

Staff Education Policy

CURRENT AS OF 07/04

SUBJECT: NetLearning Educational Administration and Computer-Based Learning Software System

Information: The NetLearning education administration and computer-based learning software system has been selected as the software system to manage hospital employee educational records. The responsibility of coordinating the implementation and on-going use of this system lies with the Department of Staff Education.

The NetLearning system is composed of two distinct parts –

Part One is an administration component which allows authorized departments to set up courses, curriculums and classes, register participants into the department's educational offerings, record attendance, schedule training rooms, create calendars, rosters, name tags and other documents, create student transcripts and other reports.

Part Two of the NetLearning system is a Web-based program that allows hospital employees and some selected medical center employees to access their educational transcripts, enroll in selected classes and complete selected computer-based learning modules.

Policy:

1. The Director of Staff Education is the Principal Administrator of the NetLearning Administrative Software System. In this capacity the director is responsible for
 - a. The approval of new departments and administrators into the system
 - b. The final determination of system usage.
 - c. The official contact with representatives of NetLearning to determine upgrades, new product purchases or major changes needing to be made with the system
 - d. The official contact person with the MCIS employees assigned to support the NetLearning System
 - e. The chair of an oversight committee which monitors the success of the system, and plans for additions or extensions of the system
 - f. The creation and implementation of a hospital-wide evaluation plan of the system
 - g. The preparing of reports to be submitted to Hospital Administration on the usage and effectiveness of the system
 - h. Coordinating the "import" of participant data from payroll into NetLearning

- 2 Authorized Departments
 - a Initially the Departments of Staff Education, MCIS Training and Staff Development, and Nursing Staff Development are authorized to use the Administrative part of the NetLearning system. The purpose is to standardized procedures and to plan and evaluate effective methods of using the system
 - b After initial implementation, Department Directors may request that the administrative system be authorized for their department. The Director of Staff Education, after concurring with the oversight committee, will approve or disapprove the request.
 - c. The system will be implemented in only one department at a time
 - d. The requesting Department Director will agree to follow the policies and procedures outlined for the use of the NetLearning System.
 - e. Failure to follow these policies will result in termination of that department's privileges to use the system
 - f. The requesting Department Director will agree to supply the necessary resources (hardware, supplies and personnel time) to properly use the system
 - h After granting access to a department, the Director of Staff Education will work with the requesting Department Director to determine the appropriate system administrator, develop an implementation team, and train personnel on the use of the system
 - g The Director of Staff Education will enter the new administrator into the NetLearning system

2. Responsibilities of Approved Administrators of the NetLearning System
 - a. Will agree to abide by all guidelines established for the operation of the NetLearning System
 - b. Will administer the set-up of curriculums, courses, and classes, enroll and give credit to participants and create reports ONLY for the designated departments to which they are assigned.
 - c. Will assign Privileges only to those individuals within their assigned area that have a need to work with the system
 - d. Will monitor the system for correct usage by assigned staff, and for the presence or absence or operational problems
 - e. Will periodically report to the Director of Staff Education a summary of activity of the system, and problems that may have been encountered in implementation of the system

Procedures

1. Specific operational procedures for the NetLearning system are located in the NetLearning Users Manual and the Department of Staff Education NetLearning Procedures Manual maintained by the Department of Staff Education.

Approved by Training Council
Authorized by Carol Dickey, Director of Staff Education