

Monitor Annual Learning Completion: ZSFG Trainee Report for TAs

Select 'Box' via MyAccess → ZSFG TA Materials → Hydra Reports → ZSFG Trainee Report for TAs

- **Download** the spreadsheet onto your desktop
- **Filter** the spreadsheet by your specific 'ZSFG Department' (column P)
- **Review** the Annual Learning Status (Columns BE – BG)

BE	BF	BG
DPH Residents Interns Status	Annual Learning Overall Status	DPH Compliance and Privacy (C&P) Status

DPH Residents/Interns Status: Trainee Module (All Embedded Annual Training)

Annual Learning Overall Status: shows 'Completed' status only if both requirements have been completed

DPH Compliance and Privacy: An Annual Learning Requirement for all Trainees