Bloodborne Pathogens/BMW “Train the Trainer” Resource Guide

**BBPTC Responsibilities:**

1. Identify users who need training;
2. Provide users who have not been assigned training with correct code to search for in myTraining.
   
   Please reference Training Options>Online>Accessing course>New employees;
3. Check compliance using the Advanced Report in myTraining;
4. Remind users to complete training if they have not done so;
5. Ensure personnel are receiving site specific information in addition to training provided on myTraining;
6. Ensure new personnel submit the TNV form online while completing BBP training;
7. Serve as the contact person to address concerns expressed on returned Sharps Injury Log sheets.

**BBP Training Coordinator (BBPTC) Security Roles & Access**

Contact your Department Security Administrator (DSA) to request or confirm that:

a. You have the correct roles in myTraining:
   - at a minimum the “Reporter role”: UF_N_EL_REPORTER
   - if you have “UF_N_EL_PROXY” it does not need to be changed to REPORTER
   - When requesting this role, the DSA must also enter UF, UFHS or Global for the Authority Area. You may only have 1 security role in per authority area (UF or Global)
   
   Click [here](http://mytraining.hr.ufl.edu/) for more details.

b. DeptID setup for myUFL HRMS is set up correctly. This setting provides the BBPTC department “visibility”.
   - Enter the highest needed level Dept ID(s) as this access uses the department tree.
   - This access may already have been set up for tasks other than training reports.

   You can check your own security roles with the following navigation in myUFL:
   Main Menu>My Account>My Roles


**Accessing myTraining:**

- Direct link at: [http://mytraining.hr.ufl.edu/](http://mytraining.hr.ufl.edu/)
- Navigation through myUfl:
  
  My.ufl.edu>Main menu>My Self Service> Training & Development>myTraining
- Link included in e-mail for assigned users
1. **Online**

**Assigning Training** - Recommended - System will automatically remind your personnel to complete the training.

In **myTraining** search for the course to assign in the “Learning Search” field on the top blue banner. Clinical personnel only need to be assigned to BBP Training. All others need to be assigned to BBP and BMW Training.

- Left click on the three dots on the right-hand side of the course name
- Select “Manage Assignments”
- Select the “Add” button in the middle of the page

- Select “All viewable Users” on the left
- Type in the UFID number or last name of the person to add. Check the box on the left by the name of the person.

- If there are multiple people to add to the same course and they all will have the same due date, continue to type UFIDs or names in the search field. When everyone has been selected, hit the
• Make the selections listed below and ignore the other options
  o Check **Required**
  o Select **High** for Priority
  o Select a **Due Date**. You **must select a due date** for the Learner to receive **reminders**. They will be reminded 7 days prior to the due date and will get an Overdue notice on the date the training is due. They will also get certification expiration notices at various intervals after the Due Date has passed if they do not take the training. If you do not select a Due Date, they will get an initial email notification that they have been assigned to take the course – and that is all.
• Click “Apply to Selection”
• Review to make sure info is correct, then select the Done button.
Accessing Course
Assigned training in myTraining. Tell your people to:
1. Click the link sent in e-mail
2. If prompted, log into myTraining system using GatorLink credentials
3. Click Start located on the right-hand side

For new employees or those “not-assigned”
1. Inform user of appropriate course(s)
   a. Clinical staff only need take BBP training
   b. Research & all other staff must take BBP training and BMW training
2. User Search: enter course code or name in myTraining activity search field:
   a. EHS850 – BBP Training
   b. EHS850D – BBP/BMW for Dentistry
   c. EHS851 – BMW On Campus Training
   d. EHS854 – BMW Off Campus Training
3. Click “Start” from the “Select” drop down menu

2. Instructor Led Live Session
   a. Used only by departments with special audiences, (i.e.: O’Connell Center, Housing, etc.)
   b. Email bso@ehs.ufl.edu a brief explanation of why it is necessary for your department. Send date, time and location of training in order to create a registration link in myTraining.
   c. The myTraining registration link will be e-mailed to BBP Coordinator.
   d. The BBP coordinator forwards link to all required attendees or enrolls users.
   e. Attendees pre-register in myTraining through link provided. (Specific sessions will not be available through myTraining search function). Pre-registration available until class day.
   f. Roster provided to BBP Coordinator on morning of class via e-mail.
   g. BBP coordinator prints roster and ensures all attendees “sign-in”. Credit for completion awarded only if signature is on roster.
   h. Signed roster returned to BSO electronically. (Scanned and e-mailed .pdf file is fine).
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myTraining Reports

Review UF HR T&OD’s Reporting Guide
https://training.hr.ufl.edu/instructionguides/mytraining/reporting_instruction_guide.pdf

BBP & BMW Course Codes
User search: enter course code or name in myTraining activity search field:
   e. EHS850 – BBP Training
   f. EHS850D – BBP/BMW for Dentistry
   g. EHS851 – BMW On Campus Training
   h. EHS854 – BMW Off Campus Training

Non-Employee Departmental Affiliations
1. All non-employees need to have a Departmental Associate Affiliation for Identity Access management. This will be in addition to the default department relationship already established.
2. Contact your Department Identity Coordinator to request or confirm that non-employed individuals have the correct affiliation to your department.
   • Affiliate non-employed individuals with the coordinating department through Identity Access Management (How do I create a relationship to the Identity Registry?)
   • Department Affiliation: Departmental Associate
   • Department ID to relate: 8-digit Department Code for coordinating department
   • Relationship End Date: Date the department coordination is no longer required
   • For students, this will be in addition to the default relationship with Registrar’s Office
   • For Visiting Scholars, this may be the only affiliation with a department
   • For volunteers, this relationship may be in addition to another department affiliation already established