

### Mandatory Education Requirement

- All clinical faculty and nursing students must complete IU Health’s required educational topics when participating onsite in a clinical experience at any IU Health facility.
- Students and faculty are responsible for documenting completed education using the mandatory education tracking form.


Mandatory Education Frequency	
Initial	Mandatory education must be completed <b>prior to</b> the first IU Health clinical experience.
Annual	Mandatory education must be completed annually. The renewal timeframe is <b>August 1-September 1</b> of each calendar year.

Education Tracking Form Retention	
Completed Form	After completion, submit the education tracking form to your <b>academic institution for retention.</b>
Form Requests	If requested by IU Health or an accreditation agency, the form must be provided <b>within 24 hours.</b>

**Current IU Health Team Members**

- If you are a current IU Health team member, the following topics are already required for your role. Therefore, you **do not** need to complete them again as a nursing student or clinical faculty.
- Please check the box and sign/date this document at the bottom of the page.

*I am a current IUH team member*

 <b>IU Health Mandatory Education Modules</b> <b>Need Access?</b> Click the link below to access the IU Health Website <a href="#">Student &amp; Faculty Mandatories</a>	Education Completed Place <input checked="" type="checkbox"/> in column once IU Health module has been completed	Completion Date
<b>Compliance (5-7 min)</b> <b>Module Overview:</b> This course covers why compliance is important for all, accessing policies, fraud, waste, and abuse, conflict of interest, excluded individuals, billing compliance and documentation, deficit reduction act of 2005, gratuities, kickbacks, and self-referrals, reporting compliance related concerns, retaliation and retribution.	<input type="checkbox"/>	
<b>Environment of Care (15-20 min)</b> <b>Module Overview:</b> This course covers information on reporting work-related injuries to leadership within 24 hrs., following safety rules for fire extinguishers, dangerous materials, and waste; how to call for help if there is danger at work and know what to do if there is violence or if someone has a gun; how to report if someone hurts or touched you or someone else in a way that make you uncomfortable; and IU Health rules for emergencies.	<input type="checkbox"/>	
<b>Health Insurance Portability and Accountability Act (HIPAA) (8-10 min)</b> <b>Module Overview:</b> This course covers types of Patient Health Information (PHI), Protecting PHI, Accessing PHI, Sharing PHI, Reporting HIPAA violations.	<input type="checkbox"/>	
<b>Infection Prevention (7-10 min)</b> <b>Module Overview:</b> This course covers healthcare acquired infections, how germs spread, key practices, hand hygiene, other aspects of hand hygiene, PPE, bloodborne pathogens, screening patients, daily bathing, antibiotic best practices, environmental cleaning, and HAI harm events.	<input type="checkbox"/>	
<b>Information Security HIPAA (12-14 min)</b> <b>Module Overview:</b> This course covers how to protect yourself and IU Health from cyber security threats like phishing e-mails. Outlines acceptable uses of accessing patient information in the electronic medical record or other systems. Reviews security measures for desktops, mobile devices, IU Health systems, and the internet including social media.	<input type="checkbox"/>	

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Name & Program: \_\_\_\_\_