

<b>Clinical Practices of the University of Pennsylvania</b>	<b>Effective: 12/1/2025</b> <b>Last Revised: 12/1/2025</b>  <b>Page 1 of 2</b>
<b>Subject: Annual Mandatory Education Policy</b>	<b>Number:</b>

**PURPOSE**

This policy is intended to guide departments in monitoring compliance and managing consequences for non-compliance with the Annual Mandatory Education (AME) requirement for credentialed physicians within the health system.

**SCOPE**

This applies to all CPUP credentialed physicians.

**IMPLEMENTATION**

This policy will be implemented by the Department Chairs or designated Division Chiefs to ensure completion, review compliance, and enforce department non-compliance consequences.

**DEFINITIONS**

- **Annual Mandatory Education (AME Courses):** Required training includes a review of HIPAA, Infection Prevention, Health System Safety Essentials, Safety Event Reporting, Workplace Violence, and Workplace Harassment.
- **Compliance:** Completion of AME within specified deadlines.
- **Non-Compliance:** Failure to complete AME by due dates. For reporting purposes, “non-compliant” may also refer to staff who have not yet completed courses prior to the due date.
- **Physician:** A physician/surgeon with an NPI number providing clinical services.

**PROCEDURE**

- A. New physicians
- All new physicians will be assigned to the full AME courses during onboarding.
  - Due dates will range from 30 to 90 days post-onboarding, based on the specific course.
  - Verification of course completion will be documented as part of the Department Specific Orientation.

SUPERSEDES:	ISSUED BY:  <hr/> Deborah Driscoll, MD Senior Vice President, PMMG and Vice Dean for Professional Services
	ISSUED BY:  <hr/> Danielle Werner, MHA, FACHE Vice President and Executive Director Clinical Practices of the University of Pennsylvania

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**B. Physicians (Year 2 of employment and beyond)**

- Physicians will be assigned a refresher course of critical learning objectives from HIPAA, Infection Prevention, Health System Safety Essentials, Safety Event Reporting, Workplace Violence, and Workplace Harassment.
- AME education is assigned at the end of January each year and must be completed by April 30th. Physicians failing to meet the deadline will have a 14-day grace period to complete training by mid-May to avoid consequences.
- Completion verification will be integrated into the performance review process.

**C. Compliance Monitoring & Reporting**

- Onboarding (New Hires)
  - Non-compliance reports will be generated monthly and distributed to managers, department chiefs and chairs, CHROs, and Privacy Officers.
  - Chairs and chiefs will be responsible for following up with non-compliance physicians to ensure compliance.
  - A dashboard will be available to monitor compliance.
- Annual Mandatory Education
  - Course assignment email will be sent annually when the course is assigned.
  - Course reminders will be sent to non-compliant providers until the course is completed.
  - Non-compliance reports will be generated and distributed to managers, department chiefs and chairs, and COOs on the following schedule: mid-February, mid-March, then weekly from April through mid-May.
  - A dashboard will be available to monitor compliance.

**D. Non-Compliance & Consequences**

- Consequences for non-compliance include blocking clinic time to complete AME and/or withholding citizenship incentive for failure to comply with policy.
- Non-compliance after the grace period may result in ineligibility for incentive compensation.