

Guide to Completing the Compliance Assessment

Instructions for Psychology Fellows & Practicum Students

Instructions: Go to <https://www.myworkday.com/yale/learning> with a NetID and password to complete your Compliance Assessment. The information below is a guide to help you answer the questions correctly since, for some items, the correct answer may not be obvious to you. Disregard the recommended responses below if they are clearly inaccurate for your position.

	ITEM	Yes	No	Comment
1.	Do you work in a department subject to HIPAA...	X		
2.	Do you work at the School of Medicine, School of Nursing, or Yale Health and use computing or communications systems during the course of that work?	X		
3.	Do you create, receive, maintain or transmit Protected Health Information in an electronic form	X		
4.	Do you hold a School of Medicine faculty appointment or are you a non-physician practitioner ... and provide billable clinical services to patients?		X	This is answered “no” because Yale does not bill for psychology trainee service.
5.	Are you a manager and professional (M&P) or clerical and technical (C&T) employee in the School of Medicine or School of Nursing who participates in patient care and/or has access to the University's patient billing system (<i>i.e., EPIC</i>) ?		X	
6.	Do you prepare budgets, provide clinical care services, or bill for the School of Medicine clinical research services involving human subjects?		X	
7.	Do you design, conduct, or analyze research projects that involve human subjects, human tissue (identifiable and non-identifiable), or review individual medical or personal (<i>e.g., as academic</i>) records for research purposes?			Generally “No” unless you are involved in research with human subjects.
8.	Do you work with, handle, or care for live vertebrate animals?			Generally “No” unless this applies to you.
9.	Do you share space with others who work with or handle live vertebrate animals in the shared space?			Generally “No”.

10.	Do you handle human materials (<i>e.g., blood, tissues, body fluids, cell lines</i>), bloodborne pathogens, or other potentially infectious materials?			"Yes" if you take urine samples or are involved in research with human materials. Otherwise "No".
11.	Do/will you handle vaccinia virus in a lab setting or handle animals infected with vaccinia?		X	
12.	Do you handle biological materials, classed as Biosafety Level 2 or higher, in research laboratory setting? This excludes handling human material in a clinical or healthcare setting.		X	
13.	Do you work with chemicals in a research or teaching laboratory?		X	
14.	Do you handle chemicals in non-laboratory areas?		X	
15.	Do you work with University radioactive material or radiation sources		X	
16.	Do you work with x-ray generating equipment used for research purposes		X	
17.	Do you provide care or have contact with patients in a clinical setting?	X		
18.	Do you work with feral animals at risk for rabies transmission		X	
19.	Do you drive a University-owned vehicle or University-leased vehicle?		X	
20.	Do you wear a respirator?		X	
21.	Do you ship cultures or stocks of human or animal pathogens		X	
22.	Do you ship human or animal specimens		X	
23.	Do you ship non-hazardous material on dry-ice?		X	
24.	Do you coordinate the use of your department's building or premises by non-Yale parties?		X	