



## Memorandum

TO: University Deans, Department Heads, and Administrative Officials

FROM:  Mark S. Sothmann, Ph.D., Vice President for Academic Affairs and Provost  
 Susan H. Carullo, Director, University Human Resources Management

DATE: October 14, 2011

SUBJECT: **MUSC Mandatory Training**

On-going training is crucial to ensuring that certain policies are communicated to our campus community. Various federal laws, state laws and local regulations also require accomplishment of annual mandatory compliance training. A major communication regarding this effort will begin this month so that your staff will have adequate time to complete the mandatory training in a timely manner.

All mandatory training lessons are offered through the CATTs system and include the following topics:

- *Code of Conduct, HIPAA and Information Security Training*
- *Annual OSHA Mandatories*
  - *Fire and Life Safety*
  - *Bloodborne Pathogens*
  - *Hazardous Materials and Material Safety Data Sheets*
- *Harassment*

The mandatory training modules can be easily accessed through [www.musc.edu/catts](http://www.musc.edu/catts). Please log in using your NetID and Password. The MUSC Compliance Office, Office of Risk Management and the EEO office, respectively, are the primary contacts on campus for questions regarding these lessons.

The training sessions should be **completed by December 1, 2011**. Faculty and staff failing to complete this training may be subject to disciplinary action specified in Human Resources Management Policy 45; Disciplinary Action, or the faculty handbook, where applicable. With the support of MUSC Executive Leadership and the Office of the Provost, Human Resources Management will work with departments, as needed, in regard to these training requirements.

Thank you for your support.

SHC/jo

xc: *Betts Ellis, Administrator for Institutional Relations*  
*Brad Evans, Human Resources Director, University Medical Associates*  
*Dave Neff, Administrator for Ambulatory Care Services*