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 troubleshoot 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.
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.
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