

## FACULTY COMPLIANCE PROFILE

The Faculty Compliance Profile is an interactive web-based questionnaire, designed to identify the various compliance and educational activities you need to complete as well as those you have already completed, specific to your responsibilities at the University. It will also provide you with a direct link to the activity or to additional information needed to complete the requirement.

### MORE INFORMATION

For more information, visit the Faculty Compliance Profile website at:

<http://complianceprofile.wustl.edu>

-or-

Contact the Research Ethics and Compliance Office with any comments, suggestions, or questions at: [reco@msnotes.wustl.edu](mailto:reco@msnotes.wustl.edu).

For Log-in issues, contact the Systems and Procedures Helpdesk at 935-5707

Updated: 2.16.2009

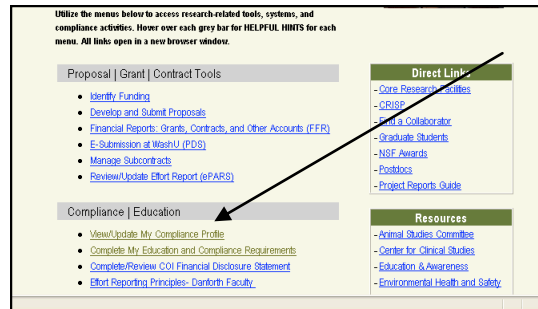
### STEP #1

Access to the Profile is available at either:

<http://complianceprofile.wustl.edu>



<http://researchgateway.wustl.edu>



Log into the Profile using your WUSTL KEY ID and password or Employee ID and password.



### STEP #2

Answer the questions based on your current activities and any anticipated activities for the upcoming year. When you answer a question yes, additional questions may display that should also be answered.

**Questionnaire**

**My Compliance Profile**

Uffman, Sarah Jane

Answer the questions based on your current activities or anticipated activities for the next year. When all questions have been answered, click the "Save and Proceed to Compliance Requirements" button to access your Compliance Requirements page. As you answer questions "yes", additional questions may display.

	Yes	No
Are you engaged in research?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you provide patient care services or clinical lab services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you working in a laboratory setting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you ship chemicals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you working with radioactive materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you working with gamma irradiators?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Last Updated by Uffman, Sarah Jane 09/18/08 9:09:51AM [Save and Proceed to Compliance Requirements](#)

### STEP #3

Based on the answers you provide to the questionnaire, the compliance status page will display the mandatory requirements that have not been completed on the top section of the screen and/or those requirements that have been completed on the bottom section of the screen.

Compliance Requirements That Must Be Met			
Status	Requirement	Method	
Incomplete	Effort Reporting Principles	Web-Based	<a href="#">Take Training Now</a>
Incomplete	EHS - Annual Clinical Safety Training	Web-based	<a href="#">Take Training Now</a>
Incomplete	EHS - Annual Lab Safety Training	Web-Based	<a href="#">Take Training Now</a>
Renewal Needed	Financial Disclosure Statement	Web-Based	<a href="#">Complete Now</a>
Incomplete	HIPAA - Workforce with PHI Contact	Connect to URL	<a href="#">More Info</a>
Incomplete	OPBC - Billing Compliance 101	Web-Based	<a href="#">Take Training Now</a>

Compliance Requirements Completed			
Status	Frequency	Requirement	
2008-03-14	Annual	Code of Conduct Certification	
2008-09-16	Annual	Faculty Compliance Profile	
2006-09-10	Annual	Financial Disclosure Statement	

### STEP #4

To complete a requirement from the status page, click on the corresponding yellow button. Requirements do not need to be completed all at once. The Profile will update the status page as requirements are completed; however, some completed requirements may post overnight or within the week.

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