

**SAMPLE COMPLIANCE EDUCATION AND AWARENESS PLAN (as of )**

FORMAL EDUCATION/TRAINING PROGRAMS							
Education/Training Topic	Description	Method(s)	Frequency	Status Update/Comments	Weight	% complete	Points Earned
<b>2019 New employee/annual Privacy In-Service</b>	Annual in-service covering the basics of privacy and information security.	E-learning platform (estimated time- 15 minutes)	Required upon hire/appointment and annually thereafter. Will be sunset on 12/31/19.				
<b>2019 New employee/annual IS In-Service</b>	Annual in-service covering the basics of privacy and information security.	E-learning platform (estimated time- 15 minutes)	Required upon hire/appointment and annually thereafter. Will be sunset on 12/31/19.				
<b>2019 New employee/annual OIC In-Service</b>	Annual in-service covering the basics of the OIC program and learning examples.	E-learning platform (estimated time- 25 minutes)	Required upon hire/appointment and annually thereafter. Will start 1/1/20.				
<b>2020 New employee/annual Privacy In-Service</b>	Annual in-service covering the basics of privacy and information security.	E-learning platform (estimated time- 15 minutes)	Required upon hire/appointment and annually thereafter. Will start 1/1/20.				
<b>2020 New employee/annual IS In-Service</b>	Annual in-service covering the basics of privacy and information security.	E-learning platform (estimated time- 15 minutes)	Required upon hire/appointment and annually thereafter. Will start 1/1/20.				
<b>2020 New employee/annual OIC In-Service</b>	Annual in-service covering the basics of the OIC program and learning examples.	E-learning platform (estimated time- 25 minutes)	Required upon hire/appointment and annually thereafter. Will be sunset on 12/31/19.				
<b>Access &amp; Confidentiality Agreement</b>	Review and acknowledgement of the Access & Confidentiality Agreement.	E-learning platform (estimated time- 5 minutes) or paper	Required for employees, members of the medical staff and those who have access to e-PHI upon hire/appointment and annually thereafter.				

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Education/Training Topic	Description	Method(s)	Frequency	Status Update/Comments	Weight	% complete	Points Earned
<b>Code of Excellence</b>	Review and acknowledgement of receiving the Code of Excellence.	E-learning platform (estimated time- 15 minutes); via COI platform (Board members); via contract, vendor credentialing process or <a href="https://www.carilionclinic.org/about/code-of-excellence/for-vendors">https://www.carilionclinic.org/about/code-of-excellence/for-vendors</a> , contracts for contractors/vendors; and/or hard copy.	Required upon joining in role and annually thereafter.				
<b>Compliance Hot Topics- Employees</b>	Periodic review of compliance hot topics for the general employee population.	At employee meetings, email and/or employee e-newsletter	Periodically as opportunities and needs are identified.				
<b>Compliance Hot Topics- Evolent Team</b>	Periodic review of compliance hot topics and NGACO's policies for the Evolent team.	Varies depending on topic.	Periodically as opportunities and needs are identified.				
<b>Compliance Hot Topics- Management</b>	Periodic review of compliance hot topics for management.	At management meetings, email and/or management-newsletter	Periodically as opportunities and needs are identified.				
<b>Compliance Hot Topics- Medical Staff</b>	Periodic review of compliance hot topics for the medical staff population.	Via medical staff mailings.	Periodically as opportunities and needs are identified.				
<b>Compliance Hot Topics- Residents</b>	Periodic review of compliance hot topics for the residents/fellow population.	Varies depending on topic.	Periodically as opportunities and needs are identified.				
<b>Contractor/Vendor Information Packet</b>	Receipt and acknowledgement of key policies including privacy and the Integrity Help Line.	Varies depending on location.	Required upon start of appointment and annually thereafter through vendor				
<b>Annual Local/Parent Board Update</b>	Review of OIC program and current hot topics.	In-person and materials.	Annually				
<b>Board Compliance Committee hot topics</b>	Review of hot compliance topics.	In-person and materials.	Semi-annual and more often as needed.				
<b>Board member OIC Orientation</b>	Overview of OIC Program.	Written materials.	Upon appointment.				