

## STUDENTS SYSTEM ACCESS & REQUIRED TRAINING INFORMATION

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**Note:** Your system password has been set to your non-employee ID number (also referred to as “Badge Number”). You will be prompted to change that immediately the first time you log in.

In order to complete the required web based trainings, you must log into our application portal to access our learning management system called, Learning Center. Be sure to print out your learning history and turn in to your faculty/instructor. **Once your trainings are complete, please call our IS department at 206-987-1111 (between 0600 –1800 Monday through Friday only) and let them know you have completed your CIS web based trainings. They will then unlock your account so you have access when you arrive. Please note – they will need to know your ID# (Badge Number) when you call.**

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### **How to Access Seattle Children’s Computer Systems:**

As a student, you are only given access to CIS, Learning Center and CHILD (SCH intranet). This is where you can review and research policies & procedures and guidelines of care for the unit you are assigned to and the hospital. Also important is the Nursing Web Site where you will find links to unit SharePoint sites and other information related to nursing practice at Seattle Children’s.

1. Log into Seattle Children’s internal web site, CHILD:

1. If using PC off site, go to <http://www.seattlechildrens.org/>
2. Scroll to the bottom of the page
3. Under “Information For” click on “Employee”
4. You need to install the Gemalto Mobile App before you can move to the next step
  - a. Click on “Gemalto Users” <http://www.seattlechildrens.org/gemalto/>
  - b. This will take you to our Gemalto Network Key Help page.
  - c. Follow the instructions “How to Register/Log In with the Gemalto Mobile App”
  - d. If you have problems, call our Help Desk at 206-987-1111 **(between 0600 –1800 Monday through Friday only)**
  - e. When using the Gemalto App, if you put in an incorrect PIN number, you will still get a “Passcode” but it will not let you into Seattle Children’s Computer System. You think you’ve done it correctly but you won’t get in. There is no alert to let you know you’ve put in the wrong PIN. **NOTE: Do not forget your Gemalto PIN!**

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### **All Students:**

Review the [Standard Non-Employee Orientation Presentation](#) located on CHILD

#### **Policies & Procedures: Required Reading (Policies located on CHILD)**

1. Patient Rights & Responsibilities
2. Isolation Table: Index of Precautions Necessary for Specific Diseases
3. Undergraduate Nursing Students

#### **Required On-line Trainings:**

1. CHEX CNE - Basic Medication Calculation v4.0 - WBT
2. Protecting the Privacy and Security of Children’s Information - WBT
3. CHEX - Hand Hygiene v2.0 - WBT
4. Restraint and Seclusion - WBT
5. Falls Prevention Program - WBT
6. Prevention of Hospital Acquired Infections (HAIs) - WBT
7. Fire Safety - WBT

8. CIS Fundamentals – WBT
9. Alaris® System with Guardrails® Suite MX Training – WBT
10. Moog Infinity Enteral Feeding Pump Online Tutorial: <http://www.infinityfeedingpump.com/virtual-pump>
11. Reducing Hospital Acquired Fractures – WBT
12. [WBT Online Learning] Error Prevention for Nursing Students and Faculty - WBT
  - This course link is **NOT** visible on Learning Center. **Below is a link that takes you directly to the course in Learning Center:** [\[WBT Online Learning\] Error Prevention Behaviors for Nursing Students and Faculty](#)

### **Senior Practicum Students:**

In addition to all On-line Trainings and Required Reading listed above, please complete the following:

#### **Policies & Procedures: Required Reading (Policies located on CHILD)**

1. Intravenous Line Maintenance Policy
2. Intravenous Line Infiltration and Extravasation Assessment and Treatment Policy

### **Returning Student?**

1. If you completed your clinical rotation at Seattle Children's and you are now returning for your Senior Practicum, and it has been **less than 6 months** since you were last here, **please note:**
  - You will need to get another photo ID
  - You do not need to take WBTs, view PDFs or videos or read policies, unless instructed by the hospital or school, due to updates or changes in requirements since you were here last
2. If you completed your clinical rotation at Seattle Children's and you are now returning for your Senior Practicum, and it has been **more than 6 months** since you were last here, you must redo all documents and trainings as described in section above.