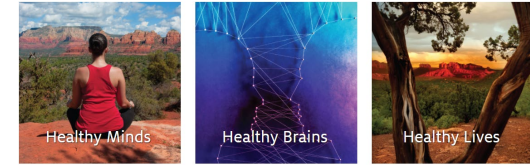## NEW EMPLOYEE TRAINING

Welcome to the University of Arizona Psychology Department – a great place to work! The University is notionally recognized for outstanding teaching, innovative research, and far-reaching service. Everything we do in Psychology is relevant to promoting health – understanding the basic circuitry of the mind and brain, promoting successful development, and aging, and exploring the social, cultural, and environmental factors that influence behavior.

Please visit Human Resources Compliance Office webpage for all required trainings. There may be additional training that individuals are required to take based on their roles and responsibilities.

https://compliance.arizona.edu/training

For training in EDGE Learning, you will go to UAccess main page, https://uaccess.arizona.edu/, select EDGE Learning under Administrative Systems and login with your NetID and password. For additional info. or help contact EDGE-Learning@arizona.edu.

Here's a list of the various compliance training you should complete as a new employee.

Healthy Minds | Healthy Brains | Healthy Lives

TRAINING MANUAL FOR NEW EMPLOYEES

We are ALL Wildcats
A Psychology

A | COLLEGE OF SCIENCE Psychology

Psychology Department
Phone: (520)621-7447
psyaccounting@email.arizona.edu
https://psychology.arizona.edu/

All Employees:

- Preventing Harassment and Discrimination – EDGE Learning.
  - Within 30 days of hire and recurrence every two years.
- Arizona Public Service Orientation: https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation
  - Within 30 days of hire.
- Information Security Awareness – EDGE Learning.
  - Within 30 days of hire and recurrence every year.

Employees with an Elevated Privilege Security role or permission in UAccess systems:

- UITS Certification: Elevated Privileges – EDGE Learning.
  - Before requesting access for security role and recurrence every year.

Employees who access student information systems or other student records:

- FERPA Training for instructors & instructional support teams and non-instructors: https://registrar.arizona.edu/privacy-ferpa/ferpa-compliance/ferpa-training
  - Before accessing student records.

Employees that will work with or encounter information that falls under HIPAA:

- HIPAA – EDGE Learning.
  - Within 30 days of hire and recurrence every year.

Employees who handle credit cards or are responsible for ecommerce acceptance of credit cards (cardholders, liaisons, and reconcilers):

- Payment Card Security Awareness – EDGE Learning.
  - Before requesting credit card (p-card) and recurrence every year.
- PCard Policy Review & Exam – EDGE Learning.
  - Before applying or assuming a PCard role.

All investigators working on sponsored or unsponsored research projects:

- Conflict of Interest – EDGE Learning.
  - Within 30 days of hire and recurrence every four years.

All investigators and research staff participating on human search protocols:

- Human Subjects Protection Program: https://research.arizona.edu/compliance/human-subjects-protection-program/training-requirements
  - Before being added to the protocol and recurrence every two years.

All investigators and research staff participating on protocols utilizing vertebrate animal species:

- Institutional Animal Care and Use Committee: https://research.arizona.edu/compliance/IACUC/Personnel
  - Before being added to the protocol.

Employees working on an export-controlled project secured with a technology control plan:

- Export Control – EDGE Learning.
  - Before start of export-controlled project and recurrence every two years.

NSF Grants: postdocs, undergraduates, and graduate students.
NIH Grants: trainees, fellows, participants, scholars.
NIFA Grants: program directors, faculty, undergraduates, graduate students, postdocs, and staff:

- Responsible Conduct of Research – EDGE Learning.
  - Within 60 days of being paid on a grant and recurrence every four years.

All Employees who will be exposed to or will be required to handle blood or other potentially infectious materials:

- Blood Borne Pathogens – EDGE Learning.
  - Before handling blood and recurrence every year.