

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 2/1/11	<b>Subject:</b> HIPAA TRAINING POLICY	<b>Page 1 of 1</b>
<b>Approved by:</b> GMEC		<b>Revised Date:</b> 5/12/17
<b>Effective Date:</b> 2/1/11		<b>Reviewed Date:</b> 5/1/17

**Rationale:**

An important goal of all UFCOM-J graduate medical education programs is developing skills and productivity in scholarly activity. Research activities and the Institutional Review Board (IRB) approval for research protocols require annual training in privacy and HIPAA, with HIPAA materials and information tailored specifically for research. For all trainees who wish to or are required to engage in research activity, their HIPAA for Researchers training must be secured during the time offered each year, or IRB will not accept the protocol proposal for review.

**Policy:**

All trainees will do their annual mandatory privacy training utilizing the HIPAA for Researchers training module. HIPAA training is offered in January and February of each year—only, so all trainees must secure the necessary HIPAA for Researchers training during that time frame.

Trainees will follow the HIPAA Module instructions, as provided to them by the Office of Educational Affairs. Upon completion of the training module in the UF MyTraining Module, the trainee is to provide a copy of the certificate of completion to their program coordinator/administrator.