



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures **Mandatory Training Policy (Yale University)**

Revised 06-18-2024

1. **Workday Learning:** Yale University uses the Workday Learning system for employees to complete required trainings. Workday Learning helps educate the Yale community about required training and forms, facilitates online training registration, and ensures training completion. As part of employment or affiliation, faculty, staff, students, or other Yale affiliates must complete several trainings and other requirements.

Workday Learning categorizes trainings as follows:

- **Statutory, Regulatory or Policy Requirements:** All required learning, documentation, or certifications that confirm completion of specific Knowledge, Skills, and Abilities per local, state, or federal guidelines.
- **Mandated Training:** All learning that is mandated by an Authority to support the university's workforce's efficiency and development.
- **Recommended Training:** Recommended training refers to suggested training from your manager to support your job performance and/or enhance your growth potential.

Access Workday Learning: <https://www.myworkday.com/yale/learning>

2. **Complete a Training Compliance Assessment:**
Log in to <https://www.myworkday.com/yale/learning> with a Net ID and password. To take your training compliance assessment and complete your required trainings by clicking the "Menu" at the top left of the screen on your Workday home screen then under the "Apps" section select "Learning."
3. **Priority Trainings:** Completing the required training related to the Health Insurance Portability and Accountability Act (HIPPA) at the start of an internship or practicum is a priority.
4. **Deadlines:** The required Workday trainings should be completed within the first two weeks of internship or practicum, and no later than the first month.
5. **Questions:** Inquiries about the Workday Learning system or training requirements should be directed to the Psychology Section Administrator at psychadmin@yale.edu.