

HealthStream Online Clinical Orientation Program

Chabot College - Student Instructions

Modules to be complete **AFTER July 1st** and before **August 2st**

HealthStream's online programs are designed to educate healthcare professionals and health occupations students, and to enhance safety, competency, and outcomes in healthcare organizations through required regulatory training and accredited continuing education. You will need to complete four HealthStream modules* **on or before August 1, 2018**. Modules are \$3.50 each, you will use a debit/credit card pay for each module separately on *HealthStream's* secure website.

Required HealthStream modules:

You will be required to take each of the following four modules annually. Allow approximately four hours to complete all the required modules.

- **Rapid Regulatory Compliance: Clinical I:** Compliance; Ethics; Sexual Harassment; Patient Rights; Informed Consent; Advanced Directives; Emergency Medical Treatment and Labor Act (EMTALA); Grievances; Developmental Appropriate Care; Cultural Competence; Restraint/Seclusion; Patient Abuse/Assault/Neglect
- **Rapid Regulatory Compliance: Clinical II:** General/Fire/Electric/Back/Radiation/MRI Safety; Ergonomics; Lift/Transport; Slips/Trips/Falls; Latex Allergy; Hazardous Communication; Workplace Violence; Emergency Prep; Infection Control; Hospital Acquired Infections; Hand Hygiene; Bloodborne; Standard Precautions; Airborne/Contact/Droplet Precautions, Personal Protective Equipment
- **Hazard Communication**
- **HIPAA**

AFTER July 1, 2018: First time log in instructions:


- **The Nursing Program office will create the account for you on HealthStream.** Do not create your own account. You will be notified by email when the registration is complete.
- Access our dedicated HealthStream site at www.healthstream.com/hlc/canursing.
- To log in as a student, enter your first initial and last name as one word in lower case. Password is the same as your user name, first initial and last name all one word in lower case.
- Update your profile.
 - Verify your full name
 - Include your email address.
 - **Remember your user ID and password.** Neither your HealthStream Administrators nor HealthStream Customer Support can retrieve forgotten passwords.
- Now that you are logged in on the HealthStream site, you will be on the "My Learning" tab.

Computer Requirements: Before logging in and taking modules:

- Your computer must have Internet access, preferably high-speed (as opposed to dial-up), and your computer must have printing capability. Access the Internet using Microsoft's Internet Explorer browser.
- HealthStream is optimized for computers running Windows operation systems. **If you have a newer Mac with the Intel chip and Microsoft Windows Application, or an older Mac with Virtual PC, you may be able to access HealthStream.**
- First, check your computer's compatibility with HealthStream by going to www.healthstream.com/browsercheck. If your computer does not meet the recommended standards, rectify the specified incompatibility or use another computer that *is* compatible to complete the required modules. **(If you select a module and get a blank window in the upper left hand side, this likely means that you still have a pop-up blocker on your computer that needs to be disabled.)**

Enrolling in and purchasing modules:

- Select the "Catalog" tab toward the top of the page. Click "Search" without typing anything in the Search box.
- The four HealthStream modules you will be required to complete annually will be listed in the Search results. See below.
- Enroll in any module:
 - Click on the name of the module you wish to enroll in.
 - On the next page, click "[Enroll in this course.](#)"
 - On the following page, enter the required information to purchase the module and click "Continue." (The "Card Verification Code" is the three digit number shown after your card number on the back of your card.)
- When you have purchased a module, you will be taken back to that module's Course Details page, where you can launch the course by clicking on the underlined (hyperlinked) Learning Activity.

- You do not have to take and complete modules in a sequence or immediately after enrolling in one. You may elect to enroll in and purchase all three modules and launch any of your purchased modules afterwards. Each module will appear under “Elective Learning” on the *My Learning* tab, even if you log out and log back in, until you have completed it. If you exit a module by clicking on “Exit” in the lower right hand corner instead of the red  in the upper right hand corner, the next time you launch the module you can resume the module at the point where you exited.

Returning log in instructions:

- Access our dedicated HealthStream site at www.healthstream.com/hlc/canursing.
- Enter your user ID and password. **Do not create a new profile.** Click on the Password Reminder link if you have forgotten your password and you created a password reminder when you first logged in to this HealthStream site. If you have forgotten your user ID, please contact your HealthStream Administrator (information below).
- When you are logged in to HealthStream, any module you have enrolled in, but have not yet completed, will be listed on the *My Learning* tab under “Elective Learning,” Click on any module to launch it.

Deadline August 1, 2018, modules will be complete, certificates upload and transcripts submitted to with initial student packet. This online orientation program will need to be completed once each school year. Failure to complete the required modules with a passing grade of **80%** will preclude participation in clinical experiences. You will need to complete these modules even if you have also taken them at your place of employment. After completing the modules with a passing grade, students will need to upload the certificates individually to CastleBranch/Magnus.

Module review, transcripts, and certificates:

Completed modules can be reviewed, and your HealthStream transcript and module completion certificates can be viewed and printed from the *My Transcript* tab.

Your HealthStream Administrator: Program Office: (510) 723.6896 nurse@chabotcollege.edu

If you have a question, do not contact HealthStream Support directly, since it is available only to HealthStream Administrators. Instead ask your HealthStream Administrator, Nursing Program office at nurse@chabotcollege.edu Put “HealthStream question” in the subject line. In the body of your message include your registered name, your full student ID, and your problem/question.