

## VUMC Annual Requirements for Staff (2009-2010)

You may need other training that is not listed here, and you must complete requirements **before your performance review in Spring 2010**.  
Ask your supervisor if you are not sure which requirements you need.

Required for	Topic	How Provided & When Available
All Staff	Universal Safety - Fire Safety - Emergency Preparedness - Hazard Communication - Personal Safety - Accident & Injury Prevention - Back Safety	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training <a href="http://www.safety.vanderbilt.edu/training/vandysafe_profile_vumcstaff.htm">www.safety.vanderbilt.edu/training/vandysafe_profile_vumcstaff.htm</a> , 7/20/09 - 6/30/10 or <b>ONE DAY ONLY at Safety Fair LIVE</b> - The Learning Center - Sept. 28; 7 am - 6 pm
	Influenza and Influenza Vaccine Training	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> 9/3/09 – 11/1/09
	Pandemic Education <b>NEW</b>	
	Standards of Conduct Training VUMC and Confidentiality Agreement: 2008-2009	<b>Webinservice</b> <a href="http://www.webinservice.com/vanderbilt">www.webinservice.com/vanderbilt</a>
	Privacy and Security (HIPAA): 2008-2009	
	Conflict of Interest	<b>Conflicts Disclosure System</b> <a href="https://webapp.mis.vanderbilt.edu/coi/Tutorial">https://webapp.mis.vanderbilt.edu/coi/Tutorial</a> : <a href="http://finweb.mc.vanderbilt.edu/Support/Training/CDS_Discloser_demo/CDS_Discloser_demo.htm">http://finweb.mc.vanderbilt.edu/Support/Training/CDS_Discloser_demo/CDS_Discloser_demo.htm</a>
TB Skin Test (if required for your department)	<b>Safety Fair LIVE</b> – Sept. 25, 28, 29; 7 am - 6 pm Learning Center <a href="http://www.mc.vanderbilt.edu/thelearningcenter">http://www.mc.vanderbilt.edu/thelearningcenter</a>	
Staff with Patient or Blood & Body Fluid Contact	Patient or Blood & Body Fluid Contact - Bloodborne Pathogens - Infection Control - Hand Hygiene - Tuberculosis Precautions - Smooth Moves Healthcare Ergonomics	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10 or <b>ONE DAY ONLY at Safety Fair LIVE</b> - The Learning Center - Sept. 28; 7 am - 6 pm
	Recognition of Patient Abuse & Neglect <b>NEW</b>	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a>
Staff who work in Clinical or Research Laboratories	Laboratory Safety - Using Human Materials in the Lab - Chemical & Physical Safety in the Lab - Hazardous Waste Training for Labs - Laboratory Ergonomics	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10
Staff who provide Clinical Emergency Response	RRT, Mock Code, Advanced Airway, Defibrillation (requirements <a href="http://www.vanderbillearningcenter.org/?id=290">http://www.vanderbillearningcenter.org/?id=290</a> )	<b>Safety Fair LIVE</b> – Sept. 25, 28, 29; 7 am - 6 pm Learning Center
Staff who provide Point of Care Testing	Point of Care Testing	<b>Safety Fair LIVE</b> – Sept. 25, 28, 29; 7 am - 6 pm Learning Center <b>Print pretests</b> ( <a href="http://www.mc.vanderbilt.edu/root/vumc.php?site=The%20Learning%20Center&amp;doc=23455">http://www.mc.vanderbilt.edu/root/vumc.php?site=The%20Learning%20Center&amp;doc=23455</a> ), complete them, and <b>bring them with you</b> to Safety Fair LIVE.
Staff who care for Patients on Airborne Precautions	Annual N-95 Respirator Fit-Testing & Training	VEHS Respirator Fit-Testing Program <b>Fit-testing is NOT available during Safety Fair Live.</b> See schedule <a href="http://www.safety.vanderbilt.edu/resources/hcs_respirator.htm">http://www.safety.vanderbilt.edu/resources/hcs_respirator.htm</a> .
Staff who prepare patients for MRI Scans	Magnetic Resonance Imaging (MRI) Safety	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10
Staff who use Cidex, Wavicide, Rapicide or Cidex OPA	High Level Disinfection (Cidex, Wavicide or Rapicide - products that contain glutaraldehyde)	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10
	High Level Disinfection (Cidex OPA)	
Staff who work with Ionizing Radiation	X-Ray Safety annual training	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10
	Radioactive Material annual training	
	Caring for Radiation Therapy Patients (for staff who take care of patients undergoing treatment with radioactive materials)	
	Accelerator Operator annual training	<b>VandySafe</b> - Supervisors, please send a message to <a href="mailto:vandysafe@vanderbilt.edu">vandysafe@vanderbilt.edu</a> to request this training for your staff. <b>Not available through VandySafe Profile.</b>
Staff who insert, access, help maintain, and/or remove a patient's Central Venous Catheter (CVC)	Infection Prevention: Central Venous Catheters (CVC) <b>NEW</b>	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 7/20/09 - 6/30/10
Staff who perform or assist with clinical procedures that use lasers	Laser Safety in Clinical Settings <b>NEW</b>	<b>VandySafe</b> <a href="http://www.vandysafe.com">www.vandysafe.com</a> Complete <b>VandySafe Profile</b> to get this training. 11/16/09 - 6/30/10
Staff who initiate, monitor and/or remove a restraint OR any staff providing direct care for a patient in a restraint.	Restraint Competency <b>NEW</b> <a href="http://www.mc.vanderbilt.edu/root/vumc.php?site=The%20Learning%20Center&amp;doc=23469">http://www.mc.vanderbilt.edu/root/vumc.php?site=The%20Learning%20Center&amp;doc=23469</a>	<b>Safety Fair LIVE</b> – Sept. 25, 28, 29; 7 am - 6 pm Learning Center
Staff at offsite clinics who use tabletop autoclaves to perform sterilization	Tabletop Autoclave Sterilization <b>NEW</b>	<b>VandySafe</b> - Supervisors, please send a message to <a href="mailto:vandysafe@vanderbilt.edu">vandysafe@vanderbilt.edu</a> to request this training for your staff. <b>Not available through VandySafe Profile.</b>