



Usage of OLIE Understanding and Agreement

OLIE is our Learning Management System to track all training completed at Riverside—from onsite classes or sponsored programs, to even assisting with tracking attendance at offsite seminars in support of continuing education.

Although OLIE is available remotely from anywhere 24-7, OLIE provides for mandatory training and optional training. As such and according to Wage and Hour regulations, mandatory training must be paid time. Completing the online orientation before starting the onsite orientation on your start date was paid time—and was pre-approved for you to complete. However, we all must abide by these guidelines for OLIE usage described below – effective immediately.

By clicking on CREDIT in OLIE after reading this information below, I realize I have affixed my electronic signature in agreement and understanding of the following OLIE usage guidelines:

- I have reviewed, understood, and agreed to abide by the guidelines in this document in using OLIE during my Riverside employment.
- I will not complete mandatory or required OLIE training remotely UNLESS I have first obtained approval from my supervisor to do so. In keeping with the organizational Timekeeping policy, I further understand my supervisor may describe specific ways I must report my training completed and that access to use OLIE remotely once does not grant approval for my entire Riverside employment to complete mandatory OLIE training and that I may be asked to not use OLIE for mandatory training completion at any time. If I transfer positions, I must seek approval from my new supervisor to use OLIE for completing mandatory training. **I further understand that failure to obtain pre-approval from my supervisor to use OLIE to complete required training may result in corrective action up to and including termination of my Riverside employment.**
- In OLIE, I understand how to filter/sort MY PLAN to identify “OPTIONAL” or required training.
- I further understand that when I use OLIE, an audit log captures the date/time and completion credit of training I complete—and of what training I completed. In addition, each course states under the “credit hours” the maximum time I may be paid for completing that course. **In keeping with the Timekeeping and Workplace of Conduct organizational policies, I further understand that falsely reporting mandatory training completed for the amount of time, or the date, or completing mandatory training without first obtaining supervisory approval may result in corrective action up to and including termination of my Riverside employment.**
- Furthermore, completing OLIE mandatory or optional training onsite is to be coordinated with the supervisor/designee so as not to disrupt workflow or productivity at any time.
- You may search the OLIE course catalog for continuing education credit hours in support of personal or professional development. I understand training NOT listed on MY PLAN is optional training and I may choose to complete training in OLIE remotely without obtaining supervisory approval—and that I will not be paid for optional training not assigned on my plan. **Thus, I will not submit for payment any optional training to my supervisor. Riverside also has JANE access for Nurses that provides for limited CE hours and also has Pears Review/CE Direct that provides for nursing certification prep courses, and ancillary CE (PT/OT/Pharmacy). The Lab and Radiology areas also have CE training available within the department for staff.**
- I further understand that most of these requirements outlined in this document pertain to nonexempt (Hourly) staff vs. Exempt (salaried) staff. Please check with your supervisor for your area regarding how to use OLIE remotely BEFORE you access it.
- I understand I may use OLIE to track under MY EXTERNAL TRAINING any offsite seminars or training I attend whether sponsored or paid by Riverside or not. I further understand that by using the OLIE system to report this training, that my Riverside supervisor and the Education Department will be able to view and report on this

training. I further understand that if I seek another position or promotional position at Riverside, this training may be reviewed in evaluating my qualifications for the position.

CE HOURS at no cost to you as an employee! Online Continuing Education Awareness/Updates– Optional Training

Allied Health (Pharmacy, Lab, Respiratory Care, PT/OT/ST/Dietiticians/RT, CME for PA/Physicians/NPs)CE:

I am also aware Riverside provides CE Direct/PEARLS for remote continuing education access and allied health staff are granted an access code upon hire to this system. Training completed in this system is unpaid time (not mandatory) and thus may be completed remotely without prior supervisory approval. To receive an access code, RNs must be pursuing a nationally recognized nursing certification as listed in the NEF Certifications approved listing in PolicyStat (search under NEF). These are ANCC—approved certification programs. If you do not see your discipline listed, check with an ODL staff to see if there is CE available for you online.

CNE (Continuing Nurse Education Hours):

- **Nursing Reference Center (available remotely—create your own access code).**
- **CNE in OLIE:** The following are broad topic categories you can obtain Continuing Nursing Education credits within—just use any of the OLIE search terms listed to get them at your fingertips! And—these courses are unrestricted—meaning anyone in any discipline can tap into them to learn more! For those of you wondering about the AACN content for critical care nurses-that content is restricted due to purchasing one license per person. Talk to Education staff for more information.
- **We also have CME/CNE/CE leadership development courses available via our Huron Leadership Development Platform.** Contact ODL to request access—otherwise, you will receive access as part of your leadership orientation when you attend. And, you may also have classes assigned to you via OLIE based upon your position. If you aspire to prepare to be promoted to a supervisory/leadership role, you may obtain access to this platform to support your career pathway.

Topic areas in OLIE	OLIE SEARCH TERMS
ENA Emergency Nursing Orientation	ENO (required training for ED RNs)
Mosby's Pediatrics Nursing	Peds or Pediatric or Ped or Mosby
Mosby's Standards-Based Essential Nursing Continuing Education (100+ courses)	MENCE

We know we have the best staff who continuously seek professional development! Dive on in and enjoy another example of the strong support provided at Riverside to our staff.

And if you (or, in some cases, an immediate family member) are pursuing an advanced degree, log into OLIE, click on HOME and view the tuition discounts for undergraduate and graduate degrees available to you along with the contact information.