HAWAII RMT: INSTRUCTIONS

[FOR CONTINGENT WORKERS AND VOLUNTEERS WITHOUT NUIDs]

This year's annual **Regional Mandatory Training** incorporates a nationally developed safety training program, in addition to important region-specific information (e.g., TJC accreditation, policies, and essential resources, etc.).

<u>You will need to complete ALL of the items listed below to fulfill your Regional Mandatory Training requirements.</u>
Please plan for about two (2) hours to finish the training. For Hospital & Clinic Contingent Workers, those courses include:

1. Introduction to OSHA Clinical Safety Training
2. OSHA Clinical Package Personal Safety
3. OSHA Infection Prevention and Control MOC
4. OSHA Clinical package Chemical Safety
5. OSHA Emergency Response
6. OSHA Clinical Package Electrical-Equipment Safety
7. OSHA Waste Management MOC
8. OSHA Safety Knowledge Check
9. Hawaii RMT Safety Addendum
10. Safety Addendum Knowledge Check
11. Influenza Training
12. Influenza Post-test
13. Abuse & Neglect Training
14. Abuse & Neglect Post-test
15. Novel or Existing Aerosol Transmissible Diseases (ATD)
16. Sentinel Events Overview and Knowledge Check



Compliance and Regional Mandatory Training

Aloha!

This site provides convenient access to important information and required training essential to your role at Kaiser Permanente. You should have been provided with specifics regarding what you need to do and the related deadline(s). It is your responsibility to ensure you complete these assignments on time and submit any confirming documentation to the appropriate person as identified in your instructions.

Please be sure to complete both the Compliance AND Regional Mandatory Training listed below (exception - non clinical contingent workers brought on by R2/CTMP, complete only the Regional Mandatory Training and Attestation Form).

- If you will be working in a department where Medicare specialized training is required, your Kaiser Permanente manager will be providing you with additional orientation requirements.
- If you don't have access to a printer, contact your training administrator for a copy of the attestation form.
- Once you have completed the training, sign and return the form to your manager for record keeping.

It is recommended to use Google Chrome as your web browser.

Mahalo and welcome!

Compliance Training

1. KP HIPPA 101 Privacy and Security Basics

2025 Regional Mandatory Training

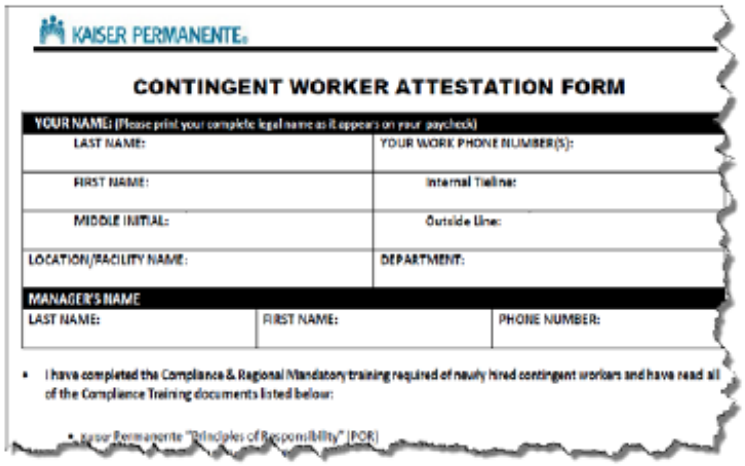
Read and review the following documents:

1. Instruction Sheet
2. 2024 OSHA Clinical Safety Training
3. NEHS OSHA Safety Knowledge Check
4. 2025 Hawaii Safety Addendum
5. Safety Addendum Knowledge Check
6. Influenza Training
7. Influenza Post-test
8. Abuse & Neglect Training
9. Abuse & Neglect Post-test
10. Novel or Aerosol Transmissible Diseases (ATD)
11. Sentinel Events Overview and Knowledge Check

Complete, sign, and return the Attestation Form to your Kaiser Permanente manager.

** See additional references for access to resource links noted in the training*

You will not be considered complete until all the items listed above are done.



KAISER PERMANENTE

CONTINGENT WORKER ATTESTATION FORM

YOUR NAME: (Please print your complete legal name as it appears on your paycheck)	
LAST NAME:	YOUR WORK PHONE NUMBER(S):
FIRST NAME:	Internal Tieline:
MIDDLE INITIAL:	Outside Line:
LOCATION/FACILITY NAME:	DEPARTMENT:

MANAGER'S NAME		
LAST NAME:	FIRST NAME:	PHONE NUMBER:

- I have completed the Compliance & Regional Mandatory training required of newly hired contingent workers and have read all of the Compliance Training documents listed below:
  - Kaiser Permanente "Principles of Responsibility" (POR)

Print the contingent worker attestation form and provide the completed form to your supervisor.

Should you have questions about the instructions, contact <u>Donna.Rictor@kp.org</u>