INSTRUCTIONS FOR STUDENT NURSES
HOW TO LOG ON AND USE ONLINE
CENTURA MEDITECH TRAINING MODULES

Centura Health is making Meditech web-based training modules available to student nurses who are coming to a Centura facility for clinical experience. Below are detailed instructions:

Policy:
All nursing students who are scheduled for a clinical experience at a Centura facility (Summit, Avista, St. Anthony North, St. Anthony, Parker, Littleton, and Porter Hospitals) must take Meditech training prior to the rotation.

The training only needs to be completed one time and if you have taken a Centura Meditech instructor-led class already, you do not need to repeat the online modules unless you want to review.

Dates and times of testing are established and it is the responsibility of the student to attend the testing session. No accommodation will be made for any student not completing the online modules and testing prior to beginning of the rotation. The student will not be able participate in the clinical experience.

Procedure:

1. School Coordinators arrange clinicals with the facility educators and send the list of students to both the educator and to the Centura IT Trainer.

2. The facility educators request access codes and the IT trainer notifies the school when the codes are completed. The IT Trainer enters the student names in a spreadsheet that the Centura Customer Service Center will use to verify it is okay to give a student access information.

3. The school coordinator informs the students that the codes are ready. The student then calls the Centura Customer Service Center, at 303-643-4200 to receive a user name and password. Do not call for a name and pw unless told to do so by the school coordinator.

4. Students sign in to the Centura Intranet to access the student modules. Read and study the modules, then come to St. Anthony Hospital to demonstrate proficiency in Meditech. The testing should take a maximum of one hour.

5. The testing schedule is online at the end of the module agenda.
   a. The dates are scheduled in one-hour time blocks.
   b. Choose the best time that works for you.
   c. Due to the large number of students expected at any given testing date, it is vital that you honor the date and time selected.

6. The students receive a Meditech pin when they attend testing.

Questions:
All questions regarding the above policy and procedures should be directed to the school coordinator who can contact the IT Trainer or Facility Educators if necessary.
The URL is www.myvirtualworkplace.org. A username and password are entered here.

You are encouraged to be at this website when calling for your user ID and PW so if there are problems, the help desk can respond immediately.

Centura Customer Service Center
303-643-4200

Please register for the Password Reset Tool. You have 5 more login attempts before you will be required to register. Click "OK" to register now.

When you see this, take a few minutes to set up your security questions. Then later if you forget your password, click on "Forgot Password" on sign on screen, answer the security questions to change password.

This is the first page of the Centura Intranet. Click on the Reference Tab.
Select MEDITECH then in the submenu, select MEDITECH Classroom.

Scroll down to find Student Nurses on left menu bar, click to open.
The modules to read and study are listed in order. There may be some changes to the actual list but begin with first item under Class Agenda and end after signing up for a testing time.

A reference manual is available to print or view if desired.

If for any reason, a module doesn't open, try launching from this right menu bar.

The attestation must be printed and brought to the testing lab.

Sign up here for a testing date and time.

Sign-up for Testing
Trouble-Shooting Tips and FAQ:

1. Module types
   a. A few of the modules are PowerPoint (PP) presentations and if you do not have PP on your computer or the equivalent on a MAC, they may not open. Consider using the school computer lab
   b. Most of the modules are interactive and are actual screens from Meditech, take time to look at the screens carefully after reading the captions. These modules are HTM and need Flash so should open on any computer that has Flash (Ipad users can not add Flash)

2. There is a lot of information to absorb in the modules:
   a. Break up the study periods instead of trying to do all modules at one time
   b. Repeat any module that seems “hard” to understand at a later study session

3. Some people are note takers, print out the manual, which outlines the steps. You may bring notes or manual to testing.

4. “I don’t have access” when your classmates do?
   a. When does your rotation begin? If it is not until the next month, it may not be time for you to do the training
   b. Ask your school coordinator if your name was on the attestation sent to the facility
   c. If it was, the school coordinator should contact the IT Trainer to follow up with IT and/or the facility educator

5. “None of the testing dates work for me”
   a. You will need to make the dates work for you or
   b. Talk to your school coordinator to re-schedule your rotation
   c. As soon as you are told that your access is ready, sign on and review the agenda, look at the testing dates and plan accordingly