The Compliance Portal is used to track Staff compliance only. Faculty access the Compliance Portal solely to review Staff who report to them. Faculty use FOTO https://medschool.vanderbilt.edu/faculty/foto to track their personal compliance.

To review Staff compliance:

1. Log in to the Compliance Portal: https://webapp.mis.vanderbilt.edu/compliance/ (Please use the Firefox or Chrome browsers. The portal will not run in Internet Explorer 8 or below; you may experience problems using more recent versions of Internet Explorer.)
2. Hiring Managers will have an additional menu item which allows them to view their direct reports’ information, called “My Employees”
3. Once selected, this will display the departments and number of employees in each if there are multiple:
4. By expanding or selecting the department the HM will then have access to each employee’s compliance listing:
5. Click on the Employee to view their Compliance Page
6. Review Employee Compliance
7. Any item with a Caution symbol in the Date Completed column is Not Compliant
8. The following sections are required to be completed by the manager of the Staff. (Detailed instructions are included below on each section.)
   a. Patient Contact Requirements
   b. Health Information Categories for the individual employee
   c. Licensure Verification
   d. Safety and Training items (VandySafe):
      i. Universal Safety Training
      ii. Patient Contact Training
      iii. Lab Safety
a. **Patient Contact Requirements modal (editable by EE and HM)**

This modal is housed behind the “Patient Contact Requirements” button at the top of each individual employee’s compliance listing as seen here:

1. Once the “Patient Contact Requirements” button is selected, the modal will pop-up as seen here:

   ![Patient Contact Requirements Modal](image)

2. Mark the checkbox only if the “Employee has Patient Contact”. This will display the items for data entry as seen here:
3. Enter the age range that applies
4. A status has to be updated for each component.
5. If the status of “Completed” is selected for an item it requires a “Completed date”.
6. If “N/A” or “Not Completed” is selected then a date is not able to be entered.

Once saved, all items will be written back to the employee’s main Compliance listing with the appropriate status and date if applicable. Items left blank at the point of saving will be displayed as “Not Complete”.
b. **Health Information Categories modal**

The Health Information Categories line item shows for all employees on their Compliance page as seen here:

1. Click on the title of the document to display the Health Information Categories section.

2. Select the items the staff has access to by either clicking on Use Defaults and unselecting any items not pertinent, individually selecting each item or selecting “None”.

3. Click “SAVE” to have the item show as “Completed” in the employee’s Compliance listing.
c. **Licensure Verification modal**

If Licensure Verification is required for an employee, click the “Licensure Verification” button at the top of each individual employee’s compliance listing as seen here:

![Compliance Portal](image)

1. Once you have verified licensure requirements in CATS, select the checkbox stating that you have verified the credentials in CAT and select “SAVE”.

![Licensure Verification Modal](image)

Once the item is checked and saved it will then show in the employee’s Compliance listing with a “Complete” status and the date for which it was deemed completed. Item does not show in the employee compliance list for those it does not pertain to:
d. **Safety and Training modal**

The Safety and Training modal incorporates 3 separate items that appear in ALL employees’ compliance listing. These 3 items are:

1. Universal Safety Training
2. Patient Contact Training
3. Lab Safety

The status for these 3 items will default as “Not Complete” until action is taken.

1. Click on the name of any of the 3 items to activate the “Safety and Training” modal.

![Safety & Training modal](image)

It is expected that the employee or manager will go to the VandySafe system and complete the information on these 3 items.

1. A status has to be updated for each component.
2. If the status of “Completed” is selected for an item it requires a “Completed date”.
3. If “N/A” or “Not Completed” is selected then a date is not able to be entered.

*NOTE – “Lab Safety” and “Patient Contact Training” both have an N/A option but “Universal Safety Training” does not. This will be required for all individuals.*

Once saved, the updated information for these 3 items will show in the employee compliance listing.