

Rapid Regulatory Courses in HealthStream Getting Started Tip Sheet

Please note: Everyone is required to take two compliance trainings titled:

- Rapid Regulatory Compliance: Non-clinical I
- Rapid Regulatory Compliance: Non-clinical II

Depending on your position at CHA, you may have more courses on your list.

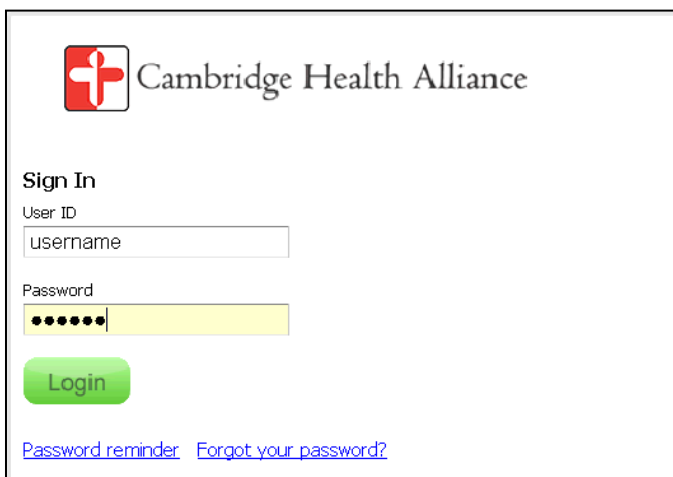
One must complete them all.

The website is

<http://www.healthstream.com/hlc/challiance>

Use your network username and the first password is “chaolc”. You will be prompted to change it in the “my profile” section. If you forget this password, you can look at your password reminder or call the helpdesk to reset the password.

Enter in your username and the password is: *chaolc*



The screenshot shows the login interface for Cambridge Health Alliance. At the top left is the logo, a red cross on a white square, followed by the text "Cambridge Health Alliance". Below the logo is the heading "Sign In". Underneath, there are two input fields: "User ID" with the text "username" inside, and "Password" with a masked password of six dots. A green "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Password reminder" and "Forgot your password?".

Once you have logged into HealthStream, the screen will prompt you to change your password (old password: chaolc). After you have changed/updated your password, the system will require you to log in with your new password.



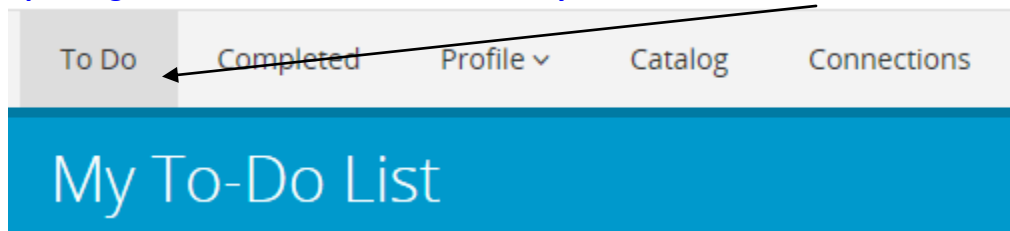
Reset Your Password

Old Password*

New Password*

Confirm Password*

Upon login, HealthStream will default to your "To Do" Tab:



One of your assignments should state "Rapid Regulatory for Group" 1, 2, or 3. Click on this assignment name, or the Start button to the right of the name.

To Do Completed Profile Catalog Connections

My To-Do List

Quick Start >

TOTAL TASKS: 3

Show: All Tasks 3 Assignments 3

New Employee Orientation- 2015	Due: Jul 4, 2015	Start
COURSE STATUS: Assigned		
Privacy	Due: Jul 4, 2015	Start
COURSE STATUS: Assigned		
Rapid Regulatory for Group 1	Due: Jul 4, 2015	Start
CURRICULUM STATUS: Assigned		

Once you have clicked on the *Rapid Regulatory* assignment, please click on the “Start” button as shown below in order to begin the first assignment, titled “Rapid Regulatory Compliance: Non-clinical I.”

To Do Completed Profile Catalog Connections

Rapid Regulatory for Group 1

CURRICULUM DUE: Sep 30, 2015

Courses Overview

Courses in this Curriculum

Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances	Start
COURSE STATUS: Not Yet Started	

Once you click, on the “Start” button, the following will appear on your screen. Click on “View” as shown below.

To Do Completed Profile ▾ Catalog Connections

Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances
FROM CURRICULUM: [Rapid Regulatory for Group 1](#)

STATUS: Not Yet Started EST. TIME: 47m

Learning Activities Overview

Learning Activities *in this Course*

Optional Tip Sheet for Topical Review → View
COURSE ATTACHMENT STATUS: Not Yet Started

Please note, you will NOT be able to move forward with the required trainings and tests until View and Open this tip sheet.

Once you click on “View”, the following notification will appear, directing you to open the tip sheet (this is only accessible with Microsoft Word). Please click on “Open” to view the tip sheet.

To Do Completed Profile ▾ Catalog Connections

Optional Tip Sheet for Topical Review
FROM COURSE: [Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances](#)

STATUS: Not Yet Started

Instructions

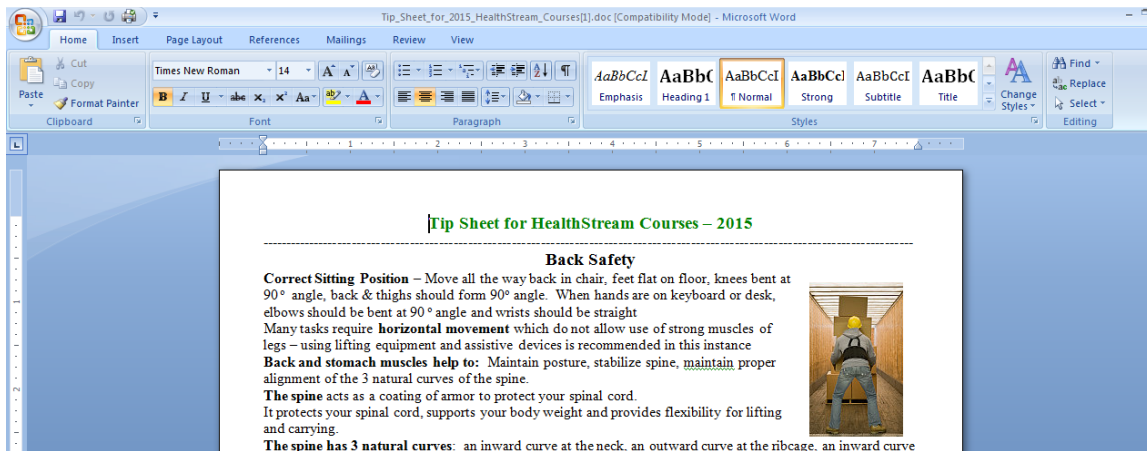
Click to open Word .Doc →

Attachment

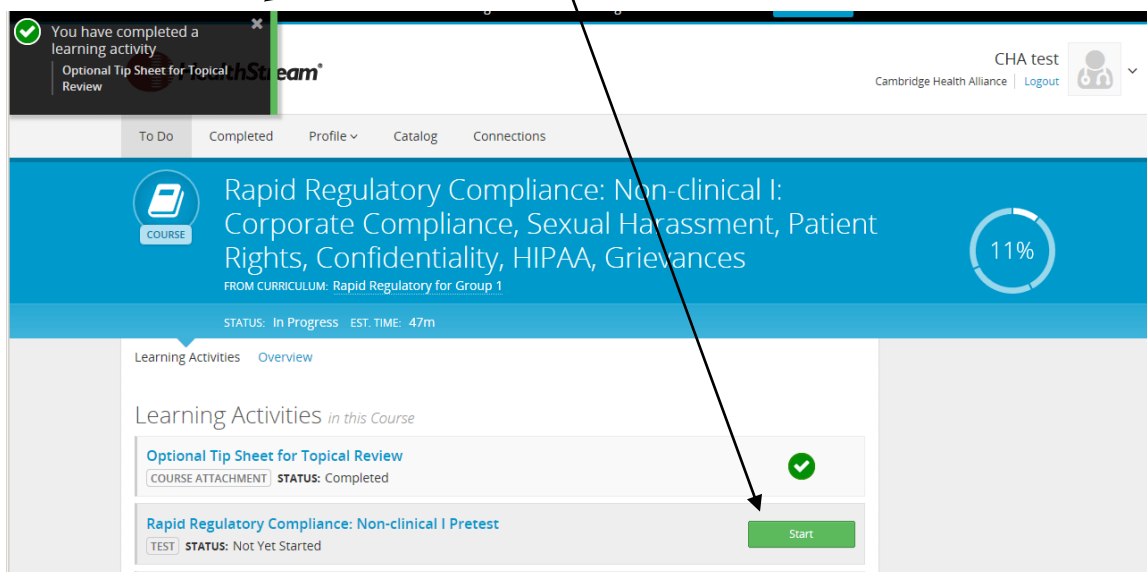
Optional Tip Sheet
FILE TYPE: doc UPDATED: Jan 7, 2015 at 11:16 AM

Open

Please note: you may print this tip sheet at this time. It is intended to be used as a guide during these compliance tests. It will look like this:



Once you have opened and closed the tip sheet, HealthStream will ask you to mark this download as “Complete.” Once marked, a black success bubble will appear on the top-left of your screen. Next, click “Start” to begin the Pretest.



Once you click on “Rapid Regulatory Compliance: Non-clinical I Pretest”, your screen should look like the example below. “Start Test” to begin your Pretest.

Rapid Regulatory Compliance: Non-clinical I Pretest
FROM COURSE: [Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances](#)

STATUS: Not Yet Started QUESTIONS: 10

You are about to take a test

- This test contains **10** question(s).
- Do not close the test: If you do, the test will be scored and you might not be able to re-take it.
- You must answer **9** out of **10** question(s) to pass.
- Answer all questions, then click Complete Test.
- This test is not timed.

If you are ready to proceed, click the Start Test button. If not, click Cancel and return to the previous page.

Once you have completed the test, click “Submit”.

IMPORTANT NOTE: If you pass the Pretest on the first attempt, you have successfully completed the first requirement and may Continue to the subsequent required courses within the Group.

If you did not pass the Pretest, Pretest question feedback will display. Click Continue.

Start the Part 1 content (and subsequent Exam) in order to complete the requirements for this course.

The screenshot shows a course overview page with the following elements:

- Navigation tabs: To Do, Completed, Profile, Catalog, Connections.
- Course title: Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances.
- Progress indicator: 43%.
- FROM CURRICULUM: Rapid Regulatory for Group 1.
- STATUS: In Progress EST. TIME: 47m.
- Learning Activities Overview:
- Learning Activities in this Course:
 - Optional Tip Sheet for Topical Review (COURSE ATTACHMENT) STATUS: Completed (Green checkmark)
 - Rapid Regulatory Compliance: Non-clinical I Pretest (TEST) STATUS: Completed (Green checkmark)
 - Rapid Regulatory Compliance: Non-clinical: Part I (ONLINE) STATUS: Not Yet Started (Green Start button)
 - Rapid Regulatory Compliance: Non-clinical I Exam (TEST) STATUS: Not Yet Started (Locked button)

Once you click on Start, the course content will appear on your screen, as shown below:

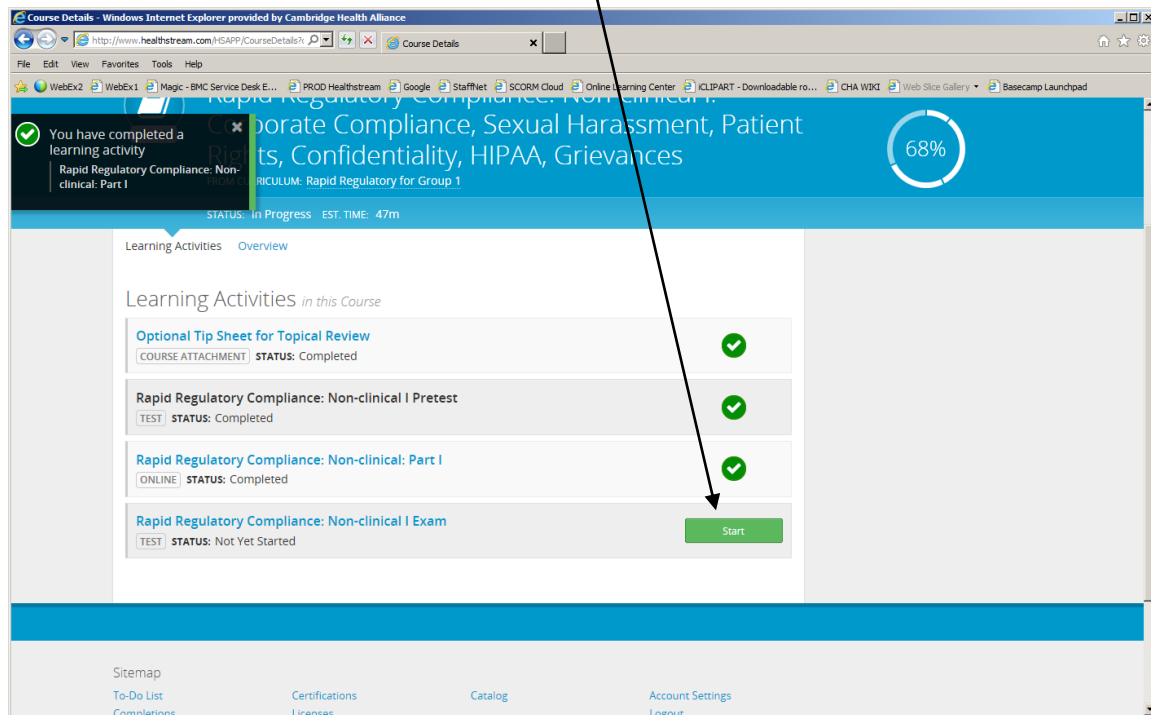
The screenshot shows the course content page with the following elements:

- Course title: Rapid Regulatory Compliance: Non-Clinical: Part I.
- Powered by HealthStream logo.
- Section: Introduction.
- Welcome to Rapid Regulatory Compliance: Non-clinical: Part I.
- Image of a healthcare professional.
- Text: As your partner, HealthStream strives to provide its customers with excellence in regulatory learning solutions. As new guidelines are continually issued by regulatory agencies, we work to update courses, as needed, in a timely manner. Since responsibility for complying with new guidelines remains with your organization, HealthStream encourages you to routinely check all relevant regulatory agencies directly for the latest updates for clinical/organizational guidelines.
- Text: If you have concerns about any aspect of the safety or quality of patient care in your organization, be aware that you may report these concerns directly to The Joint Commission.
- Navigation buttons at the bottom: Page 1 of 23, Previous, Replay, Next, Exit Lesson.

Use the navigation buttons at the bottom of the course to move through all course content to completion.

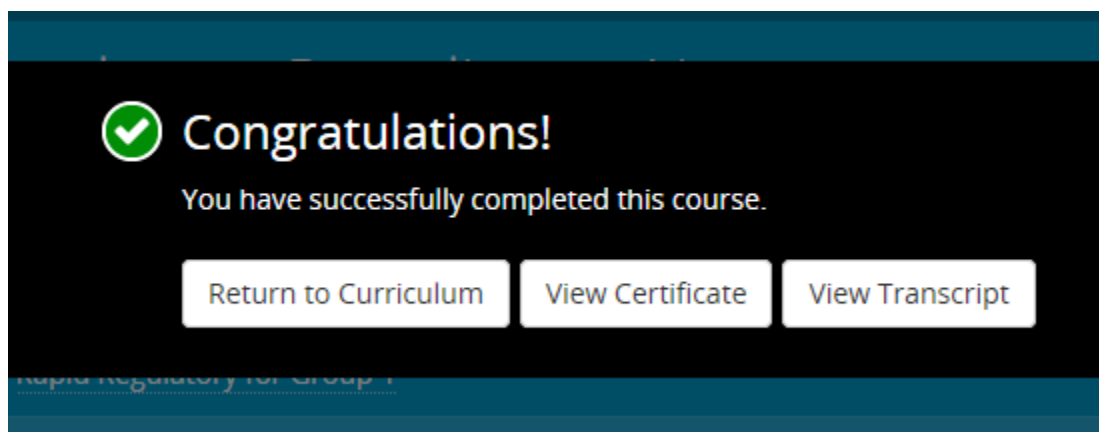
You may Exit Lesson and Resume this course at any time during the course.

Once you have viewed all pages of the presentation, click “Exit Lesson.” You will see a black success bubble on the top-left of the screen denoting completion of the course content. Proceed to the Exam by clicking Start > Start Test.



Once you have completed the Exam, click on Submit to receive your score. If you do not pass the exam, re-take it until you receive a passing score.

Once you have passed the Exam, please click on “Exit Test.” You may now do any of three things:



1. Return to Curriculum to begin the Pretest for your next required course;
2. View your Certificate of Completion for the course you just completed; or

3. View your Transcript, which will show successful completion of the course you just completed.

Regardless of where you choose to go, when you Return to To Do > Rapid Regulatory Curriculum, notice your Curriculum dashboard for Rapid Regulatory displaying a total completion % completion. If yours displays 100%, you have successfully completed your Rapid Regulatory requirements and may log out of the system.

All staff must complete *at least* Rapid Regulatory curriculum for Groups 1 and/or 2. If you pass the Pretest for both Groups 1 and/or 2 at first attempts, you have completed all requirements needed to begin employment and may log out of the system.

If further coursework is needed, click the Start button on the next course in the curriculum, and continue move though all courses within the Group as previous, until all are successfully completed.

The screenshot displays the 'Rapid Regulatory for Group 1' curriculum dashboard. At the top, navigation tabs include 'To Do', 'Completed', 'Profile', 'Catalog', and 'Connections'. The main header shows the curriculum title and a '25%' completion progress indicator. Below this, a list of courses is shown with their respective statuses and 'Start' buttons. The first course is completed, while the others are not yet started.

Course Title	Status	Action
Rapid Regulatory Compliance: Non-clinical I: Corporate Compliance, Sexual Harassment, Patient Rights, Confidentiality, HIPAA, Grievances	Completed	✓
Rapid Regulatory Compliance: Non-clinical II: General Safety and Infection Control	Not Yet Started	Start
Rapid Regulatory Compliance: Clinical I: Compliance, Ethics, Sexual Har., Patient Rights, Informed Consent, Adv.Directives, EMTALA, Grievances, Dev. Appropriate Care, Cult.Competence, Restraint/Seclusion, Patient Abuse/Assault/Neglect	Not Yet Started	Start
Rapid Regulatory Compliance: Clinical II: General Safety, Ergo, Lift/Transp, Falls, LatexAllergy, HazComm, WorkplaceViol., EmergPrep, Infec.Control:HAI, HandHyg, Bloodborne, Precautions, PPE	Not Yet Started	Start

Again, all staff must complete *at least* Rapid Regulatory curriculum for Groups 1 and/or 2. If you pass the Pretest for both Groups 1 and 2 at first attempts, you have completed all requirements needed to begin employment and may log out of the system.