

The Texas Hospital Association Presents:

CareLearning.com

...web-based courses and tracking system for healthcare professionals.

Human Resource Courses Available

The eleven courses, authored by WeComply, Inc., offer an interactive, educational and entertaining method to provide Human Resource personnel and employees the most up-to-date information about business policies, ethics, practices, and conduct in the workplace.

News clips and links to additional information, descriptions, and explanations are available in each course to assist the learner's understanding of the content and improve retention of the course material.

- ❖ Americans with Disabilities Act
- ❖ Drug-Free Workplace Policy
- ❖ E-Mail and Internet Use
- ❖ Fair Labor Standards Act
- ❖ Family and Medical Leave Act
- ❖ HIPAA Privacy Primer
- ❖ Managing Workplace Stress
- ❖ Preventing Discrimination & Harassment for Employees
- ❖ Preventing Discrimination & Harassment for Managers
- ❖ Preventing Workplace Violence
- ❖ Workplace Diversity

Course Author:



System Requirements

To view any of the WeComply courses, you will need a computer equipped with a sound card; access to the Internet with a connection above a 56K, and Real Player software (free download). The faster your computer and Internet access are, and the more current your browser, the more enjoyable and productive your learning experience will be.

The ADA and the Hiring Process



The ADA applies to the entire hiring process. This means that the organization must provide the reasonable accommodations necessary to ensure that persons with disabilities have equal access to the job-application process and receive equal consideration for a job. Generally, it is the responsibility of the person requiring an accommodation to request it and the responsibility of the organization to provide it. Examples of such accommodation include wheelchair-accessible interviewing facilities, a sign-language interpreter for deaf applicants, or a reader for applicants with dyslexia who are asked to take a written test. The organization requires that all employment agencies used to assist in the hiring process must also act in compliance with the ADA.

The ADA requires that the organization's hiring process must focus on an applicant's *abilities*, rather than **possible disabilities**. Application forms and interviews, as well as background and reference checks, should address the ability of an applicant to perform essential job functions, with or without accommodation. If we utilize tests and other selection criteria to determine whether an applicant meets job-related qualification standards, we must use them with *all* applicants for a particular job or job class.

We may ask an applicant to describe or demonstrate how he or she will perform job functions if (1) everyone applying for the job is asked, regardless of disability; or (2) an applicant has a **known disability** that would appear to interfere with or prevent the performance of a job-related function. Questions about attendance should be limited to previous work-attendance records and whether the applicant feels that he or she will be able to meet the organization's attendance policy, with or without reasonable accommodation.

Only \$20.00 per seat, per course!

What is CareLearning?

careLearning is a non-profit organization formed by over 40 state hospital associations and the American Hospital Association to provide its members with quality, cost effective education and record keeping.

The organization launched a website, www.carelearning.com, to provide web-based courses and a learner tracking system for healthcare professionals. While individuals can access most courses on their own, hospitals and healthcare organizations will want to consider participating as an organization.

Questions???

For more information or to request a free 30-day trial of the WeComply courses, you may contact Laura Cornelson at (512) 465-1015 or lcornelson@tha.org.

To access a course, or view a course description, go to www.carelearning.com and click on the Course Catalog. Click on a course and follow the easy step-by-step instructions to register and pay for the course.

If you are interested in purchasing courses for multiple users in your organization, please contact Laura Cornelson.

Multiple User Discounts Available!

DISCLAIMER: Keep in mind that the course material is provided for informational purposes only and is not intended to be, nor should it be understood as, legal advice. If you have questions or need legal advice about how any of this material applies to your job responsibilities, please direct them to your supervisor or the Legal Department.