

Guide to the Use of Researcher Profile for Safety Training

Safety Training Administrator

<p>What is eBridge Researcher Profile?</p>	<p>Selected training and qualification records for researchers at the Medical College of Wisconsin are maintained within an individual's eBridge Researcher Profile. There are two current areas and one NEW area that Researcher Profile tracks: 1) "Animal Training", focusing on the Core Certification components required for working with animals in research; 2) "Compliance Training", that tracks Financial Conflict of Interest status for funding applications; and NEW area: 3) "Safety Training", that tracks courses such as Bloodborne Pathogens, Laboratory Chemical Safety, etc.</p>
<p>How will this affect me as the Safety Training Administrator for my department?</p>	<p>As a Safety Training Administrator, you will receive email notifications when a User from your department has training that is due to expire in 30 days. Your department will have a business process for communicating with the User. Please contact your Department Administrator for a copy.</p>
<p>Who will need Safety Training added to their account?</p>	<p>On April 1, 2013 all <u>new</u> course completions, for all categories listed in the right column, will be entered into eBridge Researcher Profile and tracked.</p> <p>Taking a "phased in" approach for legacy data, Safety Courses will be added as per the schedule in the right column of this Guide.</p>
<p>What will the email look like?</p>	<p>For purposes of identification, the automatic email reminders are generated from the Safety email account—safetytraining@mcw.edu. The subject line of the email includes text that references the type of training and the account name. The body of the email includes specifics about the course (s) that is expiring, as well as information on how to renew the training.</p>
<p>Who is responsible for adding training to a User's account?</p>	<p>The Safety Coordinators, <i>safetytraining@mcw.edu</i>, from Environmental Health & Safety, and from the Office of Research, will update all User's account information.</p>

Safety Training Legacy Data Schedule

Until a User's course history is entered into eBridge, the tracking of that course will not be active. After March 30, 2013, the active tracking will be on new completions, until the dates below, when older records will be imported into eBridge.

rDNA - 3/30/2013


All Shipping (7 courses) - 3/30/2013

BSL3 - 4/1/2013

Formaldehyde - 4/1/2013

Laboratory Chemical Safety - 4/22/2013

Bloodborne Pathogens - 5/13/2013



Key Places

Outlook—Your department's Safety Training expiration notification emails will be sent to your MCW network Outlook account. Try setting up a **"Rule"** within your Outlook account to guide your eBridge emails to a predetermined folder. This helps prevent valuable notifications from landing in your **"Junk"** folder, and also helps keep your **"Inbox"** organized.

Reports—A future project may include allowing the **Safety Training Administrator** to run a report of expired accounts within his/her department.

eBridge Roles—Each department has a **Safety Training Administrator** to follow-up with those in that department. There are two **Safety Coordinators** to manage the updating of a user's training record.

Additional Guidance—Status and Notification Sections

As the **Safety Training Administrator** you will not have access to a **User's eBridge Researcher Profile**, but **Users** may ask you questions about their profile and what it means when training appears under one of the following categories. The User can contact the **eBridge Help Desk** if the information below needs more explanation.

- Current**—Items under this heading are currently being tracked because its category is checked and reflect an up-to-date status. Email expiration notifications are sent to the user as well as to the Safety Training Administrator in the account holder's department.
- Expired**—Items under this heading are currently being tracked, its category is checked, and items are expired. Daily email expiration notifications are sent to the user.
- Archived**—Items under this heading are ones that: **a)** are no longer being tracked because its category has been "unchecked"; OR **b)** the course has been superseded by a more recent one.

Need assistance navigating eBridge?

Please contact the eBridge Help Desk
help-ebridge@mcw.edu
 414-955-8476