

## UW School of Medicine Compliance Checklist for New Faculty and Staff

The University of Washington requires all newly hired faculty and staff members to complete the follow compliance requirements as part of their condition of employment. Compliance policies listed below will either require attestation of review or the original document will need to be mailed to UW Operations in Seattle. Appropriate contact information will be provided.

Check the Box when Complete	Subject	Instruction
	UW Medicine Policy on Professional Conduct. <a href="http://www.uwmedicine.org/about/policies/professional-conduct">http://www.uwmedicine.org/about/policies/professional-conduct</a>	Submit signed original document
	UW SOM Information Security Agreement. <a href="http://www.uwmedicine.org/education/Documents/md-program/UW%20Privacy%20Conf%20Info%20Sec%202012.pdf">http://www.uwmedicine.org/education/Documents/md-program/UW%20Privacy%20Conf%20Info%20Sec%202012.pdf</a>	Submit signed original document
	Request for Approval of Outside Professional Work for Compensation (Form 1460) Net ID required for access: <a href="https://www.washington.edu/research/wp/wp-content/uploads/2017/01/Form1460.pdf">https://www.washington.edu/research/wp/wp-content/uploads/2017/01/Form1460.pdf</a>  <a href="https://depts.washington.edu/uwsom/compliance/outside-work">School of Medicine outside work website (UW NetID required): https://depts.washington.edu/uwsom/compliance/outside-work</a>  Forms: <a href="http://www.uwmedicine.org/about/policies/conflict-interest">http://www.uwmedicine.org/about/policies/conflict-interest</a>	Submit signed original document
	Asbestos: <a href="http://www.ehs.washington.edu/psotrain/corsdesc.shtm#asbgao">http://www.ehs.washington.edu/psotrain/corsdesc.shtm#asbgao</a>	Email copy of completion page
	FERPA Training <a href="http://helpcenter.uw.edu/ferpa-training-for-staff-faculty/">http://helpcenter.uw.edu/ferpa-training-for-staff-faculty/</a>  Additional information: <a href="http://www.washington.edu/students/reg/ferpafac.html">http://www.washington.edu/students/reg/ferpafac.html</a>	Email copy of completion page

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	Violence Prevention Training <a href="http://www.washington.edu/admin/hr/media/safecampus/SafeCampusOnlineTraining-Remote2013.pdf">http://www.washington.edu/admin/hr/media/safecampus/SafeCampusOnlineTraining-Remote2013.pdf</a>	Watch video and email attestation
	Sexual Harassment Prevention (must be taken every five years) PO Executive Order No. 31, Non-discrimination and Affirmative Action: <a href="http://www.washington.edu/admin/rules/policies/PO/EO31.html">http://www.washington.edu/admin/rules/policies/PO/EO31.html</a> APS.46.3, Resolution of Complaints Against University Employees: <a href="http://www.washington.edu/admin/rules/policies/APS/46.03.html">http://www.washington.edu/admin/rules/policies/APS/46.03.html</a>	Watch video and email attestation
	UW Medicine Social Media Policy <a href="http://depts.washington.edu/comply/docs/COM-03SocialMedia.pdf">http://depts.washington.edu/comply/docs/COM-03SocialMedia.pdf</a>	Review policy and email attestation
	Personal Use of University Resources by UW Employees <a href="http://www.washington.edu/admin/rules/policies/APS/47.02.html">http://www.washington.edu/admin/rules/policies/APS/47.02.html</a>	Review policy and email attestation