

## **Course Owner Responsibilities**

An accountable named person is required for every training program created for use within UW Medicine to ensure training courses are aligned with UW Medicine and the UW Medicine entities. The responsibilities are listed below.

	<b>Link training objectives to business objectives</b>
	<b>Define expected outcomes</b>
	<b>Define the training completion criteria</b>
	<b>Define who is required to take the training</b>
	<b>Align the training with organizational policies, procedures and practices</b>
	<b>Acquire or assign resources required to design, develop, and deliver</b>
	<b>Manage completion status and compliance with completion requirements</b>
	<b>Sign off on the accuracy of the content</b>
	<b>Own the responsibility to maintain the accuracy of content</b>
	<b>Create and manage the communication plan</b>
	<b>Create and manage any supplemental materials that support or connect with any larger training programs</b>
	<b>Manage the training program after the training goes live (revisions, sun-setting, etc.)</b>

**By signing below, I agree to the responsibilities listed above.**

**Name:**

**Title:**

**Date:**

## **Program Owner Responsibilities**

Management and administration responsibilities for using the Learning Management System (LMS) for managing training delivery include:

	<b>Sponsorship who provides resources to manage the training, provides executive oversight and accountability</b>
	<b>Training administrator or training coordinator:</b>
	<ul style="list-style-type: none"> <li>• Create the strategy for implementation of the training</li> </ul>
	<ul style="list-style-type: none"> <li>• Define training objectives</li> </ul>
	<ul style="list-style-type: none"> <li>• Define the audience required to take the course</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitor and track completion (run and distribute reports)</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage the organization response to non-compliance of the training</li> </ul>
	<ul style="list-style-type: none"> <li>• Keep the content current and accurate</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage any recurring training requirement</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide input and specifics on getting the LMS configured to meet the organization requirements</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage the creation of the content</li> </ul>
	<ul style="list-style-type: none"> <li>• Manage the organization communications regarding the training</li> </ul>

**By signing below, I agree to the responsibilities listed above.**

**Name:**

**Title:**

**Date:**