

Required Training Modules for VTCSOM Maintenance of Appointment

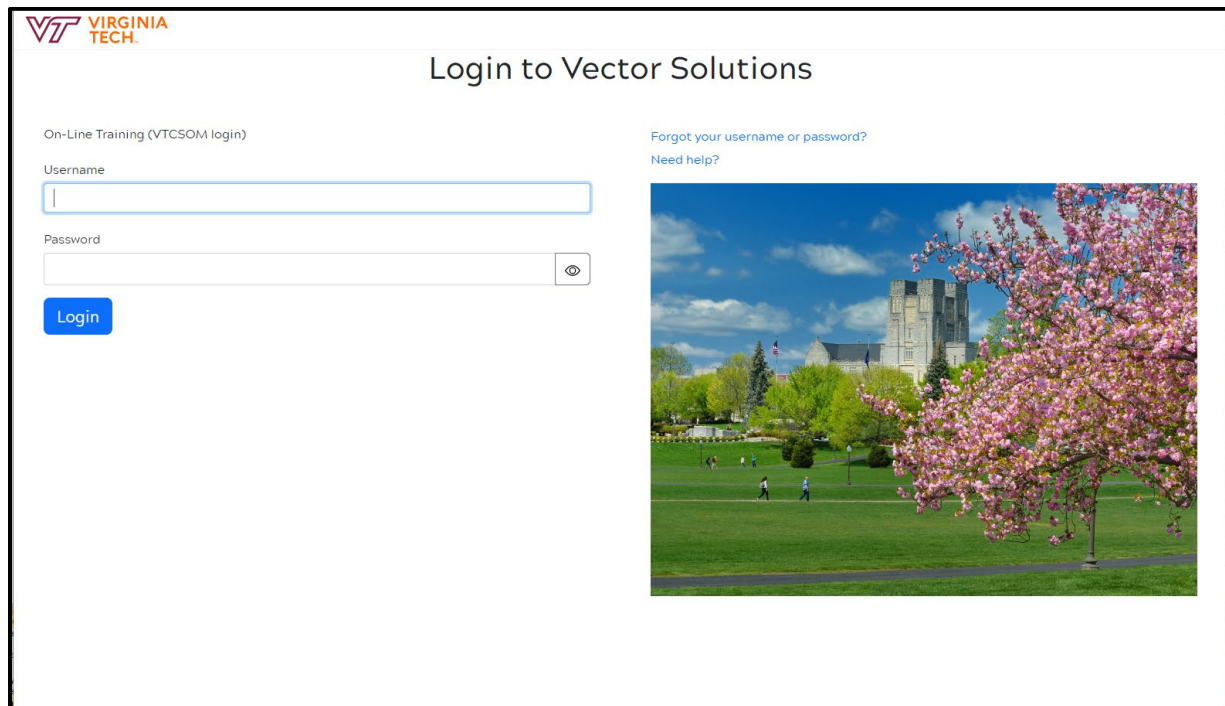
Starting in January 2023, VTCSOM Faculty members are required to complete two training modules every three years to renew their faculty appointments, in addition to the standard MOA paperwork. Both of these modules can be completed at any point within your three-year faculty appointment term to receive credit for this requirement. Prior to the due date for your MOA, you will receive a reminder and notice on how to access the materials. The expected completion time for each module is less than one hour.

Instructions on how to access and complete these modules are listed below:

Module 1: Diversity, Inclusion, and Belonging

Link for VTCSOM's VectorLMS Site: <https://vtmed-va.vectorlmsedu.com/training/home>

VTCSOM faculty will use the *Vector Learning Management* system to complete the required *Diversity, Inclusion, and Belonging* module. To access the VectorLMS platform, faculty must use their Virginia Tech Credentials and utilize Duo Two-Factor authentication.



Faculty that have forgotten their Virginia Tech Username (PID) and Password can reach out to the [Virginia Tech 4HELP \(540-231-4357\)](tel:540-231-4357) to reset this information. When calling 4HELP, notify them that you are a faculty member at VTCSOM and provide your 9-digit VT-ID number to process the password reset. Your departmental administrative assistant or the Office of Faculty Affairs can assist you with obtaining your 9-digit VT-ID number if needed.

How to Access Training in Vector

Once logged into the VectorLMS, the required Diversity, Inclusion, and Belonging module will be appear on the Home Screen at the top of the webpage. The Due date will be set for your next Maintenance of appointment deadline.

My Assignments Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

0% Mandatory Training

Diversity, Inclusion & Belonging
Full Course
Designed to meet employees and organizations where they are in their learning journey, this course helps...

Due In 30 Days
Due: 2023-01-05
40 Minutes

Start →

Interested in Extra Training?
You may have access to many more courses that cover a wide variety of topics. Please take the time to look over the list and view the ones that interest you.

View Library →

A Disclaimer notice will appear, which must be accepted prior to beginning training.

Diversity, Inclusion & Belonging

Scroll to bottom and accept to continue to the course.

Disclaimers

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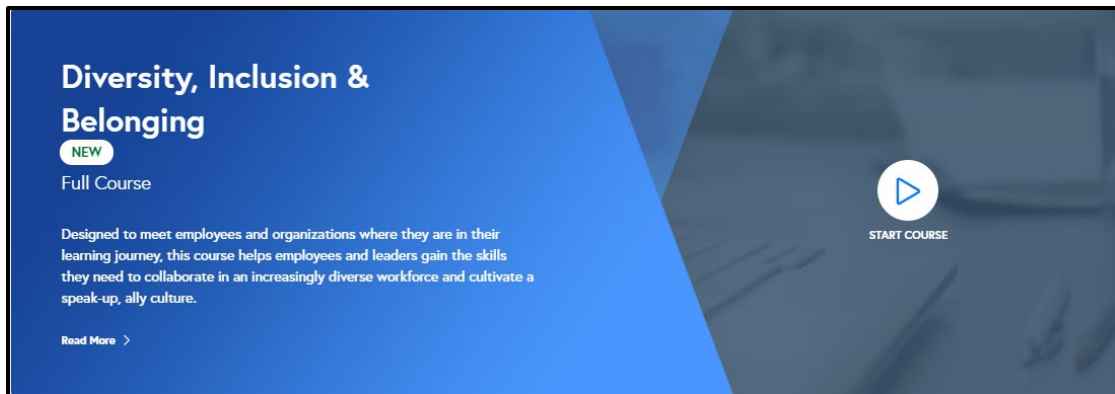
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Suite 300
Cincinnati, OH 45207.

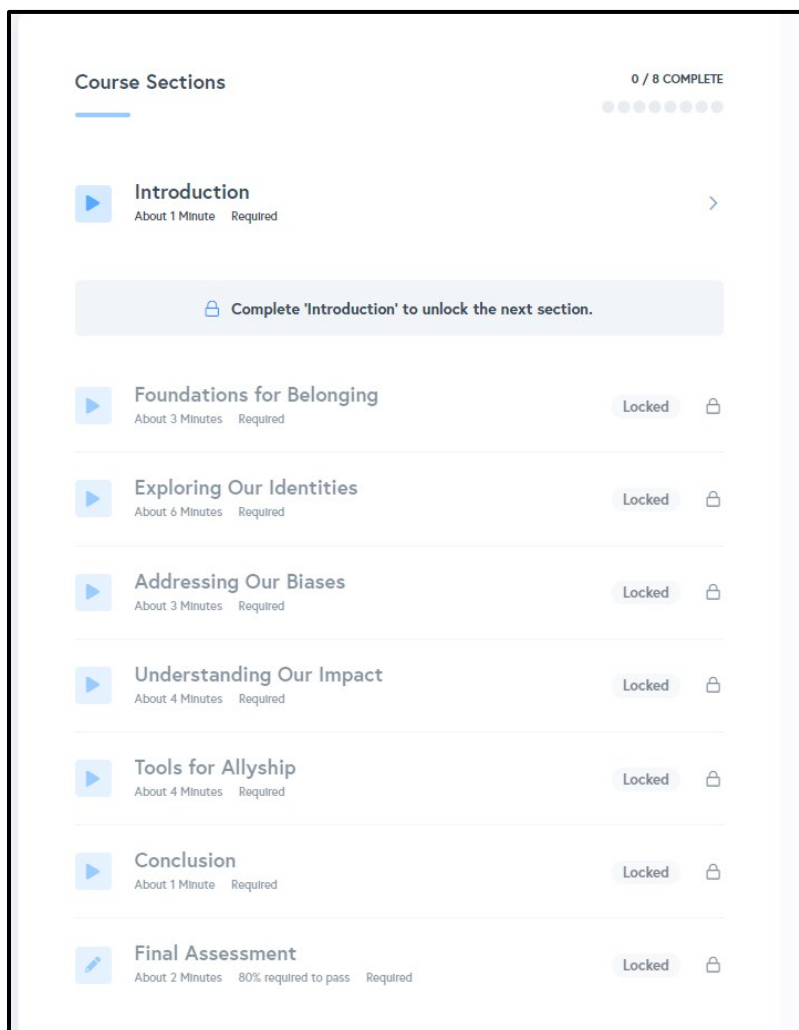
Decline ✕ Accept ✓



Course Completion

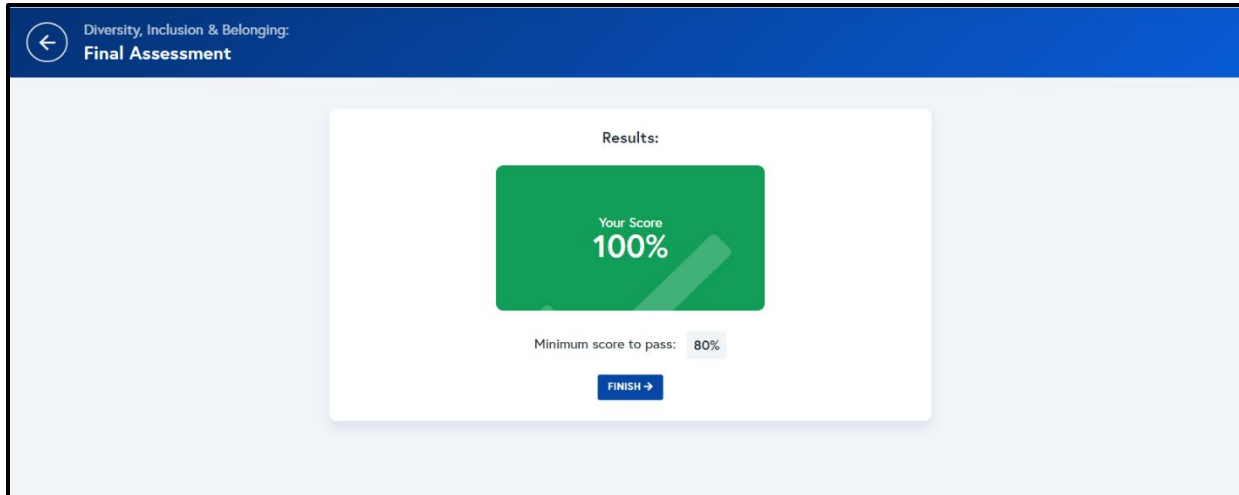
Begin the module by selecting “Start Course” at the top of the course section page. Selecting this arrow will take faculty to the introduction. If the module has been previously started, this arrow will say “Continue Course” and will resume at the next uncompleted section.

The estimated completion time of this module is ~45 minutes, with eight short sections that can be completed simultaneously or in separate sessions. Each section contains a short video discussing relevant topics, along with a few questions and scenario learning options. The prior Section must be completed before advancing to the next one.

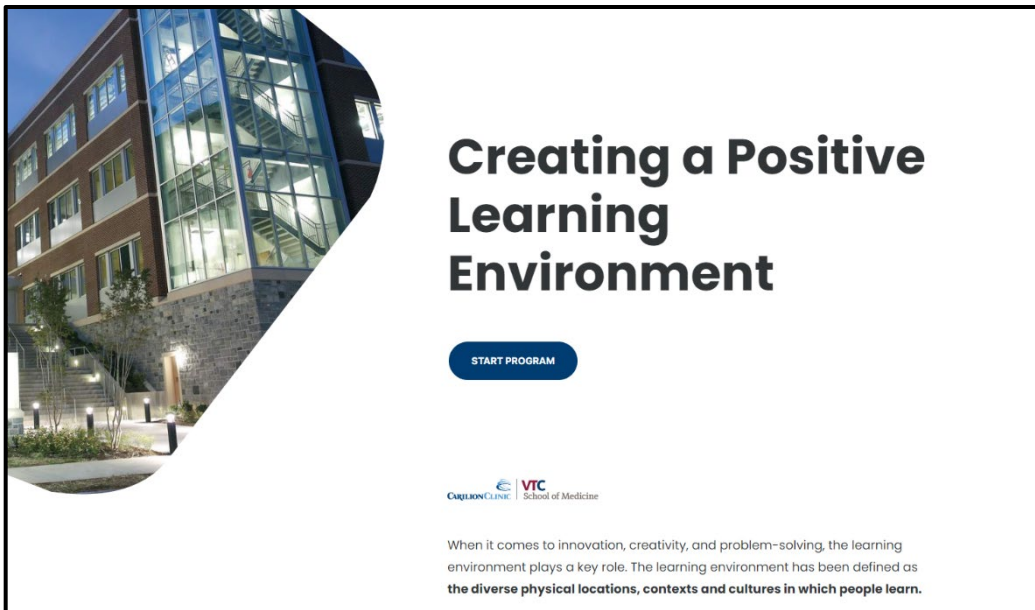


Completion Requirements

To complete the module and attain credit for your Maintenance of Appointment, all eight sections must be completed with an 80% received on the final assessment. Once completed, no further action will be required within the VectorLMS, and the Office of Faculty Affairs will automatically be notified. Following your appointment renewal, the module will be reassigned to you for completion within the next three-year faculty appointment term.



Module 2: *Creating a Positive Learning Environment*



The *Creating a Positive Learning Environment* module was developed through Carilion Clinic and VTCSOM. Access to this module occurs differently for Carilion-employed faculty and non-Carilion-employed faculty.

Carilion-Employed Faculty

This module will be available as part of your standard Spring in-service Cornerstone Training. You will be able to complete it in succession with the other assigned Carilion modules once every three years. Completion of this module will be tracked through Cornerstone reporting.

Non-Carilion Employed Faculty


The module can be accessed through the following link:

https://rise.articulate.com/share/6okFHeM21_d-ijy0n7eS-g0U9oWxionQ.

Please note, at the end of the module there is a “Survey” button that will need to be filled out to receive credit for completing this module. **If you do not enter your name on the Survey form, we will not receive confirmation that you completed this requirement and you will most likely need to repeat the module.**

Recording Participation

If you did not access this module through Cornerstone,
please click the SURVEY button to complete a brief form
to record your participation.



If you are completing this program on Cornerstone,
proceed to the box below, and click EXIT to record
completion on your transcript.

Questions

Should you have questions regarding access to either of these modules, please reach out to Avery Mahaney, Faculty Affairs Manager, at amahaney@vt.edu.

THANK YOU FOR YOUR CONTINUED SERVICE TO VTCSOM!