To: All MUSC and MUSCP/Primary Care Faculty, Staff, Residents, Fellows and Volunteers

From: Mark Sothmann, PhD, Vice President for Academic Affairs and Provost
Patrick J. Cawley, MD, Vice President for Clinical Operations and Executive Director
Benjamin Clyburn, MD, Associate Dean for Graduate Medical Education
Howard Evert, MD, President and Director, MUSC Physicians Primary Care
Dan Handel, MD, Chief Medical Officer
Steven A. Valerio, CEO of MUSC Physicians and Associate Dean of Finance, College of Medicine

Date: May 1, 2015

Re: Action Required - Annual CATTS or Mandatory Training Requirements and Deadline – June 30, 2015

It is the policy of the Medical University of South Carolina, MUSC Physicians/Primary Care, the Medical University Hospital Authority and our affiliates to comply with the law and to follow ethical business practices. To promote understanding of various federal and state laws, key policies and regulations, we jointly require that all employees and affiliates complete annual CATTS or Mandatory training.

A workgroup comprised of representatives from MUSC, MUSC Physicians/Primary Care and MUHA (human resources, compliance, risk management), the medical staff office, and OCIO has collaborated to establish a single annual deadline and common process for communicating with our combined faculty, staff, trainees, and volunteers regarding annual training requirements and deadlines. It is our intent to lessen confusion regarding which individuals are required to complete which sets of training, as requirements can vary depending upon employment status, medical staff membership, position responsibilities and trainee/student status. Since a significant portion of our combined population falls into more than one of these categories, the requirements can become even more confusing. As we enact this unified schedule, a single deadline of June 30, 2015 has been set for the current fiscal year and lessons have begun to be assigned within the system.

The attached grid outlines in very general terms the expectations of each group; however, the best source of information regarding which training is required for a specific individual is the CATTS online training system. Individuals can access the system easily at www.musc.edu/catts and log in using their NetID and password.

Please note that a new module, the Clery Act, has been added to CATTS training this year: The Clery Act is a Federal Crime Reporting and Campus Safety law that applies to all US institutions of higher education aimed at providing a campus environment free from all forms of interpersonal violence.

All lessons for the June 30, 2015 deadline have been loaded and individuals should complete all lessons by the assigned deadline shown within the system. Individuals are encouraged to complete lessons ahead of the deadline as they are able.

It is very important that everyone complete the annual mandatory training process. Failure to complete the assigned training by the stated deadline may result in disciplinary action as specified in human resources policies, the faculty handbook, and the graduate medical education handbook as applicable.

Thank you for your cooperation. Please address any questions regarding this process to your supervisor or your respective Human Resources office.
### Annual CATTS or Mandatory Training Requirements

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>University (MUSC)</th>
<th>Hospital (MUHA)</th>
<th>Practice Plan (MUSCP/Primary Care)</th>
<th>Graduate Medical Education (Residents-Specialty/Sub-Specialty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Providers including physicians, physician assistants, nurse practitioners and others.</td>
<td>See first line above</td>
<td>Lessons as assigned by an individual’s specific role(s) and responsibilities within a clinical setting</td>
<td>See first line above</td>
<td>Sleep and Fatigue Management and Transitions of Care (Attending Physicians only)</td>
</tr>
<tr>
<td>University Staff</td>
<td>See first line above</td>
<td>Lessons as assigned by an individual’s specific role(s) and</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>MUSCP (UMA) Staff &amp; MUSCP Primary Care Staff</td>
<td>n/a</td>
<td>Lessons as assigned by an individual’s specific role(s) and</td>
<td>See first line above</td>
<td>n/a</td>
</tr>
</tbody>
</table>
| Current Residents and Fellows (Requirements for new Residents and Fellows are different) | See first line above | Lessons as assigned by an individual’s specific role(s) and responsibilities within a clinical setting | n/a | • Residents as Teachers  
• LCME – Medical Student Longitudinal Objectives  
• Sleep and Fatigue Management and Transitions of Care |
| Non-hospital staff working in a clinical setting | See first line above | Lessons as assigned by an individual’s specific role(s) and | See first line above | n/a |

1. Employees with a dual employment status or who are also students/trainees may have additional lessons required.
2. This grid serves as a guideline ONLY. Employees/trainees are required to complete ALL lessons appearing in their individual list by the date indicated within the CATTS system.

May 1, 2015