

Aultman College

Employee Expectations – 2022-2023 Annual Tracking Form

Name:

Employee Number:

Reminders for annual requirements as administered by Aultman Health Foundation (AHF)
<input type="checkbox"/> Flu shot or waiver (typically occurs in September) <input type="checkbox"/> HIPAA and Safety Annual Training (typically occurs in October) <input type="checkbox"/> An approved exemption for COVID vaccine or proof of COVID vaccine It is of note that any employee may be selected at any time for a random drug screen and other AHF required training could arise throughout the year.

College Regulatory Requirements:

All listed sessions are required

Required Participation Item(s)	Completion Details (include title/date of event as needed)
Complete the FERPA Education	
Attend College Assembly Title IX/Gender Equity presentation or complete the make-up option for both Title IX and Gender Equity.	
Complete Technology Education training located in the LMS Course Categories section: Faculty & Staff / Staff Compliance	
Complete the Marketing Elevator Speech Education	

College and Community Participation:

A college activity is defined as any event that is student-focused, uses Aultman College employees to staff it, and is not already required by your role.

A community activity is defined as any event wherein service to the community (NOT an Aultman entity) is provided where your participation is dependent upon your profession or your status as an Aultman employee. This may include volunteer time, organization of, or preparation for a community activity.

Required Participation Item(s)	Title(s) and Date(s) of Events
Volunteer at one college activity (e.g., Open House, Welcome Week, etc.) An hourly employee may adjust his/her hours to volunteer at an after-hours event. Overtime can be paid with management approval.	
Volunteer at one community activity (e.g., taking blood pressures at the local YMCA as part of a health drive, participating in the Aultman bike helmet program, packing backpacks with food, Relay for Life, marathon volunteer, participation on a board of directors, etc.) In order for Aultman Health Foundation to maintain its not-for-profit status, community activity service hours must be reported. <ul style="list-style-type: none"> • Please report ALL of your hours on the T:Drive at Aultman College\College • If your hours take place during work time, please additionally enter these hours on the Aultman Employee Portal (Tools -> Forms -> Other Forms -> Community Benefit Form) 	

Required for Aultman College Leadership Team (Deans/Directors, VPs, President)

Required Participation Item(s)	Title and Date of Event Attended
Represent Aultman College at 1 community event (e.g., MLK Breakfast, Angel Auction, community awards ceremony, etc. Dates/times will be released as they are known and on average, there are 1-2 events per month)	

Professional Development:

2 sessions minimum. It is preferred that you spend your time split between Aultman College/Aultman offerings (e.g. AHF productivity class, Inclusion book club/speaker) & external offerings (e.g. professional conference, AICUO event).

The college will be offering professional development options in 2022-2023 (dates/times to be announced throughout the year approximately 1 month in advance of the event). Thank you for providing ideas in your career planning worksheets that include but are not limited to: scholarship, diversity & inclusion, etc.

Training	Title and Date of Event

CLINICAL REQUIREMENTS:

These clinical requirements are determined in coordination with the Aultman Health Foundation & are subject to change at any time.

Training	Applicable to	Date Completed
CPR	NRS, RAD	
Hand Hygiene	NRS	
Point of Care Testing Glucometer	NRS	

DIVISION SPECIFIC REQUIREMENTS:

Training	Applicable to	Date Completed
Nurse Tim: CBC from the Ground Up – How Did We Get Here, Part 1	NRS	
Nurse Tim: CBC from the Ground Up – The Essentials! Part 2	NRS	
Nurse Tim: CBC from the Ground Up – The Classroom, Part 3	NRS	
Nurse Tim: Retention & Success: Creating a Student-centered Culture, Part 1	NRS	
Nurse Tim: Retention & Success: Creating a Student-centered Culture, Part 2	NRS	
Nurse Tim: Writing for Publication and Your Career Development as a Nurse Educator	NRS	

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

It is of note that if any employee does not complete these annual requirements the non-compliance will be noted on their annual evaluation AND a wage increase is NOT eligible to be granted for the 1st 6 months of the following year. That wage increase can be granted in the 2nd 6 months of the following year if the employee is making progress on that year’s requirements; however, that wage increase would not be retroactive.