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1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to provide stepwise instruction for completing online Bloodborne Pathogens (BBP) refresher training.

2.0 DEFINITIONS

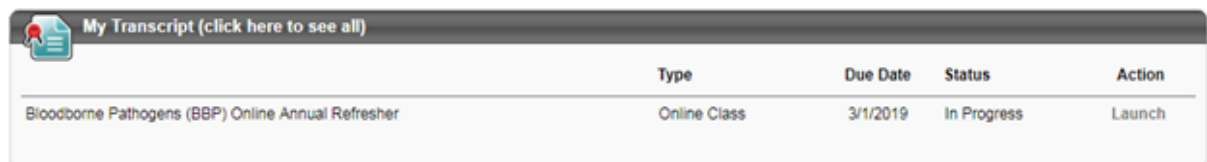
BBP Bloodborne Pathogens
PI Principal Investigator


3.0 PROCEDURES

3.1. Start Training

3.1.1. Log into Trojan Learn via USCnet.

3.1.2. Under “My Transcript” (the central column), the Bloodborne Pathogens (BBP) Online Annual Refresher course title will appear if assigned by the PI.

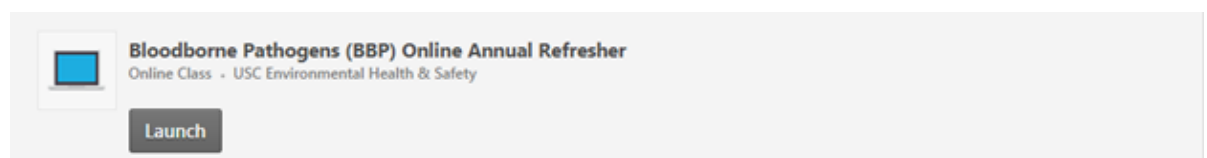


My Transcript (click here to see all)				
	Type	Due Date	Status	Action
 Bloodborne Pathogens (BBP) Online Annual Refresher	Online Class	3/1/2019	In Progress	Launch

3.1.3. If the course title does not appear under “My Transcript”, then enter “BBP” into the search bar located at the top-right of the page.



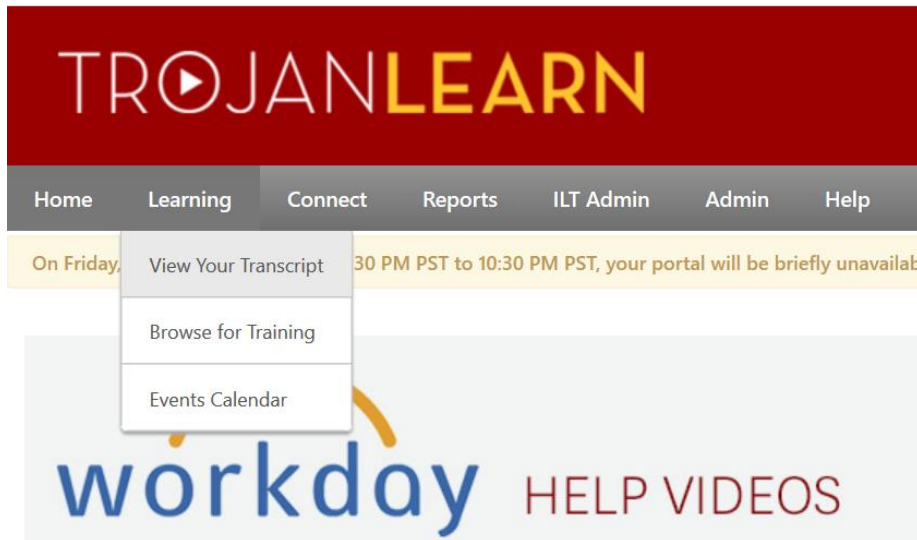
3.1.4. Click on the course titled “Bloodborne Pathogens (BBP) Online Annual Refresher” designated with a laptop icon to its left.



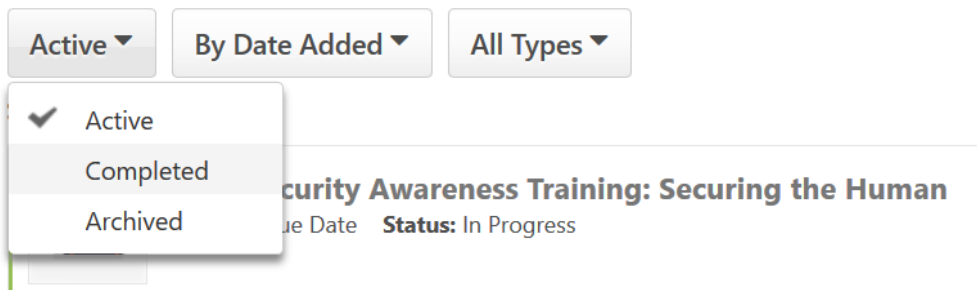
3.1.5. Click on “Launch” button to begin the training. A pop-up training window will then appear.

3.2. Training Completion

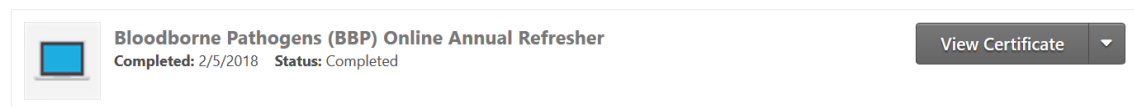
- 3.2.1. Once the online training is completed and quiz questions successfully answered, the pop-up window will close.
- 3.2.2. To access the Certificate of Completion, click on “Learning” from the main menu and then select “View Your Transcript” (see below).



- 3.2.3. At the “Transcript” page, select “Completed” from the drop-down menu.



- 3.2.4. View the certificate by clicking on the “View Certificate” button (see image below). Ensure that the browser’s pop-up blocker is disabled.

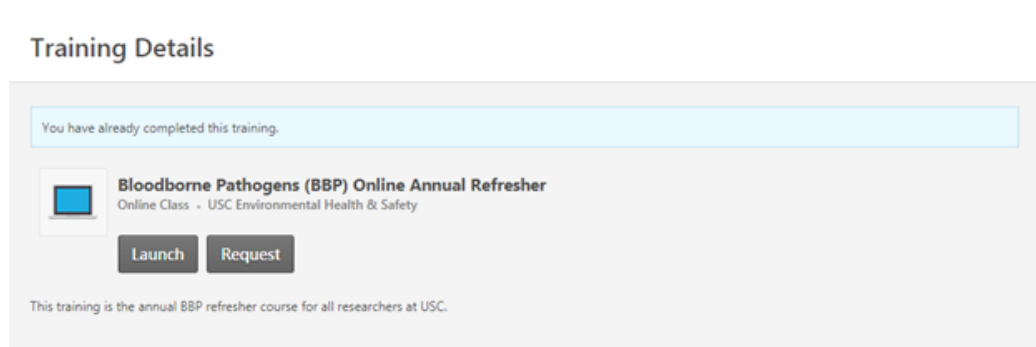


- 3.2.5. The certificate may be downloaded or printed.

3.3. Certification for Subsequent Refreshers

- 3.3.1. To renew certification for subsequent refreshers, follow steps 3.1.1 to 3.1.3.

3.3.2. The following screen shot will then appear.



3.3.3. To renew your BBP training, click on the “Request” button.

3.3.4. Follow steps in Section 3.2 to obtain the Certificate of Completion.

4.0 SOP REVIEW/REVISION

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