UC San Diego

Findings and Recommendations

Faculty Senate/Administration Workgroup to Evaluate and Improve Training Requirements

Charge

The Faculty Senate/Administration Workgroup to Evaluate and Improve Training Requirements was charged with the following:

1. Review the inventory of mandatory training for faculty and staff prepared by VC-F&A and OEC to categorize them based on the requiring body or authority and local implementing office. Distinguish between training mandated by federal law, state law, systemwide policy, campus policy, or local practice.
2. Recommend alternative delivery models and competency assessments to reduce administrative burden while maintaining effectiveness.
3. Compile recommendations as to how training can be streamlined, consolidated, or eliminated.
4. For training required by systemwide UC policy or external agencies, develop recommendations that could be advanced to the systemwide Academic Senate and the UC Office of the President for further review and potential action.

Findings and Recommendations

Charge Item 1: Required Training Inventory

To focus on high-impact recommendations, the workgroup chose to include in the inventory only training that is assigned to 100+ faculty members. The inventory includes **37 distinct courses**, representing **42,455 active assignments** for faculty. The inventory will be sent as an attachment, along with this report, as Appendix A. Insights derived from the inventory include:

- *UCOP is the primary source of training assignments for faculty members*
  UCOP is the primary source of training assignments for faculty, accounting for 61% of active assignments. Advocating for changes at the systemwide level therefore has the potential for high impact on faculty training loads and experience.

- *Most training mandates do not specify a particular format, length, or cadence*
  With the exception of sexual violence and sexual harassment training (which has a specified length according to California law) and certain federal funding requirements, other training mandates do not specify how training must be conducted. We therefore have considerable flexibility in considering alternative delivery methods and are not restricted by training mandates in making these changes.

Charge Item 2: Alternative Delivery Models and Competency Assessments

- *Piloting a competency-based test-out option for mandatory training, with progress report to be presented to the Committee on Faculty Welfare (Academic Senate) by January 2027*
  The workgroup has established a partnership with the Office of the Registrar to pilot a test-out option for FERPA mandatory training, allowing learners to take a competency test to "test out" if they demonstrate existing knowledge of required topics. This training is required every three years, but the content is stable, so it was determined to be a good candidate for test-out. Success with the pilot could translate to reduced training load for employees who can demonstrate existing knowledge of training topics.

- *Offering refresher versions for repeat mandatory training*
  The Physician Wellness Group at UC San Diego Health has introduced several efficiencies within Health mandatory training, including the introduction of consolidated "refresher" versions of training for employees taking training on a repeat basis. These versions review essential points, and then supply a PDF resource with key information and resources for reference (see Appendix B). This option could be another tool to reduce training burden for training with stable content, while still providing essential reminders.

Charge Item 3: Streamlining, Consolidation, and Elimination

- *Committee on Faculty Welfare (CFW) to create critical training infrastructure items and partner with Health Physician Wellness Committee on training efforts*

  Academic Senate's Committee on Faculty Welfare will undertake the following items:
  - Proposal of a uniform process for the approval and assignment of required training at UC San Diego, to be drafted by January 2027. Currently, there is no central structure or process for reviewing required training requests. The workgroup will focus their proposal on adapting the processes and structures outlined in the existing UC Policy on the Management of Systemwide Mandatory Training Courses.
  - Establishing guidelines for new training created at the local level, or training undergoing substantial revision, such as:
    - encouraging test-out or refresher options for repeat assigned training
    - target time to complete < 15 min, unless specific time mandated
    - lengthening interval between training renewal to minimum mandated
    - require periodic review/updates to training from training owners
    - source of the requirement (state law, etc.) to be included on title slide

- Inviting the UC San Diego Health Physician Wellness Group to attend a CFW meeting in Summer 2027 to assess whether their ongoing efforts offer further ideas that could be adopted at the institutional level.

Charge Item 4: Systemwide Recommendations

- *New content integrated into existing courses where possible, instead of adding courses*
  As new policies and regulations come into effect, additional standalone training has been added. Within the last several years, new training courses on Workplace Violence Prevention and Abusive Conduct have joined existing courses such as the Ethics and Compliance briefing and the SHAPE/Sexual Violence and Sexual Harassment Prevention training.

  The workgroup proposes that new content and requirements be included as an update to existing courses, rather than an additional course, whenever possible. This approach would also encourage regular updates to existing training content, increasing relevance for learners.

- *Streamlining repeated training with an annual and/or refresher approach*
  The workgroup reviewed other institutions' practices for compliance and required training. At several peer institutions, the workgroup noted a more consolidated approach to required training for continuing employees. New employees were required to take the full slate of required courses, but continuing employees received a single annual refresher course covering key reminders and updates.

  Examples include:
  - Penn State
  - University of Texas System (example from UT-Austin)
  - University of North Carolina (example from Chapel Hill)

Workgroup Members

Name	Title	Unit
Shenethia Manuel	Interim CECO	Office of Ethics & Compliance
Marianne Beckett	Associate Vice Chancellor	Academic Personnel Services
Julie Bykowski	Professor	Clinical Neuroradiology
Ioana Dumitriu	Professor	Mathematics
Tamar Gollan	Professor	Psychiatry
Leah Klement	Training Manager	Office of Ethics & Compliance

Appendix A: Required Training Inventory

The required training inventory for faculty is included as an attachment to the email containing this report.

Appendix B: Sample Refresher Course/PDF Reference

The workgroup has also attached a sample “resource guide” for the Health Fraud, Waste, and Abuse required annual training. This is a document that is provided as a reference for faculty taking the shorter, “refresher” version of this training, to ensure that key reminders and resources are still provided.

Activity Name	Expiration Cycle	Assignment Count	Duration (Mins)	Type	Assignment Audience	Source of Mandate	Additional mandate details	Contact
UC Sexual Violence and Harassment, Anti-Discrimination, Prevention and Education (SHAPE) Training for Supervisors, MSP, and Faculty	Every two years	3,785	120	UC Systemwide	UC employees who are faculty, supervisors, and management and senior professionals (MSP); any employee (including emeritus and volunteer) with direct reports	UCOP	California Assembly Bill 1825 (note: mandates length of training, 2 hours)	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
UC Workplace Violence Prevention Training	Annual	3,738	25	UC Systemwide	UC employees	UCOP	California Senate Bill 553	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
UC Abusive Conduct in the Workplace	Never expires	3,732	20	UC Systemwide	UC employees	UCOP	UC Abusive Conduct in the Workplace Policy	hr@ucsd.edu
UC Cyber Security Awareness Fundamentals	Annual	3,645	35	UC Systemwide	UC employees	UCOP	UC Cybersecurity Mandate 2025	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
UC San Diego Health - CANRA Mandated Reporter	Never expires	2,627	20	Role-based	Health employees & Health Sciences employees	State requirement	California Penal Code §11165.7 (CANRA), assignment rules in UC San Diego Local Implementing Procedures IV.A.1.iv	
Regulated Waste Disposal (2025)	Annual	2,566	25	Annual Health	Health employees & Health Sciences employees	State requirement	California Code of Regulations Title 8 §5194, Title 22 CA ADC §66265.16	ehs-safety@health.ucsd.edu
UCSDH 2025 Protecting Patient Privacy (HIPAA)	Annual	2,523	30	Annual Health	Health employees & Health Sciences employees	UCOP	HIPAA Privacy and Security Rules, 45 CFR Parts 160 and 164, CalOHII, CA Health & Safety Code 1280.18 TJC TS.03.02.01	hscomply@health.ucsd.edu
UC Ethics and Compliance Briefing	Every two years	2,299	30	UC Systemwide	UC employees	UCOP	Campus notice	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
Human Research Subjects Protection	Every three years	2000 (estimated)	150	Role-based	Investigators conducting human subjects research (including exempt research)	UC San Diego Human Research Protections Program	CITI Training Announcement	
FERPA - Confidentiality of Student Records and Privacy Rights	Every three years	1,786	30	Role-based	Employees with access to student records	Office of the Registrar	Campus notice	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
Research Security at the University of California	Annual	1,459	40	Role-based	Key or senior personnel on active federal awards or federal proposals submitted in 2025 or later	Funding requirement (federal)	Campus notice	https://blink.ucsd.edu/HR/training/resources/uclc/support.html
UC Ethics and Compliance Briefing for Researchers	Every two years	1,450	60	Role-based	Researchers who receive $1+ in extramural funding; replaces General Compliance Briefing for these employees	UCOP, funding requirement (federal)		https://blink.ucsd.edu/HR/training/resources/uclc/support.html
UCSDH 2025 Annual Compliance Fraud, Waste, and Abuse Health Sciences	Annual	1,296	30	Annual Health	Health sciences employees	UCOP	CCR Titles 8 & 22 CMS 482.13 & 482.25, TJC HR.01.01.01 & HR.11.02.01, TJC MM.01.01.03, MM.02.01.01, & MM.03.01.01, TJC PC01, TJC RI.01.06.03	hscomply@health.ucsd.edu
UCSDH 2025 Annual Compliance Fraud, Waste, and Abuse	Annual	1,240	30	Annual Health	Health employees	UCOP	CCR Titles 8 & 22 CMS 482.13 & 482.25, TJC HR.01.01.01 & HR.11.02.01, TJC MM.01.01.03, MM.02.01.01, & MM.03.01.01, TJC PC01, TJC RI.01.06.03	hscomply@health.ucsd.edu
UCSDH 2025 Refresher Workplace Safety/Environment of Care Course (includes Bloodborne Pathogens)	Annual	1,240	30	Annual Health	Returning Health employees	State requirement	https://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm	
Responsible Conduct of Research	NIH: At least every 4 years NSF: At time of proposal submission NIFA: Before participation or payment from project	700-1000 (estimated)	NIH: Minimum 8 hours NSF/NIFA: No minimum, prescribed topics	Role-based	NIH, NSF, and NIFA-funded investigators	Funding requirement (federal)	NIH RCR Policy: (NOT-OD-10-019 and NIH-OD-22-055) NSF RCR Policy: Responsible and Ethical Conduct of Research (RECR) NIFA RCR Policy: https://www.nifa.usda.gov/grants/regulations-and-guidelines/research-misconduct/responsible-ethical-conduct-research	
UCSDH 2025 Refresher Workplace Safety/Environment of Care Health Sciences (Includes Bloodborne Pathogens)	Annual	780	30	Annual Health	Returning Health sciences employees	State requirement	https://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm	
Professionalism in Healthcare	Biannual	779	45	Role-based	Practitioners in reappointment process and at initial appointment	UCOP	UCOP Interim Guidelines and Directives to Improve Prevention, Detection, and Response to Sexual Misconduct in the Clinical Setting (2020)	
University Procurement Card Training	Annual	737	20	Role-based	Procurement card holders	UCOP	BFB-BUS-43	procurementcard@ucsd.edu
Meal Periods and Rest Breaks for Non-exempt Employees Health Sciences	Never expires	592	15	Role-based	Non-exempt Health Sciences employees and all managers and supervisors	Health HR	California Senate Bill 1334 (no direct requirement to train)	hhr.ucsd.edu
UCSDH 2025 Workplace Safety/Environment of Care Health Sciences (includes Bloodborne Pathogens)	Annual	567	30	Role-based	New Health Sciences employees	State requirement	https://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm	
UCSDH 2025 Annual Professional Standards	Annual	488	20	Annual Health	Health employees & Health Sciences employees	Health HR, Agencies and Accreditation organizations	Audit and site survey findings	hhr.ucsd.edu
Laboratory Safety Refresher	Every three years	457	35	Role-based	Employees who work in a laboratory facility	State requirement, UCOP	Cal-OSHA Title 8 §§5191, UC Lab Safety Policy: https://policy.ucop.edu/doc/3500598/LabSafetyTraining	EHS-Training@ucsd.edu, (858) 822-5974

Annual Laboratory Hazards Training	Annual	363	30	Role-based	Employees who work in a laboratory facility	State requirement, UCOP	Cal-OSHA Title 8 §§5191, UC Lab Safety Policy: https://policy.ucop.edu/doc/3500598/LabSafetyTraining	EHS-Training@ucsd.edu, (858) 822-5974
Controlled Substances	Every four years	335	40	Role-based	Employees using controlled substances (CS) for research, teaching, or veterinary care purposes	UCOP	BFB-BUS-50	EHS-Training@ucsd.edu, (858) 822-5974
Biosafety: Bloodborne Pathogens Training and Annual Refresher	Annual	287	25	Role-based	Employees and students who work with human blood, human blood components, products made from human blood, human body fluids, unfixed human tissue or organs, human cell lines, animals with human xenografts, bloodborne pathogens, or other potentially infectious materials	State requirement, UC San Diego policy	Cal-OSHA Title 8 §§5193, PPM 516-3: https://adminrecords.ucsd.edu/ppm/docs/516-3.HTML	EHS-Training@ucsd.edu, (858) 822-5974
Surgery and Procedure Billing Guidelines	Never expires	236	14	Role-based	Providers: surgeons and proceduralists	UC San Diego Health Office of Compliance and Privacy	CMS Medicare Claims Processing Manual Chapter 12 CMS Conditions of Participation 482.51 Condition of participation: Surgical services UC San Diego Hospital Policy 384.1 Overlapping Surgery UC San Diego Hospital Policy 339.1 Informed Consent UC San Diego Hospital Policy 320.1 Timely Preparation and Authentication of Medical Records Noridian - Modifier 82	hscomply@health.ucsd.edu
Travel & Entertainment Card	Annual	211	45	Role-based	T&E card holders	UC San Diego local requirement	Audit recommendation	
Good Clinical Practice	Every three years	156	120	Role-based	NIH-funded investigators	Funding requirement (federal)	NIH NOT-OD-16-148	
Honeywell North Primair PA700 Series Powered Air Purifying Respirator (PAPR)	Annual	119	Not available	Role-based	Individuals using respirator for their work	State requirement	Cal-OSHA Title 8 §§5144	
3M Versaflo TR-300 Powered Air Purifying Respirator (PAPR)	Annual	112	Not available	Role-based	Individuals using respirator for their work	State requirement	Cal-OSHA Title 8 §5144	
Orientation to Animal Research at UCSD	Never expires	Not available	180	Role-based	This course is required for all UCSD personnel (including faculty) listed on an animal use protocol before they can start working with animals.	Federal regulations, Animal Care Program vivarium access requirements, and UCSD IACUC Training Policy, (https://blink.ucsd.edu/_files/sponsor-tab/iacuc/Policy%202%20Training.pdf)	Animal Welfare Regulations (AWRs) Sec. 2.32 (a) and (b) (https://blink.ucsd.edu/sponsor/iacuc/overview/registration.html#obtain-vivarium-access)	https://animalcare.ucsd.edu/app/training_registrations and https://blink.ucsd.edu/sponsor/iacuc/
Anesthesia & Surgery in Small Animals	Never expires	Not available	120	Role-based	This course is required for all UCSD personnel (including faculty) listed on an animal use protocol and performing anesthesia and/or surgery on small animals (mice, rats, guinea pigs, birds).	Federal regulations and UCSD IACUC Training Policy (https://blink.ucsd.edu/_files/sponsor-tab/iacuc/Policy%202%20Training.pdf)	Animal Welfare Regulations (AWRs) Sec. 2.32 (a) and (b)	https://animalcare.ucsd.edu/app/training_registrations and https://blink.ucsd.edu/sponsor/iacuc/
Anesthesia & Surgery in Large Animals	Never expires	Not available	120	Role-based	This course is required for all UCSD personnel (including faculty) listed on an animal use protocol and performing anesthesia and/or surgery on large animals (rabbits, cats, dogs, livestock).	Federal regulations and UCSD IACUC Training Policy (https://blink.ucsd.edu/_files/sponsor-tab/iacuc/Policy%202%20Training.pdf)	Animal Welfare Regulations (AWRs) Sec. 2.32 (a) and (b)	https://animalcare.ucsd.edu/app/training_registrations and https://blink.ucsd.edu/sponsor/iacuc/
Breeding Colony Basics	Never expires	Not available	90	Role-based	This course is required for all UCSD personnel (including faculty) listed on an animal use protocol and involved in breeding rodents.	Federal regulations and UCSD IACUC Training Policy (https://blink.ucsd.edu/_files/sponsor-tab/iacuc/Policy%202%20Training.pdf)	Animal Welfare Regulations (AWRs) Sec. 2.32 (a) and (b)	https://animalcare.ucsd.edu/app/training_registrations and https://blink.ucsd.edu/sponsor/iacuc/
Triennial Online Refresher Training	Every three years	Not available	30	Role-based	This course is required for all UCSD personnel (including faculty) listed on an animal use protocol as a refresher once every 3 years (usually in advance of and as preparation for our triennial AAALAC accreditation site visit	Federal regulations and UCSD IACUC Training Policy (https://blink.ucsd.edu/_files/sponsor-tab/iacuc/Policy%202%20Training.pdf)	Animal Welfare Regulations (AWRs) Sec. 2.32 (a) and (b)	https://animalcare.ucsd.edu/app/training_registrations and https://blink.ucsd.edu/sponsor/iacuc/
Illness and Injury Prevention	Never expires	Not available	40	UC Systemwide	UC employees	State requirement	CCR Title 8 §3203	

GENERAL COMPLIANCE

Policies:

The Office of Compliance and Privacy (OCP) acts as the central location for all UC San Diego Health Policies (UCSDHPs) and provides guidance to subject matter experts and authors in the production and updating of those policies in PolicyTech. Policies and procedures are specific and address identified areas of risk. To view all published policies please visit the UC San Diego Health Policies Pulse Page.

PolicyTech is used by all policy content contributors to revise, edit, update and send policies for approval to committees. If you are a policy owner or content contributor please use the below link to revise your policies. If you need access or specific training on the system, please do not hesitate to reach out to OCP at hscomply@health.ucsd.edu.

https://ucsandiegohealth.policytech.com/

Helpline:

UC San Diego Health employees are afforded a variety of methods for reporting potential problems and concerns. OCP has a 24/7/365 anonymous “Helpline” telephone (844-234-7737) and email (hscomply@health.ucsd.edu) reporting system to ensure such reports can be made confidentially by/from any source. This system encourages employees to voluntarily report issues.

Risk:

OCP routinely works with our UC San Diego Health partners and departments on an annual and continuing basis to address the changing risks of our organization and to review and prioritize those risks in order to reduce them.

Attestation:

An attestation is a declaration of UC San Diego Health's adherence to regulatory compliance program requirements. OCP responds to attestations related to healthcare compliance, privacy, fraud, waste, and abuse regulatory requirements.

Training and Education:

OCP provides annual general training to heighten awareness among all employees and communicates and emphasizes UCSDH's commitment to ethical business behavior. OCP also provides focused pieces of training in high-risk areas with an emphasis on compliance risk that do not affect the entire workforce. All employees have a responsibility to complete all mandatory and required training, as well as stay up to date on the education needed for their role. If an individual or department needs any additional compliance-based training, please do not hesitate to reach out to OCP as we can conduct a focused training for your needs.

Exclusion Screening:

UC San Diego Health ensures that ALL employees and contractors are screened through monthly checks verifying against federal and state exclusion lists to protect patients and uphold care standards.

Screenings identify individuals and entities barred due to: Fraud, Patient abuse, Criminal convictions, Substance abuse and Regulatory violations

When is screening required? At hire or contract initiation and monthly thereafter.

Why this matters: Hiring or retaining excluded individuals can lead to serious patient safety risks and federal penalties for UC San Diego Health.

May 4, 2026

Subject: Charge for Senate-Administration Workgroup to Evaluate and Improve Training Requirements

Background
Chancellor Khosla announced at the March 3, 2026 Representative Assembly meeting that he had asked the Office of the Vice Chancellor for Finance and Administration (VC-F&A) and the Office of Ethics and Compliance (OEC) to develop an inventory of mandatory training required of faculty. It was recommended that a joint Senate–Administration workgroup be convened to review the list, following completion of the inventory, and propose strategies to reduce the overall training burden while maintaining compliance with applicable policies and regulations.

Charge
The Senate–Administration Workgroup is charged with the following:

- Review the inventory of mandatory training for faculty and staff prepared by VC-F&A and OEC to categorize them based on the requiring body or authority and local implementing office. Distinguish between training mandated by federal law, state law, systemwide policy, campus policy, or local practice.
- Recommend alternative delivery models and competency assessments to reduce administrative burden while maintaining effectiveness.
- Compile recommendations as to how training can be streamlined, consolidated, or eliminated.
- For training required by systemwide UC policy or external agencies, develop recommendations that could be advanced to the systemwide Academic Senate and the UC Office of the President for further review and potential action.
- The Workgroup may call upon administrators and faculty with specialized expertise as consultants.

Timeline
The Workgroup will meet in May and June, with their recommendations to be submitted to Chancellor Khosla and Senate Chair Plant by August 31, 2026.

Composition
<u>Administration</u>

- Marianne Beckett, Assistant Vice Chancellor, Academic Personnel
- Shenethia Manuel, Interim Chief Ethics and Compliance Officer
- Leah Klement, Training Manager, Office of Ethics and Compliance

Consultant

- Lawrence Furnstahl, Vice Chancellor for Finance and Administration

<u>Senate</u>
Three members of the Committee on Faculty Welfare will serve as the Senate membership. They will consult and update the full Committee on Faculty Welfare as needed.

- Julie Bykowski (Professor of Clinical, Radiology)
- Ioana Dumitriu (Professor, Mathematics)
- Tamar Gollan (Professor, Psychiatry)