



Compliance Made Easy

Seven Smart Tips



an ebook by

RELIAS



Make it easy to find the right courses

Finding the right courses based on state and federal requirements is challenging—especially if you’re not an expert in compliance training.



Use training libraries specific to your regulatory needs.



Use a “crosswalk”—a referencing tool you can sort by profession to easily look up the accredited courses you need based on your federal and state guidelines.



Use pre-built, customizable training plan templates so you have a place to start without recreating the wheel.



Use a reliable content provider to keep training materials relevant and consistently up to date.



Blend online training with your own company-specific live training.



2

Make it convenient for employees to take courses

Convenient access to training is more important than ever. Employees traveling off-site to visit clients often don't have time to come to the office to complete training.

They may also miss live training events—for which instructors are specially paid and hired—and have to find similar trainings off-site to remain compliant. This costs both the employee and employer time and money.



Provide online courses that are available 24/7 and accessible from anywhere.



Auto-enroll employees in courses so they don't have to—a time saver for them and you.



Videotape or record live training events and upload them to a learning management system so you no longer have to send employees off-site if they miss it.



Provide a user-friendly, intuitive system that employees can easily navigate; including the option to save and go back.



3

Automate course reminders

Instead of spending your time reminding staff to complete their training, use automated reminders to do the job for you.



Easy, one-time setup



Customizable



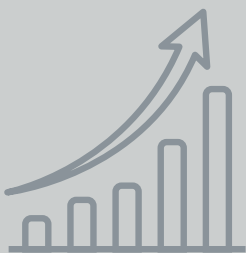
4

Create smart dashboards for tracking

Without establishing an easy tracking method for training, maintaining compliance becomes nearly impossible.

There's no way to know where your organization currently stands in order to address and correct it.

To avoid noncompliance issues later, be proactive by creating customized charts to quickly and easily track compliance at-a-glance.



5

Use audit-ready reporting

Are you manually creating spreadsheets in Excel to report on training? Save time by using an automated reporting system.



Avoid sifting through employee files and spreadsheets by keeping all of your training records in one place.



Keep managers and staff on the same page with scheduled, customizable reports.



Be well-prepared for audits with one-click compliance reports, including reports that capture the demonstration of job-specific skills, which is crucial in an increasingly outcome-driven field.



6

Keep employees engaged

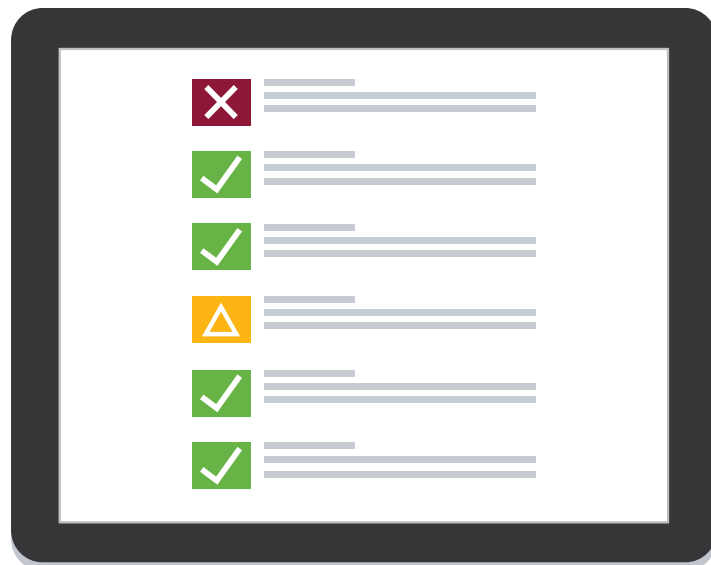
Compliance training isn't the most exciting thing in the world. When employees are bearing heavy workloads on a daily basis, training is the last thing they want to do, no matter how crucial it may be. The key concept here is to provide employees with engaging content. Use interactive scenarios. Incorporate video and graphics.



Manage policies and procedures electronically

Are you still keeping track of your policies and procedures by storing hard copies in large, dusty binders? Is it a hassle to make sure employees have reviewed and signed them to remain compliant?

Maximize the benefits of a learning management system by including policies and procedures directly within the system.



Upload, assign, review, and report on policies and procedures directly within your learning management system.



Auto-enroll employees upon hire (and on a recurring basis) to ensure compliance.



Use built-in version control to easily keep track of updates or changes.

A client perspective on using an LMS for surveys and audits



La Rae Heyl,
Training Manager

*“The licensure regulations we all go through are **very significant** and if you don’t meet those training requirements, you could be in jeopardy of keeping your contract to provide services. A lot of it was being able to provide those required trainings right in Relias and enroll people in them without having to do any outside training. I really didn’t know at first what I was going to do with the Relias reporting. But then when I finally saw the capabilities of what it could do...whoa.*

*Because we’re so held by licensure and state contracts, **in a heartbeat I can provide any information [the auditors] need**, and I don’t have to do the legwork to create a report, pop it in to Excel, make a bunch of graphs because it’s already there. I don’t even have paper records anymore because I don’t need them.*

*Compared to when we didn’t have the Relias LMS, **our compliance is remarkable**. We recently got COA reaccredited and they thought our training was outstanding—and not one of those people knew about Relias before.”*



RELIAS

For more than 10,000 healthcare organizations and 4.5 million caregivers, Relias continues to help its clients deliver better clinical and financial outcomes by reducing variation in care. Our platform employs performance metrics and assessments to reveal specific gaps in clinical knowledge and addresses them with personalized, engaging learning.

We help healthcare organizations, their staff and those under their care, get better: get better at identifying issues, get better at addressing them, get better outcomes for all. Let us help you get better.

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