| **POLICY TITLE:** Centura-Wide LEARN Module Approval Process | |
|---|---|
| **DEPARTMENT:** Human Resources | **ORIGINATION DATE:** 05/01/2011 |
| **CATEGORY:** Training-Development | **EFFECTIVE DATE:** 07/01/2012 |

**SCOPE**
This policy applies to all Centura Health facilities, practices, entities, departments, and services ("Centura") requesting to create a new Centura-wide on-line learning module.

**PURPOSE**
To establish a consistent review and approval structure for Centura-wide on-line learning modules.

**STATEMENT OF POLICY**
On-line learning is viewed as an effective, efficient methodology for educating, communicating, and attesting to the receipt of important industry information. On-line learning at Centura will include the following tenets:

1. On-line educational modules will be limited to an average of 15-20 minutes in length. On occasion, there may be a business need based on the subject matter to present a module that is longer in length.
2. On-line educational module content will be evidence based.
3. Content will be presented in a manner that supports adult learning principles, including a variety of methodologies using the available technology.
4. Content will be presented in a professional, aesthetically pleasing manner to further support knowledge retention.
5. Goal of learning will be identified at the beginning of the module.
6. On-line modules will include measurable, behavioral objectives.
7. Test questions will be randomized when possible and linked back to the course objectives.
8. On-line modules must be approved by the Centura Professional Development Council (CPDC) prior to publishing for associate access.

**PROCEDURE**

1. Centura-wide on-line learning module requests will be processed through the CPDC.
   a. Complete the LEARN WBT Request Form (Attachment A) and submit per instructions on the form.
   b. Requestor will need to submit, in addition to the request form: (1) electronic copy of module draft and (2) all attachments (exams, answer sheet with answer rationale, handouts, policies, videos, etc.).
   c. Once all required elements for submission are received, the requestor will be scheduled to present to the CPDC.
   d. A determination during the review meeting will be made as to the approval status and next steps for the requested module. Approval of a module may include changes to slide content, layout, or order prior to final course publishing. If changes are not approved, revised content must be resubmitted to the CPDC.
2. All evidence-based resources will be cited in APA (American Psychological Association) format at the end of the module after learning summary page.

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**DEFINITIONS**

1. *Evidence Based:* The integration of the best, most current validated research with clinical expertise and patient, family, and community values and preferences to guide health care decisions for providing optimal care to those served.
2. *Centura Professional Development Council:* Comprised of education representation from each Centura entity and is responsible for professional development of Centura associates.

**REFERENCES AND SOURCES OF EVIDENCE**

N/A

**POLICY VIOLATION**

Any Centura associate who fails to abide by this policy may be subject to disciplinary action, up to and including termination.

**REVIEW/APPROVAL SUMMARY**

| | |
|---|---|
| **REVIEW/REVISION DATES:** 02/27/2012<br>*(Dates in parentheses include review but no revision)* | |
| **APPROVAL BODY(IES):** Senior Executive Council | **APPROVAL DATE:** 04/18/2012 |

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**ATTACHMENT A**
**LEARN WBT REQUEST FORM**

**Date of Request:**

**Originator Group/Committee:**

**Identified Content Expert:**

**Contact Person:** **Phone Number:**

**Email:**

**Is this course intended for:**

☐ All of Centura
- Does this include the associates of Centura Health Physician Group?
  - If so, which specific practices or clinics?
- Does this include the associates of Health at Home/Senior Services?

☐ Facility-Specific Only (please specify facility):

**Communication**
**What is your communication plan?**

**How will associates know about this LEARN assignment?**

**Does the content of the LEARN module need to get to non-Centura associates who do not have access to LEARN?** ☐ **No** ☐ **Yes**
**If Yes, what is your plan to ensure that happens?**

**Purpose of Course:**

☐ Information/Communication/Talking Points
☐ Education/Learning
☐ Attestation/Test/Attendance
☐ Skills/Knowledge Validation

**Is this course to comply with a specific regulation?** ☐ No ☐ Yes
**If Yes, what is that regulation (CMS, Joint Commission, DEA, OSHA, etc.)?**

**Requested Course Information**
**LEARN Course Build Completion Date** (when do you want the LEARN course built for review)?

**LEARN Module Assignment Date** (when do you want this course assigned to associates)?

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**LEARN Module Due Date:**

**Type of Course:** (check all that apply)

- ☐ Instructor-led classroom/Registration
- ☐ WBT/E-learning
- ☐ Exam
- ☐ Attestation of communication

**Is this course mandatory?** ☐ No ☐ Yes
**If Yes, who will be responsible for holding associates accountable for on-time completion?**

**Have you piloted this material?** ☐ No ☐ Yes

**Estimated Length of Course** (Limit 15-20 minutes):

- ☐ Number of slide pages:
- ☐ Number of documents/attachments (cannot exceed 5MB):
- ☐ Length of video (see video copyright in guidelines):
- ☐ Number of pre-test questions:
- ☐ Number of post-test questions:

**Does the course need to be available for students to be able to self-enroll?**

☐ Yes ☐ No (Only administrators can view)

**Please fill out below as you would like it to appear in LEARN:**

- Course Title:
- Description:
- Learning Objectives:

**Test**
**What is the passing percentage (minimum 80%)?**

**Type of Test** (check all that apply):

- ☐ Multiple Choice
- ☐ True/False
- ☐ Matching

**Assignment of Course**
**Intended Audience** (see guidelines for audience):

**Is this course for incumbent associates and/or new hires?** ☐ No ☐ Yes

**If this course is for new hires, how will it be incorporated into orientation?**

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**Is this course a one-time assignment or will it need to be repeated annually/every 2-3 years?**
**COURSE REVIEW: This course must be reviewed every 3 years for current content and any changes needed. Who is responsible for review?**

**SEND FORM TO:**

- For Centura-wide WBT requests, email this form to the Centura LEARN Administrator: Andrea Rivers, andrearivers@centura.org, 303-708-5404.
- For facility-specific WBT requests, email this form to your local LEARN administrator. For a list of local LEARN administrators, click here: https://www21.myvirtualworkplace.org/SiteManager/UI/Pages/FileViewer.aspx?flD=12112.

*Course content, attachments, exam questions, and exam answers with rationale must be submitted with this form. This includes written permission for the use of video materials.

The LEARN administrator will be in contact with the requestor to clarify any information.

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****FOR CENTURA PROFESSIONAL DEVELOPMENT COUNCIL USE ONLY****

**Date Received:** **Date Reviewed:**

**Reviewers:**

☐ **APPROVED:**

- Per Centura-wide LEARN Module Approval Process policy, this course meets the following criteria:
  ☐ Online educational modules will be limited to 15-20 minutes in length
  ☐ Online education module content will be evidence based
  ☐ Content will be presented in a manner that supports adult learning principles, including a variety of methodologies using the available technology
  ☐ Content will be presented in a professional, logical, aesthetically pleasing manner to further support knowledge retention
  ☐ Goal of learning will be identified at the beginning of the module
  ☐ Online modules will include behavioral, measurable objectives
  ☐ Test questions will be randomized when possible and linked back to the course objectives
  ☐ Online modules must be approved by the Centura Professional Development Council (CPDC) prior to publishing for associate access

- LEARN course build completion date:

- LEARN course developer:

- Implementation/Assignment date: Module Due Date:

- Comments:

- Specific Slide Content suggestions (please note slide number):

☐ **NOT APPROVED/RECOMMENDATIONS:**

Length of time review process took:

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