

Welcome to Presbyterian!

Our regulatory and internal policies require that all students and contracted employees have the same level of competency as our employees. This is to ensure that our patients are cared for safely by students in our facilities. **All compliance components must be completed at least one week prior to the first clinical day or the entire clinical cohort may have a delayed start.**

In an effort to streamline required documentation we have created an electronic portal for students and faculty to complete the necessary requirements.

All students and faculty must complete required educational topics that define and explain Presbyterian specific policies. These topics are determined by our compliance department and must be renewed by all students/faculty during April/May annually.

All students and faculty must be up-to-date on current immunizations. Presbyterian requires that documented proof of immunization or positive blood titer be documented on the following immunizations.

- Hepatitis B
- Measles, Mumps and Rubella (MMR)
- Varicella (chicken pox)
- Tetanus, Diphtheria and Pertussis (TDaP or DPT)
- Seasonal influenza is required if rotation is between September-March
- Yearly screening for tuberculosis (PPD or negative chest x-ray)

In addition to immunization verification Presbyterian requires the following safety screening

- Urine drug screen (minimum 5 panel). Passing is negative for all substances or cleared by laboratory medical personnel)
- Fingerprinting through DOH or background checks through the following databases
 - Excluded Provider Database maintained by OIG <http://www.epls.gov>
 - Excluded Parties List System Database <http://exclusions.oig.hhs.gov/>
 - NM Department of Public Safety Sex Offender Registry <http://www.nmsexoffender.dps.state.nm.us> and <http://www.nsopr.gov>

The required immunization and safety screening must be completed by academic faculty or designated school personnel and kept in the students file for a minimum of five years.

In order to make the documentation more manageable and reliable Presbyterian has invested in a learning management system. This packet will provide instructions on how to access and manage student/faculty accounts on Learning Central

**Questions about this process should be directed to
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lilinea@phs.org
(505) 823-8855**

1. Creating user ID's and passwords for students/faculty – On request and approval for clinical placement in a Presbyterian facility a spreadsheet will be sent to the school for completion.

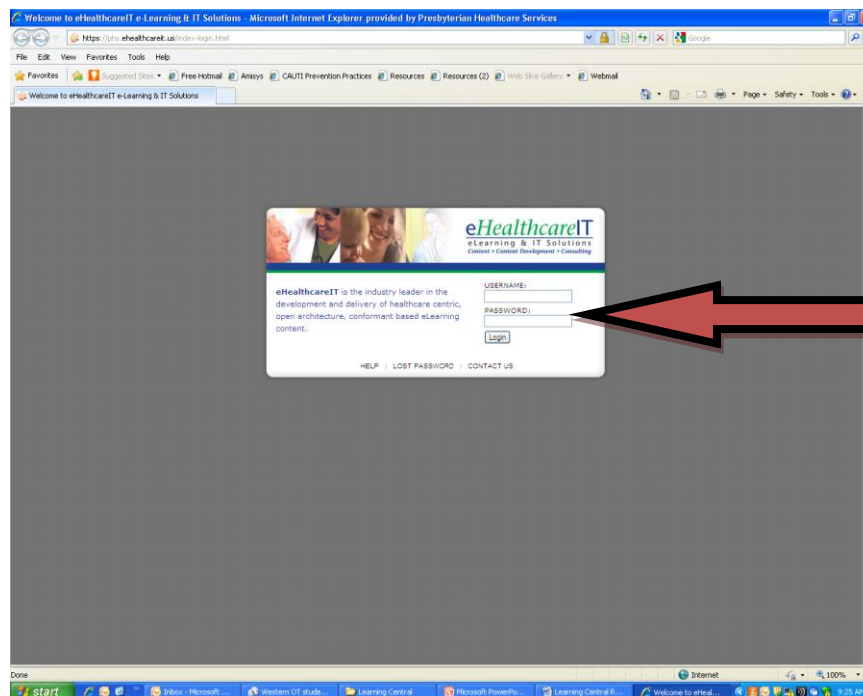
Last Name	First Name	DOB	Last four of student ID	Email	School	Program	Graduation Date	Student or Faculty
Smith	Joe	11/25/1969	7865	jsmith@phs.org	Presbyterian	ASN	05/01/2011	Student

When completed, the school will send the spreadsheet to lilinewea@phs.org. **Please allow one week for the return of generated user ID's and passwords.** Please be sure to indicate the faculty or staff member that will be verifying the immunization and safety requirements.

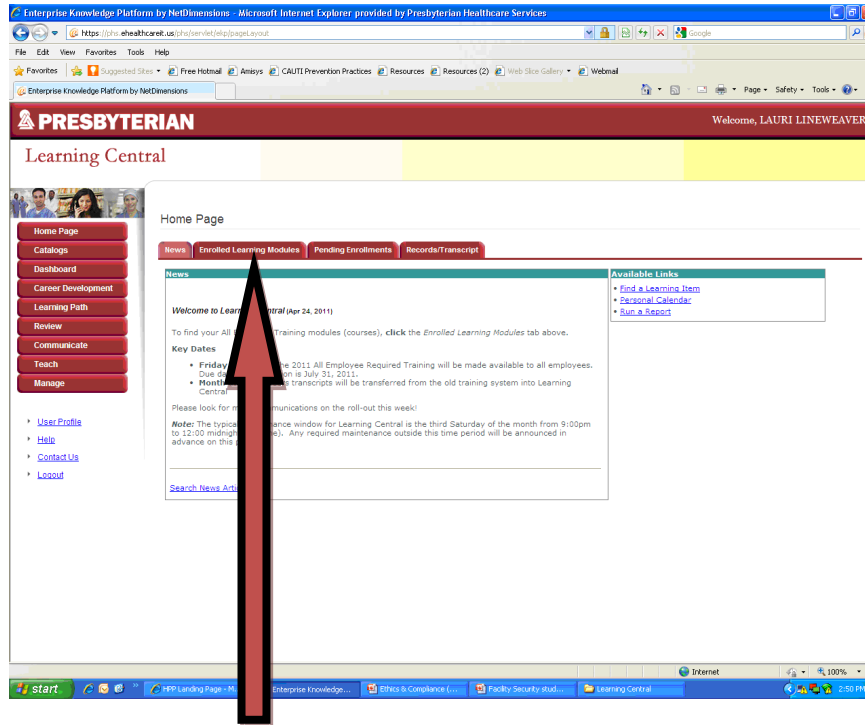
2. The school will distribute user ID's and passwords to students and faculty. The learning management system can be accessed from the following external website.

<https://phs.ehealthcareit.us/phs/servlet/ekp/login?getnews=Y>

3. The sign in screen will look like this. The student may change their password at this time. However, if the password is forgotten then the clinical coordinator must reset the password. The system cannot remember a password. It may take up to 48 hours to reset a password.

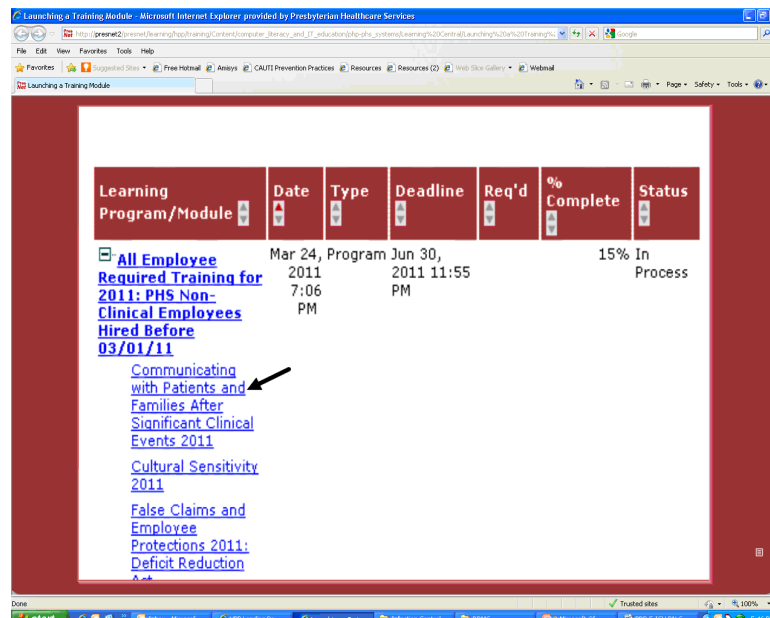


4. Once signed in the Learning Center home page should appear

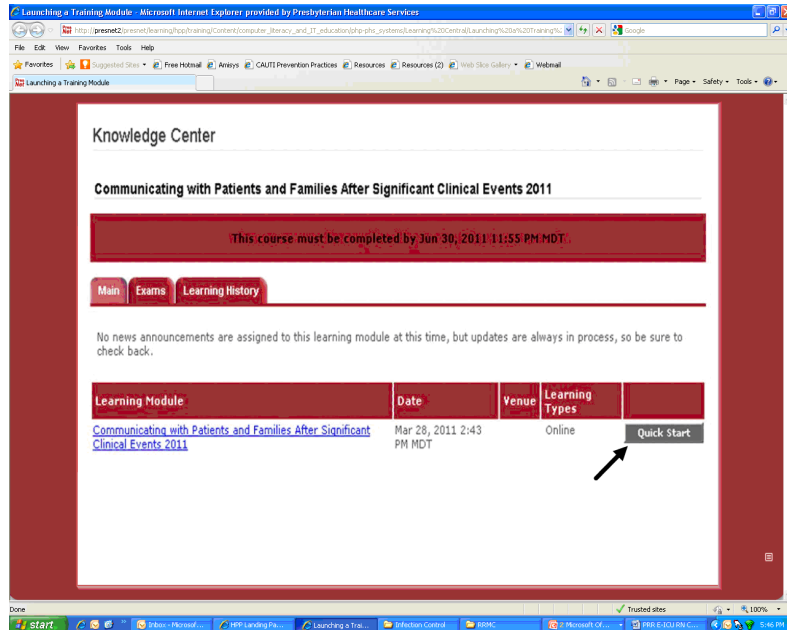


5. The required training will be preloaded into the “Enrolled Learning Modules”. This will include all modules in the student/faculty requirements.

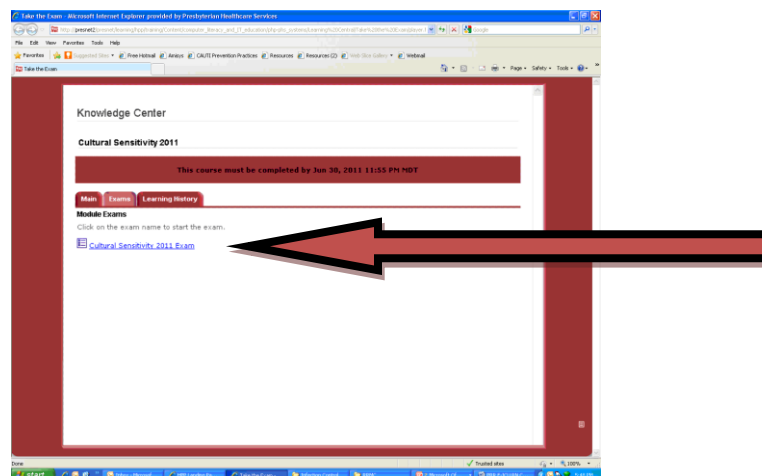
6. To open or launch a specific course click on “Enrolled Learning Modules” and view the modules assigned.



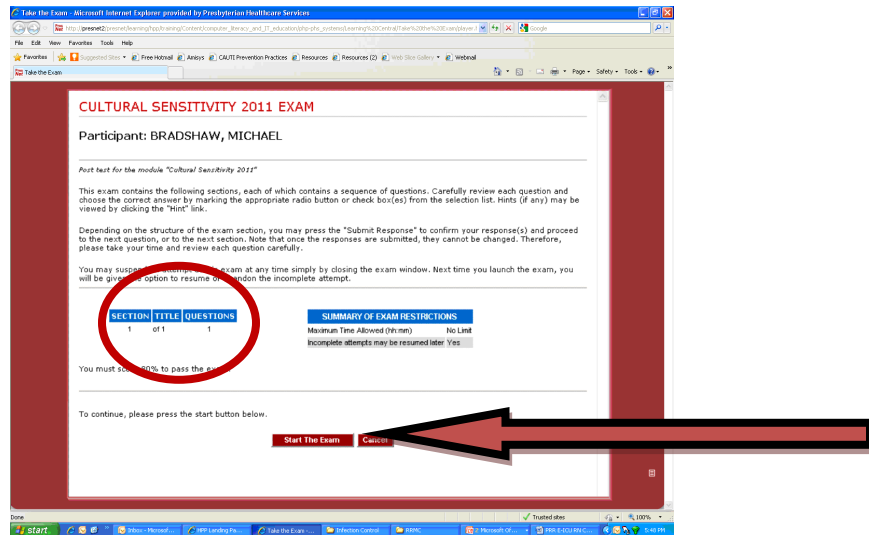
- To launch a course click on the course name. This will open a new window with only the individual course. Click on the quick start button to launch the course material.



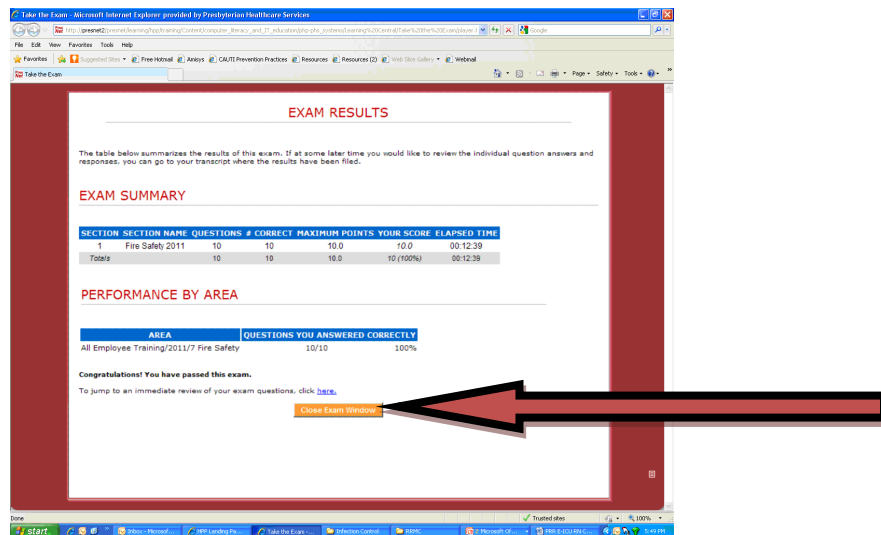
- View the course content. In all modules you must view all the slides to complete the course. Some modules have audio recording, be sure to have the volume all the way up.
- All courses have an exam component. Sometimes the exam will contain questions that will assess the learner's knowledge on the required content. Other times it will be an acknowledgement that the learner has viewed the content agrees to Presbyterian policies and procedures and will ask questions or Presbyterian staff if uncertain. To launch the exam, click on the exam tab. This will open a new window. Click on the course title to launch the exam.



10. The exam manager will launch. The opening page lets the learner know how many questions are in the exam and the required passing score. Click on “Start the Exam”



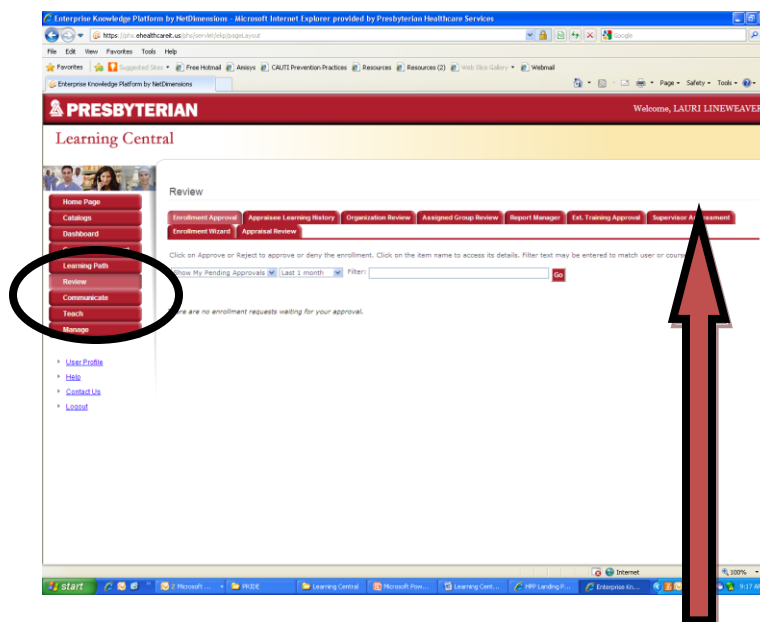
11. When completed, the learner may review the exam results, including missed questions. Once finished click “Close the Exam”



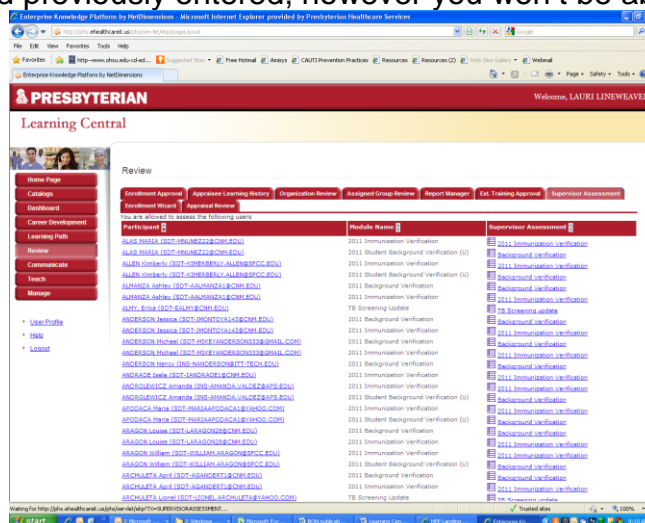
12. When the course is viewed and exam passed the learning module will drop off the learners “Enrolled Learning Modules” page. The learners transcript is viewable by clicking on the “Records/Transcript” tab on the home page.

13. Students will not be able complete the verification of their immunization and safety screening. This must be completed by the faculty or designated school personnel. Please make sure to include this person on the spreadsheet when requesting user ID's and passwords the first time (or if the designated person changes).

The mechanism to verify this information on students/faculty will appear as a course under the designated personnel's "Review" button on the left side of the screen. The Supervisor assessment tab will populate the list of all immunization verification and background checks that need to be completed for their students.



14. When you click supervisor assessment the list of students assigned to you should appear. Click on the required module NOT the student name. Complete the "exam" by answering the questions within. **Do not** click submit before all information is entered. If you need to exit simply close the window and the system will save all the information you had previously entered, however you won't be able to see it again.



15. The final step in completing the compliance requirements is the “First Day Orientation” form that will be completed on the first clinical day. This may be completed by academic or Presbyterian employees depending on the type of rotation. This is done to ensure that students/faculty have a working knowledge and familiarity with the unit where they are performing clinical.

Thank you for choosing Presbyterian for your clinical learning. We are committed to providing a quality learning experience. Together we can create a safe and exceptional experience for patients and their families.