


Product	<b>Compliance &amp; Learning Management System™</b>	 <p style="text-align: center;"><b>Release 4.3</b></p>
Description	<p>Integrated Document Management and Learning Management System uniquely designed for managing complex healthcare compliance requirements. Provides advanced distribution and fail-safe tracking of training, policies, procedures and other critical documents.</p>	
Overview	<p>The Compliance &amp; Learning Management System (CLMS) brings all of the pieces of the compliance puzzle together: Policies, Processes, and Procedures; Staff Certification; Competency Testing; and Staff Training. Compatible with QSEs, Lean Manufacturing, and Six Sigma initiatives, the CLMS is the single-point source to manage on-going compliance, audits, and inspections.</p> <p>The system makes it easy to assign virtually all types of compliance items individually, by group/department, or by job classification. It individually manages and tracks compliance for every assignment made while delivering the documents, forms, instructions, and training required to complete the task.</p> <p><i>Notable Features:</i></p> <ul style="list-style-type: none"> <li>• Powerful and flexible curriculum management module allows enrollment type and due date to be set by User, by Group or by Course with</li> <li>• Integrated version management automatically updates and redeploys assignments to appropriate staff based upon the criticality of the revision and prior completion status</li> <li>• Non-compliance algorithms automatically set and remind users of recurring due dates to avoid gaps in certification and missed assignments</li> <li>• Electronic Confirmations record employee receipt of materials, Electronic Sign-offs document approvals by managers and trainers, and test results record acquisition of knowledge and competency while eliminating problematic and outdated paper trails</li> <li>• Electronic alerts notify trainers and managers of pending approvals in real-time</li> <li>• E-Mail notifications provide users with a daily summary if pending items require action</li> <li>• Email Notification features - Login instructions automatically sent to new users.</li> <li>• Reporting module allows quick definition of new reports and the ability to save customized reports to the user's <i>My Reports</i> list for later one-click access</li> </ul>	
System Requirements	<p>Windows based systems running Internet Explorer and meeting minimal hardware and software specification. For more information email: <a href="mailto:support@knowledge-forge.com">support@knowledge-forge.com</a></p>	
Deployment	<p>The CLMS is available as an Internet service hosted on secure Knowledge-Forge servers or as licensed software installed on customer's servers for local area network (LAN) access</p>	
Pricing	<p>Visit <a href="http://shop.knowledge-forge.com">http://shop.knowledge-forge.com</a> for CLMS pricing and configuration options.</p>	

## Compliance & Learning Management System – Optional MODULES

### JobCode-based Curriculum Management

This module greatly simplifies the management of training and compliance requirements by allowing you to specify those requirements based on your organization's use of job classifications or job descriptions – referred to as JobCodes in the CLMS. Once requirements are assigned to a JobCode and JobCodes are associated to users, everything else becomes automatic. The CLMS automatically updates the assignments for every employee associated with that JobCode whenever a JobCode's requirements change. Similarly, if employees change positions within the company their requirements are automatically updated based on their new JobCodes. Users can be associated with multiple JobCodes and the system will automatically handle any overlapping requirements and previously completed assignments. The CLMS automatically notifies each employee of each new assignment. The JobCode Module includes a series of additional reports and screens that display results grouped according to JobCodes.

### Employee Development

This module allows managers and trainers to record and track a wide range of events associated with an employee's career. Events ranging from corrective action and 1-on-1 meetings to classroom training, continuing education and degrees are easily captured and recorded by the system. Events can be linked to existing SOP, P&Ps and compliance training courses. Numerous details such as cost, credits, score, duration, instructor, location and external documents are logged based on the type of event recorded. Employees may also submit events such as outside courses, meetings and seminars for approval and to record CEU/CME credits, cost and activity. All data is captured electronically and electronic signatures are used throughout to eliminate paperwork and provided centralized reporting.

### Subscribe

The Subscribe Module allows CLMS users to selectively subscribe to items published by another CLMS from medical manufacturers, associations, educational institutions, and other organizations. When a new item becomes available to a specific site, the CLMS administrator will receive an "Alert" with the item's title, publisher and a brief description. The item can also be previewed for more information. Once a site subscribes to an item, the item will appear in their CLMS Library where it can be assigned like any other item. This allows subscribing sites to integrate manufacturer and partner related documents and training into users' training and compliance profiles. It also eliminates the need for the institution's users to maintain user-accounts on multiple suppliers' sites and compiles completion records into a single system. If, at any time, you decide the material is not applicable to your organization, with a single button, you can easily "unsubscribe."

### Publish

The CLMS is a powerful tool for Medical Manufacturers, Associations, Educational Institutions, Labs and Blood Centers to disseminate training, technical specifications, policies, procedures and other instructions to participating healthcare facilities, blood banks, client institutions and other users of the Compliance & Learning Management System™. To take full advantage of the Publish Module all that is required is for the Publisher to decide which items to publish and which sites should receive notice of the availability of the published item. Publishing options include: all sites, individually selected sites, or registered sites based on each publishing site's managed list. Once an item is published, an alert will notify the specified sites that the item is available. Usage and completion records for published item are maintained on both the publisher's and subscriber's Compliance & Learning Management Systems.

### Active Directory Integration

This module integrates the CLMS groups and users with the domain-managed accounts on the customer's Microsoft® Windows Server or other LDAP compatible servers. Using Active Directory technology, the module allows user accounts to be managed in a single location, reducing management overhead and simplifying and streamlining access for users. In its simplest implementation this module lets CLMS administrators and managers add users by simply selecting a user from the Active Directory list. Fully implemented, the module will recognize new domain users and automatically create a CLMS account for them, assign a training & compliance curriculum and then send them a welcome email. In all cases employee information is synchronized and login is authenticated via the customer's domain servers. Single Sign-On is also supported, eliminating the need for authenticated users to login to the CLMS each time. The module also supports CLMS users who do not have Active Directory accounts. This option is available for LAN-based customers only.

### Data Import Utilities

To facilitate the importation of Library Items (Compliance items, training, and other assignments) and User Completion Records, Knowledge-Forge has developed a Data Import Utilities Module. This module can be used as a one-time tool to facilitate migration to the CLMS or to sync data between external document management or learning management systems and the CLMS. Included in the module are templates and file specifications to guide a system administrator in the creation of transfer records that are instantly recognized by the Data Import Utilities Module. If you have existing items to include in your Library such as SOPs, or Employee Training Completion records, this is the fastest and most accurate way to integrate that data with your CLMS.

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