

Required Training by Position

** All training is required to be completed within 30 days of hire or transfer to another position (unless noted differently below).

Position:	Required Training Courses (reference notes on page 2):
Store Pharmacy Associates: Pharmacy Manager Pharmacist (Staff, PT, Floater, Graduate) Technician Clerk Any associate cross-trained for Pharmacy	HIPPA Training for the Pharmacy (PH-1418) and the CE Mastery Exam if you wish to receive CE credits Methguard (any version) * Medicare Parts C & D FWA and Compliance Training (Compliance Course) iPledge Program: Pharmacy Overview (Technicians/Clerks, Interns & cross-trained trained associates are not required to complete) * Bloodborne Pathogens in the Pharmacy (Technicians/Clerks, and cross-trained associates are not required to complete)
Store Non-Pharmacy Associates: Store Manager ASM Operations Managers Night Operations Manager **Manager on Duty (MOD)	HIPPA Training for the Pharmacy (PH-1418) Methguard (any version) * Bloodborne Pathogens Training - Prevention Through Awareness * Money Service Business (MSB) * Country Compliance Forklift-Safe Techniques (if applicable) Prepaid Access
Store Non-Pharmacy Associates: CSM Grocery Manager Night Crew Manager	HIPPA Training for the Pharmacy (PH-1418) Methguard (any version) * Bloodborne Pathogens Training - Prevention Through Awareness (NCM) Forklift-Safe Techniques (if applicable) Prepaid Access
Service Desk/Office Associates: Any associate cross-trained for Service desk (Re-hired associates must complete all courses except Methguard)	HIPPA Training for the Pharmacy (PH-1418) Methguard (any version) * Money Service Business (MSB) - Completed prior to conducting transactions * Country Compliance - Completed prior to conducting transactions
Store Associates: Receiver General Merchandise Manager	Methguard (any version) Forklift-Safe Techniques (if applicable)
Store Associates: **Manager on Duty	Please note anyone who goes through MOD training, and is scheduled as an MOD in UKG, will be required to complete all online trainings for store management teams.
Store Associates: Deli Associates	Deli Slicer-Basic Functions & Safe Use Forklift-Safe Techniques (if applicable)
Store Associates: CSM/Customer Service Lead EZ- Scan/U-Scan Office Manager and Office Associates*	Customer Service Lead Certification Test (*North Country Only)
Store Associates: Cashier trainers	Cashier Trainer Certification

All Store Associates:	Department specific iMod based on job code General Shrink iMod Forklift-Safe Techniques (if applicable) * Sexual Harassment Prevention Training (all associates INCLUDING VT and PA must PA must take the course in their first 30 days.)
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Tops Xpress Stores:	HIPPA Training for the Pharmacy (PH-1418)
Store Managers	Methguard (any version)
Manager on Duty	* Bloodborne Pathogens Training - Prevention Through Awareness
	Forklift-Safe Techniques (if applicable)

Store Associates:	Methguard (any version)
Receiver	Forklift-Safe Techniques (if applicable)
	DSD Receiver Certification Test

* The Following Courses are required annually:	
January	DSD Certification Test required by anyone who receives Sexual Harassment Prevention Training
February/March	
April	(All Associates in NYS. PA/VT MOD Only)
June	Workplace Violence
August	Country Compliance
August	Bloodborne Pathogens Training - Prevention Through Awareness
September	Bloodborne Pathogens in the Pharmacy
October	Medicare Parts C & D FWA and Compliance
October	Money Service Business (MSB)
October	Code of Ethics

Required Training by Position (Course Requirements)

<p>HIPAA Privacy:</p> <p>As of May 2019, HIPAA Privacy and Security were combined into ONE Course "HIPPA Training for the Pharmacy (PH-1418)" Associates who have PREVIOUSLY completed both HIPAA Privacy AND Security, are compliant and do NOT need to take the updated course.</p> <p>Anyone, other than Pharmacy staff that previously completed the any of following set of courses is HIPAA Privacy compliant & does not need to take the newest course.</p> <p>Completion Set 1</p> <p>The Privacy Rule and Pharmacy Practice HIPAA Update: Breach Notification HIPAA Update: Violations and Penalties HIPAA Best Practices: Identity Theft Protection</p> <p>HIPAA Update: The HITECH Omnibus Final Rule</p>

Completion Set 2

HIPAA Privacy Training for the Pharmacy Workforce 2008

HIPAA Update: Breach Notification

HIPAA Update: Violations and Penalties

HIPAA Best Practices: Identity Theft Protection

HIPAA Update: The HITECH Omnibus Final Rule

Completion Set 3

HIPAA Privacy Training for the Pharmacy Workforce (v4)

HIPAA Update: The HITECH Omnibus Final Rule

HIPAA Security:

As of May 2019, HIPAA Privacy and Security were combined into ONE Course "HIPAA Training for the Pharmacy (PH-1418)" Associates who have PREVIOUSLY completed both HIPAA Privacy AND Security, are compliant and do NOT need to take the updated course.

Anyone, other than Pharmacy staff that previously completed the following set of courses is HIPAA Security compliant & does not need to take the newest course, Pharmacy Security Under HIPAA, HITECH & the Omnibus Rule

HIPAA Security Basics for the Pharmacy Workforce

HIPAA Update: The HITECH Omnibus Final Rule

HIPAA Training for The Pharmacy:

CE Exams are only required of Pharamicists who need Continuing Education credits; these are not required for anyone else.

Methguard:

Completions of any version of the Methguard course fulfills the requirement.