

Annual Safety and Integrity Training FAQ's for Physicians

- 1. What is the purpose of the Annual Safety and Integrity Training (ASIT)?**
 - a. The training provides the entire Northwestern Medicine community with the knowledge and understanding of the fundamental principles surrounding workplace safety, compliance and integrity as well as the NM resources available to support these principles. This training also serves the purpose of meeting many requirements of various accreditation agencies as well as managed care payer contracts.
- 2. Who is required to take the FY 2019 training?**
 - a. The training is mandatory for all employed physicians and members of Northwestern Medicine Physician Network (NMPN) employed or independent physicians who practice in the hospital, ambulatory (or both), setting.
 - b. The training is voluntary for all other members of the medical staff.
- 3. Is this conducted on a fiscal year or calendar year cycle?**
 - a. This training must be completed every fiscal year and is provided every fall. The original training period for FY 2019 was September through December 1st.
- 4. Why is this required?**
 - a. **Many accrediting bodies, such as The Joint Commission, require that training of employees and physicians on the specific topics is conducted annually. In addition, many managed care payer contracts require that all physicians are given annual training on these topics. NM must attest each year to the managed care payers that such training has been provided. These payers and accreditation bodies often audit or request documentation, such as a list of all physicians who have completed the annual training, evidencing NM's compliance with this requirement. Failure to complete this training can place our accreditations and managed care payer contracts in jeopardy.**
- 5. How long will this training take?**
 - a. There are 4 modules that make up the training. You have the ability to avoid going through the complete module if you pass a short exam at the beginning of each module. (100%).
 - b. Completing the short exam should take about 10 minutes per module, if successful on the first attempt.
 - c. If an entire module is required to be reviewed, each module is about 30-45 minutes.

6. Why can't this be shorter or tailored to department specifics?

- a. The relevant departments involved in creating this training are currently evaluating opportunities to make the training for FY2020 less time consuming.

7. Do independents who are part of NMPN have to take this training if they are not on any medical staff of Northwestern Medicine?

- a. Yes. Many of the same regulatory and payer requirements also apply to NMPN.

8. Where can I find the link to My Learning to take this training?

- a. Log in to NMI. NMI>Applications>Education & References>My Learning. Once in My Learning, you will find the FY2019 NM Annual Safety and Integrity learning plan assigned under "My Learning Plans."

9. How do I know if I have already completed the training for FY2019?

- a. Log in to NMI. NMI>Applications>Education & References>My Learning. Once in My Learning, go to "My Learning Plans". If you do not see "FY2019 NM Annual Safety and Integrity" listed, then you have already completed the training. You may also click on the "Transcript" tab on the Home page of My Learning. If you have completed the training, "FY2019 NM Annual Safety and Integrity Training" will be listed.