



HLC Accreditation Evidence

- **Mandatory Training**

URL: <https://internal.bartonccc.edu/prof-dev/training>

Office of Origin:

- Vice President of Administration

Contact(s):

- Director of Human Resources



Mandatory Training

At the College's discretion, mandatory training may be required for its new and existing employees (including student employees) as a condition of their employment. The training may focus on employee or institutional-related issues which may include, but shall not be limited to, Blood borne Pathogens, Substance Abuse and the Drug Free Workplace, Cyber Security, Advisement and Title IX. Participation is required for all mandatory employee training, at the recommendation of their supervisor(s) or the College and is to be completed within a specified amount of time depending on hire date and position. The College will provide employees with work release time, allowing them to participate in the mandatory training during their normal work schedule.

The scheduled time frame for each mandatory course to take place can be viewed [here](#). Additional information on each of the mandatory training courses is provided below.

- Americans with Disabilities Act/ADA Amendments for Higher Education will help managers identify the situations where the Americans with Disabilities Act, the Family and Medical Leave Act and other legislation that affects employers' responsibilities in these areas, come into play so they can respond appropriately to specific requests.
- Bloodborne Pathogens provides information to minimize the health risks to workers exposed to blood and other potentially infectious materials. You will learn about specific pathogens, exposure control, vaccines, sharps, and post-incident clean-up. Departments and employees with occupational exposure to human blood are encouraged to establish a [Bloodborne Pathogen Exposure Control Plan](#). It is recommended that students with occupational exposure follow the guidelines for [Evaluation and Follow-up](#). Below is a list of forms to assist with the consent, reporting, testing, etc. for incidents relating to Bloodborne Pathogens.
- Cyber Security takes you on a tour of the threat landscape and shows you the most common ways bad guys try to trick you. Three real-world scenarios show you strategies and techniques hackers use to take control of your computer system. You'll learn about the seven areas of an email that can contain red flags that alert you to a possible attack. The Danger Zone exercise will let you apply what you've learned by helping a typical computer user steer clear of six real-world social engineering attacks.
- [Run, Hide, Fight](#) training and the support of multiple departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.
- [Substance Abuse and the Drug Free Workplace](#) provides employees and supervisors with an understanding of the

benefits of a substance-free work environment, to help them understand the impact substances have in the workplace and recognize signs of employee substance abuse.

- [Title IX](#) encompasses many forms of sex-based discrimination in which no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.
- Workplace Harassment Prevention will provide an overview of the types of behaviors that can give rise to harassment claims, including those based on sex, race, color, national origin, religion, age and disability. It will also discuss the benefits of and strategies for promoting a respectful work environment that is free of all forms of harassment, intimidation and discrimination.

Forms

[Bloodborne Pathogens Exposure Incident Determination](#)

[Consent for Blood Testing and Release of Medical Records](#)

[Declination of Blood Testing](#)

[Exposure Incident Report](#)

[Healthcare Professional's Written Opinion for Post-Exposure Evaluation & Follow-up](#)

[Hepatitis B Vaccine Declination Form](#)

[Hepatitis B Vaccination Record](#)

[Instructions for the Evaluating Physician Phlebotomy student drawing blood from a practice volunteer](#)

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Barton Community College
245 NE 30 RD
Great Bend, KS 67530
(800) 748-7594 | (620) 792-2701

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