

FOR ALL UAMS EMPLOYEES

Your Annual Compliance Training

What to Do, When, and Where to Get Help

APPLIES TO: All UAMS Employees **KEY DATES:** Assigned July 1 · Due September 30

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Why This Training Matters

Annual compliance training helps create a safe workplace, supports high-quality care, and promotes exceptional service across UAMS. These courses cover important topics—such as safety, privacy, security, and ethics—to ensure employees have the knowledge they need to perform their roles confidently and responsibly.

Many of these topics are required by law, regulation, accreditation standards, or UAMS policy. Completing your training on time helps protect you, your coworkers, our patients, and the communities we serve while ensuring UAMS continues to meet these important requirements.

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What You Need to Do

THREE SIMPLE STEPS

1. Log in to Workday Learning, where you'll find the courses assigned to you.
2. Complete each assigned course by its due date.
3. If a course includes a quiz or a confirmation step, finish that too — it's how your completion gets recorded.

You'll receive an email each time a course is assigned to you, so you'll always know what's coming.

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Key Dates & Notifications

COURSES	ASSIGNED	DUE
All Employees: 9 annual compliance courses	July 1	September 30
Clinical Employees: 10 annual compliance courses	July 1	September 30

For each course, you'll get an email:

- When the course is first assigned to you
- A reminder four weeks before the due date
- A reminder the day after the due date, if the course is still incomplete

Tip: Add the September 30 deadline to your calendar so it doesn't sneak up on you.

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Language & Accessibility Options

We want these courses to work for everyone. For 2026, most courses include:

- Optional audio in English and Spanish, so you can listen as you go
- Spanish transcripts you can read at your own pace
- For courses with video: closed captioning in Spanish, plus a video transcript

You can read, listen, or do both — whatever works best for you.

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Frequently Asked Questions

Q When I click on the course link, the course doesn't open. What do I do?

If the link first opens on the Microsoft **My Apps** page, simply select the blue **Workday** icon to log in to Workday and continue to the course.

Q Why do I have to complete this every year?

Requirements, technology, and best practices change over time. The yearly refresher makes sure you're always working from current information — not something that was accurate a few years ago.

Q Who decides what's in the training?

Each topic has a content owner — a UAMS expert responsible for that subject — who decides what you need to know and keeps the course accurate. The learning team builds and delivers the course but doesn't set the requirement.

Q Why am I assigned several smaller courses instead of one big one?

Keeping topics separate makes each course quicker to complete and easier to keep up to date when something changes.

Q I work remotely, or I don't work with patients. Do I still have to do this?

Yes. These requirements apply to everyone at UAMS — including remote employees and those who don't work directly with patients — because the standards behind them apply across the whole institution.

Q Can my training be removed or waived?

Only the content owner for that topic can approve an exemption — not your supervisor or HR. If you believe a course doesn't apply to you, reach out to the content owner listed in the course.

Q How does UAMS know I completed my training?

Your completions are recorded automatically in Workday Learning once you finish each course.

Who to Contact

IF YOU NEED HELP WITH...	REACH OUT TO
Logging in or accessing a course	AskHR@uams.edu
Questions about course content	The content owner listed in the course
Whether a course applies to you	Your supervisor or the content owner

Document Owner: Onboarding & Development Services
Team/Office of Human Resources
Last Updated: June 2026

Applies To: All UAMS Employees
Review Cycle: Annual