURE

Staff Enrollment in LMS

1. Each Liberty program is allocated a certain number of slots in the LMS system, based on the number of FTEs at that location. A master list of locations, allocated slots, and cost allocations to each cost center is maintained in the corporate office.
2. New hires are activated in the LMS through an automatic weekly upload from the HR system. If new staff are provided by an outside vendor and are not actual Liberty employees or subcontractors (and therefore not in HR system), the program director or designated LMS supervisor is responsible for creating a user record in the LMS for that staff. Deactivation in the LMS for terminated staff occurs through the same processes.
3. An LMS supervisor will be assigned in the system to each location with a full-time onsite director. This supervisor will be able to assign curriculum, track courses, and generate reports. If there is no onsite supervisor designated for a location, the Corporate LMS Administrator or designee will act as supervisor for the purpose of assigning curriculum, tracking courses, and generating reports. The LMS supervisor or Corporate LMS Administrator has the responsibility to send notices to new staff explaining the LMS and giving instructions to access the system.
4. Staff is given access to the LMS via a password secured log in. Mandatory training and other requirements are listed with specific due dates on the staff's home page in the LMS.

Liberty Mandatory Training

Liberty Mandatory Training Requirements

1. Liberty requires training for all newly hired staff. All new staff are assigned the following courses, to be completed within thirty (30) days of their start date:
 - Corporate Compliance Training
 - Liberty HIPAA Training – Initial Overview
 - Liberty HIPAA Annual Topical Focus
 - Cultural Competence

- Patient Rights
 - Sexual Harassment
 - Infection Control
 - Liberty Standard Operating Procedures (SOPs), an Introduction
 - LHC – Creating a High-Performance Culture
 - Liberty SOPs – An Introduction
 - TG Shield – Security Awareness Essentials
 - Liberty Active Shooter Training
5. The following courses are required annually of all Liberty staff:
 - Corporate Compliance Training
 - Liberty’s HIPAA Annual Topical Focus
 - Sexual Harassment Refresher
 - Liberty SOPs Updates
 - TG Shield – Security Awareness Essentials
 - Liberty Active Shooter Training
 - Cultural Awareness (specific course to be determined annually)
 6. The following courses are required on hire by staff except for staff working for outside vendors and subcontractors:
 - Liberty Performance Management
 - Liberty Workers Compensation Training
 7. The following course is required by all Liberty staff upon hire and then only upon updating of content:
 - Joint Commission Patient Safety Goals
 8. On occasion, a course may be added to Liberty new hire and annual training requirements due to current situational needs. Such a course will be retained until determined to be no longer needed. An example is:
 - Liberty COVID 19 Response
 9. The following course is assigned to staff working for outside vendors
 - Introduction and Orientation to Liberty Healthcare Corporation

LMS Access Status for Mandatory Training

1. All Liberty staff have access to the LMS through their user logon and can access and take courses directly online.
2. Abbreviated Liberty Required Training through “Read and Sign” Documents
 - In certain circumstances, a vice president of operations may grant an exception to specific staff from requiring Liberty mandatory trainings to be taken online in the LMS.
 - Staff who have been granted this exception will receive course content documents of required courses for review, signature and return. These documents as well as instructions for their completion and return will be sent to those designated staff by the Corporate LMS Administrator at time of hire.
 - Upon receipt of the completed documents, the Corporate LMS Administrator or designee will track completion of these courses in Relias.

Compliance in Mandatory Training

1. All mandatory training is expected to be completed on or before the due date indicated in the LMS and should be done during staff’s scheduled hours. Non-exempt (hourly) employees must obtain prior written approval from their supervisor if training time will require overtime pay. Exempt employees and subcontractors may complete the training outside their regularly scheduled hours at their discretion but will not receive any additional compensation or time off.
2. Timely completion of mandatory training will be part of staff’s performance evaluation. Staff will not be eligible for raises, promotions, or other additional compensation until all required training is completed. Completion of required training does not guarantee raises, promotion, or other additional compensation.

3. Designated corporate and program staff receive weekly email notifications from LMS that identifies learners with courses that are soon due or are overdue.

Other Uses of LMS in Staff Training and Development

1. Staff trainings, education or development activities required by contract and not provided online are to be tracked in the LMS using Requirement Tracker courses.
2. Managers are encouraged to develop training curriculum for specific locations or job functions.
3. Managers are encouraged to create their own training courses in the LMS when comparable courses aren't available.
4. Managers are encouraged to assign staff to applicable courses to develop or improve job skills.
5. Staff are encouraged to take electives and fulfill continuing education requirements available on the LMS.

Training and Support for LMS Users

1. Initial introduction and training in the LMS are provided during the onboarding process of new hires by HR staff in collaboration with corporate and program managers.
2. Vendor staff are introduced and trained by a designated onsite LMS supervisor.
3. Staff participating in the abbreviated training process for Liberty required trainings (using Read and Sign documents for the course topics) are introduced to the abbreviated training requirements and process for completing and returning the course documents by the designated Corporate LMS Supervisor.
4. Technical support for LMS users provided by Corporate LMS administrator.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	06/01/2020	Paul Anderson	Policy Created
#2	09/24/2020	Paul Anderson	Reviewed with the following changes: Renaming the policy to Learning Management System, revision of courses required.
#3	06/23/2021	Paul Anderson	Reviewed, a few changes were made