

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

All student nurses

Policy:

All Nursing Students who are scheduled for a clinical experience at Centura Health facilities must study MEDITECH modules and attend a MEDITECH testing session prior to their hospital rotation.

The MEDITECH Testing session only needs to be completed one time.

Confirmation dates and times of testing will be sent via email and/or phone with directions and a map of the specific location for testing. It is the responsibility of the student to attend the testing session. Students not completing the online modules and testing prior to beginning of the clinical rotation will not be able to practice at a Centura facility. No exceptions will be made.

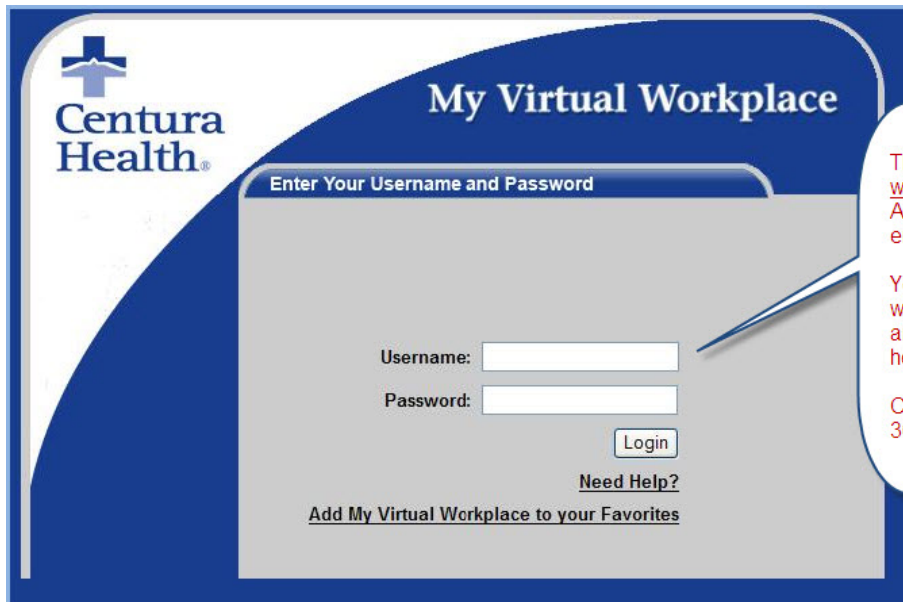
Procedure:

1. School Coordinators arrange clinical sites with Facility Educators and send the list of students to both the educator and to the Centura Health IT Trainer.
2. The Facility Educators submits an Information Technology request for MEDITECH access (user name and passwords). The IT Trainer enters the student names in a spreadsheet that the Centura Customer Service Center will use to verify if it is okay to give a student access information. The IT trainer will notify the school when the access has been granted.
3. The School Coordinator informs the students that the MEDITECH accesses are ready. **The student then calls the Centura Customer Service Center, at 303-643-4200 to receive a user name and password.**
4. ***Do not*** call the Centura Customer Service Center for a name and password unless told to do so by the school coordinator. The Facility Educator will trouble shoot the student access if needed. ***Do not*** call the IT TRAINER for access.
5. Students sign-in to Centura Health's My Virtual Workplace to access the student MEDITECH modules. Read and study the modules. Register for a testing session. The testing should take a maximum of two hours.

6. The testing schedule is online at the end of the module agenda.
 - a. The dates are scheduled in 2 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.
7. During the testing session the students will receive their pin in order to fully activate MEDITECH for access.

Questions:

All questions regarding the above policy and procedures should be directed to the School Coordinator who can contact the Facility Educators if necessary.



My Virtual Workplace

Enter Your Username and Password

Username:

Password:

Login

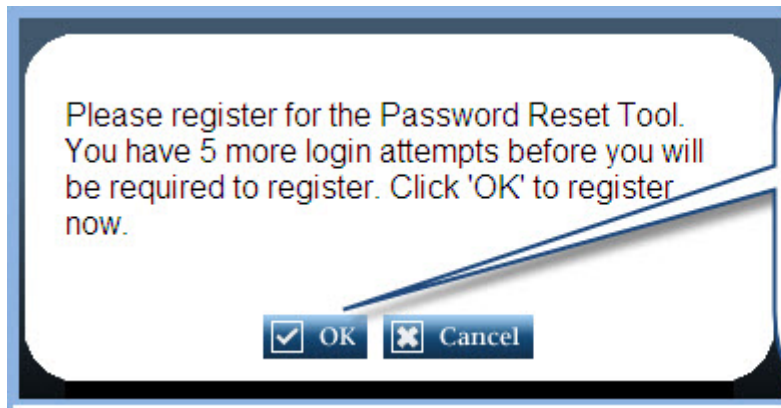
[Need Help?](#)

[Add My Virtual Workplace to your Favorites](#)

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.

OK Cancel

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.



Welcome [Log Out](#)

My Virtual Workplace

Work Tools 2020 Reference Centura Help

Quick Launch [Edit](#) [?](#)

News [Phone Book](#) [Update](#) [?](#)

Centura Health
CPOE pilot begins at SMC 2/7; all others to fo
Introducing Centura's 'Hearts Connected' cam
Palliative care/end-of-life Continuing Educati
Chemotherapy and Biotherapy Course

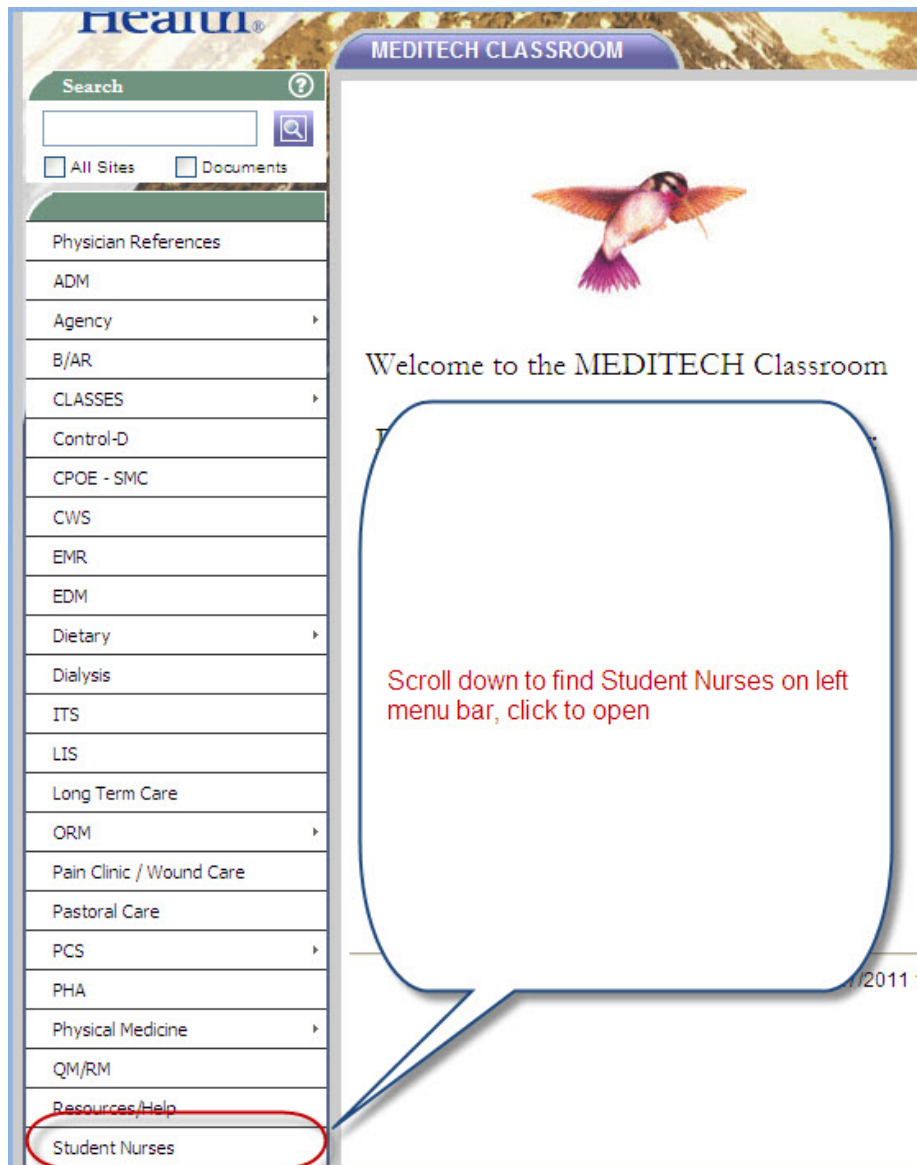
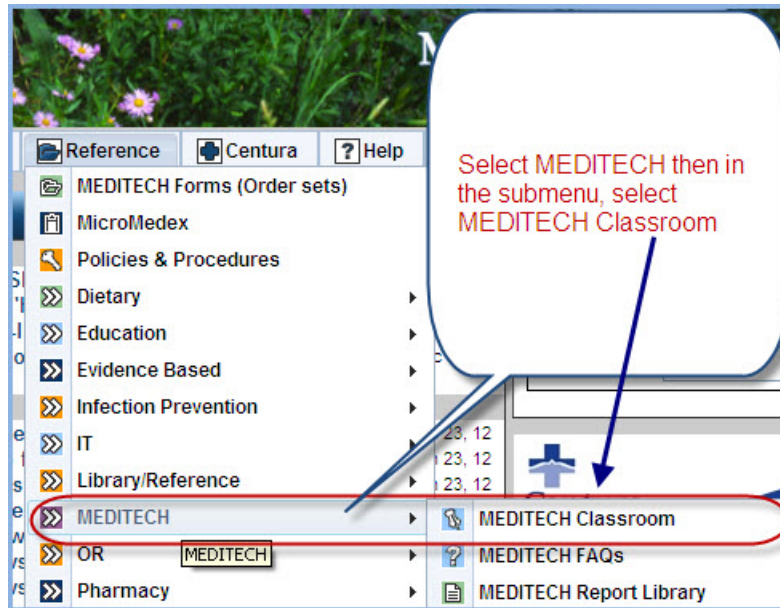
MEDITECH


- ▶ Protocol Order Changes 1-24-12 Jan 23, 12
- ▶ Standard Admin Time for Coumadin at 1600 Jan 23, 12
- ▶ Order Source Changes for CPOE 1-24-12 Jan 23, 12
- ▶ POM-Blood Product Reflex Order 1/24/12 Jan 23, 12
- ▶ PCS Central Line Draw Query on Physical Assessment Jan 23, 12
- Meditech Weekly News Update, January 24th 2012 Jan 20, 12
- Meditech Weekly News Update, January 17, 2012 Jan 16, 12

[Find](#)

Centura Health
We extend the healing ministry of Christ by caring

This is the first page of the Centura Intranet. Click on the Reference Tab





Centura Health

Home | Site Map | My Virtual Workplace

MEDITECH Classroom

Student Nurses

Search

All Sites
 Documents

Agency Classes

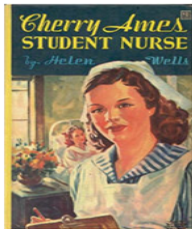
- ADM
- B/AR
- CLASSES
- CPOE Quick Ref Guide
- Control-D
- CWS
- Dietary
- Dialysis
- Discharge
- EMR
- EDM
- ORM
- Long Term Care
- Micromedex
- MyCenturaHealth
- Pain Clinic / Wound Care
- PCS
- Pastoral Care
- PHA
- Physical Medicine
- QM/RM
- Resources/Help
- Student RT
- Student Nurses
- TIP SHEETS
- Trauma Registrars
- Volunteers
- Feedback

Administrative Login

User Name:

Password:

Login



How to Use this Page???

CLASS AGENDA

Logon - Security - Navigation

PCS Status Board

Interventions 101

Interventions 201

Interventions 301

Interventions 401

Notes

Care Plans

eMAR Overview

eMAR Documentation

EMR

Attestation of Completion

Register for Testing

Instructor's Module

Last Updated On: 2/26/2014 10:08 AM

Links & Shared Folders

- PCS Status Board
- Interventions 101
- Interventions 201
- eMAR Overview
- eMAR Documentation
- EMR
- Interventions 301
- Interventions 401
- Instructor's Module
- Training Room Locations
- Sign-up for Testing Feb 2014
- Sign-up for Testing March 2014
- Sign-up for testing Mar 2014 SMC

Documents

- PCS Student Nurse summer-2011.docx
- Logon, security, navigation.pps
- Notes.pps
- Care Planning.pps
- BCMA 5-11.pps
- Attestation of Completion.doc
- Instructions for the SN page.doc
- ASC Driving Directions.docx
- Directions to SAH training rooms.docx
- PCS Nursing Manual Spring 2013.doc
- Map of PAH with rooms identified old pharmacy room II.doc

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

The modules to read and study are listed in order. Begin with the first item under Class Agenda.

A reference manual is available to print or view.

The attestation must be brought to the testing lab for the instructor to sign.

Last Step! Register 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 facility educator to help trouble shoot MEDITECH access.
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

