

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) * Sexual Harassment Prevention Training
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) * Western Union: Dodd Frank * Sexual Harassment Prevention Training Forklift-Safe Techniques (if applicable) * Receiver Certification
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) *Sexual Harassment Prevention Training
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 * Western Union: Dodd Frank - Completed prior to conducting transactions * Sexual Harassment Prevention Training
Store Associates: Receiver General Merchandise Manager	Methguard (any version) Forklift-Safe Techniques (if applicable) * Receiver Certification (Receiver) * Sexual Harassment Prevention Training
Store Associates: Deli Associates	Deli Slicer-Basic Functions & Safe Use Forklift-Safe Techniques (if applicable) * Sexual Harassment Prevention Training
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.)
Tops Xpress Stores: Store Managers Manager on Duty	HIPPA Training for the Pharmacy (PH-1418) Methguard (any version) * Bloodborne Pathogens Training - Prevention Through Awareness Forklift-Safe Techniques (if applicable) * Sexual Harassment Prevention Training

Required Training by Position (Course Requirements)

HIPAA Privacy:

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 any of following set of courses is HIPAA Privacy compliant & does not need to take the newest course.

Completion Set 1

The Privacy Rule and Pharmacy Practice

HIPAA Update: Breach Notification

HIPAA Update: Violations and Penalties

HIPAA Best Practices: Identity Theft Protection

HIPAA Update: The HITECH Omnibus Final Rule

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 Pharmacists who need Continuing Education credits; these are not required for anyone else.

Methguard:

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

* The Following Courses are required annually:

February/March

Sexual Harassment Prevention Training

June

Western Union: Dodd Frank

August

Bloodborne Pathogens Training - Prevention Through Awareness

August

Bloodborne Pathogens in the Pharmacy

September

Medicare Parts C & D FWA and Compliance

October

Money Service Business (MSB)

October

Code of Ethics