

# Roles of Designated Learning Officers (DLOs) in VA LMS Phase II

Toolkit Item #5



## **What This Is:**

This document describes the roles Designated Learning Officers have with the VA LMS.

## **Why This Is Useful:**

As partners in education and learning, the Designated Learning Officers, the VA LMS Domain and Learning Managers, VA LMS Administrators, and others will work together to assure staffs' learning needs are met.

The Designated Learning Officers, who are the organization's education experts, truly complement the VA LMS Administrators, who serve as the technical experts in system configuration and management for their domains.

## **How To Use This:**

This is provided for information and can be shared with users, managers, and VA LMS Administrators to help everyone understand the DLO's role.



## The Roles of Designated Learning Officers in VA LMS Phase II

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### VA LMS Roles for Designated Learning Officers (DLOs):

1. Champion VA LMS within their domains
2. Steward of VA LMS usage: establish business processes within their domains and sub-domains to reflect VA LMS national and VISN guidance
3. Integrate VA LMS into their business processes
4. Liaison to VA LMS Program Office and other DLOs within their VISNs
5. Facilitate communication about the VA LMS within their organizations
6. Establish, monitor, and collaborate with VA LMS Administrators, ensuring appropriate roles and practices for their domains
7. Coordinate items offered in domains and sub-domains to avoid duplication.



VA LMS Administrators are the technical, “super users” of the VA LMS. Depending on the roles they are assigned, they can work within the VA LMS to manage and track user training needs; create items; assign, schedule, and register users for training; and assist users with VA LMS questions.