



# Office of the Associate Vice Chancellor for Compliance

Compliance

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## Office of the Associate Vice Chancellor for Compliance

***NOTE: This is the University of Kansas Medical Center compliance office site. To contact the University of Kansas Physician's Compliance Office, contact Linda Wood at 913-588-6629 ☎. For University of Kansas Hospital Compliance, contact Robert Spaniol at 913-945-5216 ☎.***

### Mission of the Office of Compliance

To assure the highest standards of excellence and integrity in all its research endeavors, and promote ethical conduct of research through proactive mechanisms such as:

- Education and Outreach
- Policies and Procedures
- Enforcement
- Assessment, Monitoring, Auditing and Reporting
- Institutional and Individual Accountability
- Institutional Oversight Committees

### Compliance News

Annual Compliance Window FY 15 - **UPDATE Mostly over!**

**If you find you are unable to log-in, first check with the helpdesk in case your password is expired. If they tell you your account was disabled per compliance, please contact the Office of Compliance at 913-588-5079 ☎.**

**Compliance Helpline**

To confidentially report noncompliant conduct: **913-588-5757** or Toll Free: **877-588-5757**  
[Click here](#) for more information.

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*The Campaign for Kansas*

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### **Older posting**

**Please make sure you finish before 4:30 on September 17th. Anyone needing to have access restored on the 18th should go to the Dykes library, second floor computer lab. First come, first served; bring your badge.**

*It's that time of year when we need you to complete your compliance training for FY2015. This year's training window is open now and ends Sept. 17.*

*Not only is compliance training a regulatory requirement mandated by the federal and state governments, but it helps us ensure a safe and ethical culture within our organization. This training is meant to educate and empower you. Due to the importance of this training, you will need to complete it by the Sept. 17 deadline in order to remain an employee in good standing and keep your computer access. Last year the Office of Compliance spent many hours sending and re-sending final notifications to employees who still needed to complete their training. We have discontinued that practice. Instead, we will send one broadcast reminder message to the campus at the midway point.*

*For your convenience, this year we have included the unclassified employee appointment letters that contain the ongoing terms and conditions of your employment into the online training process. You have 30 days to complete your compliance training and sign your annual appointment letter, but I encourage you to do it while it's top of mind so you can be done with it. I know I'm going to get mine out of the way today!*

*We have made this process as easy as possible. Training consists of four to five modules and will only take a couple hours to complete. You can save and go back where you left off as often as necessary and can even complete the modules from home.*

***Log in to Chalk** to get started. Complete the modules with red exclamation marks (the annual appointment letter will also be noted by a red exclamation mark). A green checkmark will let you know when you have successfully completed a module.*

*Please note:*

- *The compliance window for UKP employees was held earlier this year. If you are a 100 percent UKP-funded employee, you do not need to do training at this time. If you are a dual affiliated employee (e.g. employed by both UKP/KU Medical Center or hospital/KU Medical Center), you will need to complete KU Medical Center training to meet your annual training obligations.*
- *Conflict of Interest (COI) reporting is not part of this compliance training. You will receive a separate email from KU-Lawrence with instructions on completing the COI.*
- *For personnel who work on human subjects research, the university's compliance window is also the time to complete training in human subjects protection if your training is due this fiscal year. For more information, visit the [HRPP Training website](#).*

*If you have questions about compliance training, please contact [Pat Dean-Love](#). If you have questions about the appointment letters, please contact [Michael Harmelink](#), interim associate vice chancellor of human resources.*

***Thank you.***

***Steffani Webb***  
***Vice Chancellor for Administration***

**News from HRPP about training for human subjects researchers:**

On July 15, 2014, the HRPP office began using an online resource, **CITI (Collaborative Institutional Training Initiative), for Human Subjects Committee (HSC) training requirements**. HSC training is no longer available in Chalk.

The new CITI training is only required when your previous training expires. HRPP will continue to recognize your Chalk Training for 3 years from your completion date. Watch for updated information here.

**Cookies and Compliance**

If you missed our four-part series highlighting various compliance areas, [you can view the presentations here](#).

**General eCompliance Access**

For eCompliance access issues, please contact Jayhawk Tech Clinic (IT Help Desk) at 588-7995.

**eCompliance Assistance with IRB and COI**

You can sign up for one of our helpful technical assistance sessions through the [HRPP website](#), in the HRPP Events and Training Calendar. Or an HRPP staff member will assist you at your desk. Contact Diane Etzel-Wise at 588-1390 or [detzel-wise@kumc.edu](mailto:detzel-wise@kumc.edu)

**Other COI info**

If you have questions about completing your Conflict of Interest report, please see our informative [COI website](#) and be sure to check the User Guides. Don't forget to **check the box** and **click finish** at the Assurance and Certification screen; otherwise your report will remain in draft status.

Keep your Disclosures current! Please "Create an Update Certification" in eCompliance if you have a new entity to disclose or make changes to your existing disclosures within 30 days of the change.

**COI Contact Information:** 588-0940, 588-1390 or [coi@kumc.edu](mailto:coi@kumc.edu). View more info at the [COI Website](#).

**Vision**

The Office of Compliance will achieve national recognition for effective compliance by creating an environment where compliance is viewed as an integral component in the ethical conduct of research and education.

## Core Values

- **Excellence** - We seek excellence in all our endeavors, and we are committed to continuous improvement.
- **Intellectual Freedom** -We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.
- **Integrity** -We are committed to the principles of truth and honesty, and we will be equitable, ethical and professional.
- **Service** - We believe that serving others is a noble and worthy endeavor.
- **Diversity** - We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.
- **Stewardship of Resources** - We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Last modified: Jul 24, 2014

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### Contact KUMC

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