

SCHOOL OF NURSING STUDENT SYSTEM ACCESS & REQUIRED TRAINING

**[THIS STEP MUST BE COMPLETED FIRST: How to Access
Seattle Children's Computer Systems](#)**

**[Click on one of the links below to go to the instructions/requirements in this document for
the specific student type:](#)**

[Clinical Rotation and Senior Practicum Students - Non-Employees](#)

[Clinical Rotation and Senior Practicum Students - Seattle Children's Employees](#)

[Psychiatry and Behavioral Mental Health \(PBMU\) Students - Employees and Non-Employees](#)

[Public Health Graduate Students \(Purple Crying\) - Employees and Non-Employees](#)

[Non-Clinical Graduate Students \(Educator, Manager, etc.\)](#)

[Clinical Graduate Students \(CNS, etc.\)](#)

[Regional Clinics Shadow Only Students – Employees and Non-Employees](#)

[Learning Center Directions](#)

HOW TO ACCESS SEATTLE CHILDREN'S COMPUTER SYSTEMS

PLEASE start this process with enough time to complete required trainings prior to the start of your clinical rotations/practicum. IS HELP is NOT available before 0800 & after 1700 weekdays nor on the weekends as they must troubleshoot issues for patient care areas during those times.

1. You will need to set up Okta Verify on your smartphone to remotely access the Seattle Children's Network. (If you do not have a smart phone, contact the IS Help Desk at 206-987-1111 **between 0800 – 1700 Monday through Friday only**).
 - a. Okta Verify uses your school email address. Personal email addresses are not acceptable for this process. **DO NOT change to your personal email address at ANY time (RedCarpet or otherwise).**
 - b. Use this link to access instructions on Okta Verify:
 - i. <http://www.seattlechildrens.org/pdf/okta-verify.pdf>
 - c. If you have problems, call our Help Desk at 206-987-1111 **(between 0800 –1700 Monday through Friday only)**
 2. After setting up Okta Verify, to access Seattle Children's computer systems remotely:
<http://www.seattlechildrens.org/remotearchivehelp/>
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Once your readings, online trainings, and any attestations (found in Learning Center,) are completed, please call our IS department at 206-987-1111 (between 0800 –1700 Monday through Friday only) and let them know you have completed all of your Web Based Trainings (WBTs) including CIS Fundamentals. They will then unlock your account so you have access to CIS (if required) when you arrive. Please note – they will need to know your ID# (badge number) when you call.

As a student, you are allowed access to CHILD (SCH intranet), Learning Center, and CIS. CHILD is where you find policies & procedures, guidelines of care, patient education materials, job aids, etc. Also, please review the Nursing Web Site (from CHILD go to, "Resources and Information" then, "For Nurses") where you will find links to unit SharePoint sites and other information related to nursing practice at Seattle Children's.

CLINICAL ROTATION & SENIOR PRACTICUM STUDENTS - NON-EMPLOYEES

Note: Your Seattle Children's username and password has been set and will be communicated to you by your clinical instructor or other school representative. **Please do not contact the IS Service Desk for your user name and password.** You will be prompted to change your password immediately the first time you log in.

In order to complete the required web based trainings, you must log into our application portal (see below) to access our learning management system called: Learning Center. Be sure to print out your learning history and turn in to your faculty/instructor.

RETURNING STUDENT?

1. You will need to obtain another student photo ID. Your school will schedule an appointment in the Employee Service Center for you.
 2. If you completed your clinical rotation at Seattle Children's, you are returning, and, it has been **less than 6 months** since you were last here, **please note:**
 - You do not need to take WBTs, or read polices, unless instructed by the hospital or school, due to updates or changes in requirements.
 - Suggestion: Re-read the Undergraduate Nursing Students Policy
 3. If you completed your clinical rotation at Seattle Children's and you are returning, and it has been **more than 6 months** since you were last here, you must repeat all document readings and trainings as described in the section below. Note: you must search for these in Learning Center the second time.
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REQUIRED PRESENTATIONS, READINGS, TRAININGS:

Presentations:

1. Review the Standard Non-Employee Orientation presentation: <http://www.seattlechildrens.org/ppt/non-employee-orientation.ppt>

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

1. Intravenous Line Infiltration and Extravasation Assessment and Treatment
2. Intravenous Line Maintenance
3. Isolation Precautions - Inpatient Setting Categories and Procedures (or if in Ambulatory Care: Isolation Precautions – Ambulatory Care Settings)
4. Medication Administration
5. Omnicell Pharmacy System
6. Patient Rights & Responsibilities
7. Undergraduate Nursing Students

Required Web Based Trainings (WBTs) in Learning Center:

1. Alaris® System with Guardrails® Suite MX Training – WBT
2. CHA - Hand Hygiene - WBT
3. CHA CNE - Basic Medication Calculation - WBT
4. CIS Fundamentals – WBTs
5. Error Prevention for Nursing Students and Schools of Nursing Faculty ONLY – WBT
6. Falls Prevention Program Seattle Children's Hospital - WBT
7. Fire Safety – WBT
8. Hazardous Drug Precautions for Nursing – WBT
9. Moog Infinity Enteral Feeding Pump Online Tutorial:
<http://www.infinityfeedingpump.com/virtual-pump>
10. PIV and Central Line Management - WBT
11. Prevention of Hospital Acquired Infections (HAIs) - WBT
12. Protecting the Privacy and Security of Children's Information - WBT
13. Reducing Hospital Acquired Fractures – WBT
14. Hazard Communication – WBT
15. Onboarding Assessment and Attestation for Student Nurses and Faculty – WBT (To be completed last after readings and other WBTs)

Questions? Please contact your instructor.

CLINICAL ROTATION & SENIOR PRACTICUM STUDENTS - EMPLOYEES

Note: Your user name and password are the same to access our computer system **but you have a different username for CIS as a student.** Check with your clinical instructor for that username.

In order to complete the required web based trainings, you must log into our application portal (see below) to access Learning Center. Be sure to print out your learning history and turn in to your faculty/instructor.

RETURNING STUDENT?

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 2. If you completed your clinical rotation at Seattle Children's, you are returning, and, it has been **less than 6 months** since you were last here, **please note:**
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 - Suggestion: Re-read the Undergraduate Nursing Students Policy
 3. If you completed your clinical rotation at Seattle Children's and you are returning, and it has been **more than 6 months** since you were last here, you must repeat all document readings and trainings as described in the section below. Note: you must search for these in Learning Center the second time.
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If you have already taken the trainings and read the policies and procedures below as a requirement for your current position, you do not need to repeat them unless they are due for renewal (see your home page on Learning Center). Please see above note on "Returning Student."

REQUIRED PRESENTATIONS, READINGS, TRAININGS:

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

1. Intravenous Line Infiltration and Extravasation Assessment and Treatment
2. Intravenous Line Maintenance
3. Isolation Precautions - Inpatient Setting Categories and Procedures (or if in Ambulatory Care: Isolation Precautions – Ambulatory Care Settings)
4. Medication Administration
5. Omnicell Pharmacy System
6. Patient Rights & Responsibilities
7. Undergraduate Nursing Students

Required Web Based Trainings (WBTs) in Learning Center:

1. Alaris® System with Guardrails® Suite MX Training – WBT
2. CHA - Hand Hygiene - WBT

3. CHA CNE - Basic Medication Calculation - WBT
4. CIS Fundamentals – WBTs
5. Falls Prevention Program Seattle Children's Hospital - WBT
6. Fire Safety – WBT
7. Hazardous Drug Precautions for Nursing – WBT
8. Moog Infinity Enteral Feeding Pump Online Tutorial:
<http://www.infinityfeedingpump.com/virtual-pump>
9. PIV and Central Line Management - WBT
10. Prevention of Hospital Acquired Infections (HAIs) - WBT
11. Protecting the Privacy and Security of Children's Information - WBT
12. Reducing Hospital Acquired Fractures – WBT
13. Hazard Communication – WBT
14. Onboarding Assessment and Attestation for Student Nurses and Faculty – WBT (To be completed last after readings and other WBTs)

Questions? Please contact your instructor.

PSYCHIATRY AND BEHAVIORAL MENTAL HEALTH UNIT (PBMU) STUDENTS – EMPLOYEES AND NON-EMPLOYEES

Note: Non-Employees: Your Seattle Children's username and password has been set and will be communicated to you by your clinical instructor or other school representative. You will be prompted to change your password immediately the first time you log in. **Employees:** Your user name and password are the same to access our computer system but you have a different username for CIS as a student. Check with your school for that username.

In order to complete the required web based trainings, you must log into our application portal (see below) to access our learning management system called: Learning Center. Be sure to print out your learning history and turn in to your faculty/instructor.

RETURNING STUDENT?

1. You will need to obtain another student photo ID. Your school will schedule an appointment in the Employee Service Center for you.
 2. If you completed your clinical rotation at Seattle Children's, you are returning, and, it has been **less than 6 months** since you were last here, **please note:**
 - You do not need to take WBTs, or read polices, unless instructed by the hospital or school, due to updates or changes in requirements.
 - Suggestion: Re-read the Undergraduate Nursing Students Policy
 3. If you completed your clinical rotation at Seattle Children's and you are returning, and it has been **more than 6 months** since you were last here, you must repeat all document readings and trainings as described in the section below. Note: you must search for these in Learning Center the second time.
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SCH Employees: If you have already taken the trainings and read the policies and procedures below as a requirement for your current position, you do not need to repeat them unless they are due for renewal (see your home page on Learning Center). Please see above note on "Returning Student."

REQUIRED PRESENTATIONS, READINGS, TRAININGS:

Presentation

1. Review the Standard Non-Employee Orientation presentation: <http://www.seattlechildrens.org/ppt/non-employee-orientation.ppt>

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

1. Isolation Precautions - Inpatient Setting Categories and Procedures

2. Patient Rights & Responsibilities
3. Undergraduate Nursing Students

Required Web Based Trainings (WBTs) in Learning Center

1. CHA - Hand Hygiene - WBT
2. Error Prevention for Nursing Students and Schools Of Nursing Faculty ONLY - WBT
3. Falls Prevention Program - WBT
4. Fire Safety - WBT
5. Prevention of Hospital Acquired Infections (HAIs) - WBT
6. Protecting the Privacy and Security of Children's Information - WBT
7. Restraint and Seclusion - WBT
8. Hazard Communication - WBT

Questions? Please contact your instructor.

PUBLIC HEALTH GRADUATE STUDENTS (Purple Crying) – EMPLOYEES and NON-EMPLOYEES

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In order to complete the required web based trainings, you must log into our application portal (see below) to access our learning management system called: Learning Center. Be sure to print out your learning history and turn in to your faculty/instructor.

As a student, you are allowed access to CHILD (SCH intranet), Learning Center, and CIS. CHILD is where you find policies & procedures, guidelines of care, patient education materials, job aids, etc. Also, please review the Nursing Web Site (from CHILD go to, "Resources and Information" then, "For Nurses") where you will find links to unit SharePoint sites and other information related to nursing practice at Seattle Children's.

RETURNING STUDENT?

1. You will need to obtain another student photo ID. Your school will schedule an appointment in the Employee Service Center for you.
2. If you completed your clinical rotation at Seattle Children's, you are returning, and, it has been **less than 6 months** since you were last here, **please note:**
 - You do not need to take WBTs, or read policies, unless instructed by the hospital or school, due to updates or changes in requirements.
 - Suggestion: Re-read the Undergraduate Nursing Students Policy
3. If you completed your clinical rotation at Seattle Children's and you are returning, and it has been **more than 6 months** since you were last here, you must repeat all document readings and trainings as described in the section below. Note: you must search for these in Learning Center the second time.

SCH Employees: If you have already taken the trainings and read the policies and procedures below as a requirement for your current position, you do not need to repeat them unless they are due for renewal (see your home page on Learning Center). Please see above note on "Returning Student."

REQUIRED PRESENTATIONS, READINGS, TRAININGS:

Presentation

1. Review the Standard Non-Employee Orientation presentation: <http://www.seattlechildrens.org/ppt/non-employee-orientation.ppt>

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

1. Patient Rights & Responsibilities

Required Web Based Trainings (WBTs) in Learning Center:

1. CHA - Hand Hygiene - WBT
2. CIS Fundamentals – WBTs
3. Error Prevention for Nursing Students and Schools of Nursing Faculty Only – WBT
4. Fire Safety – WBT
5. Protecting the Privacy and Security of Children’s Information - WBT
6. Hazard Communication – WBT

Questions? Please contact your instructor.

NON-CLINICAL GRADUATE STUDENTS

Note: Your user name and password are the same to access our computer system but you have a different username for CIS as a student. Check with your school for that username.

In order to complete the required web based trainings, you must log into our application portal (see below) to access Learning Center.

Returning Student?

1. You will need to obtain another student photo ID. Your school will schedule an appointment in the Employee Service Center for you.
 2. If you completed your clinical rotation at Seattle Children's, you are returning, and, it has been **less than 6 months** since you were last here, **please note:**
 - You do not need to take WBTs, or read polices, unless instructed by the hospital or school, due to updates or changes in requirements.
 - Suggestion: Re-read the Undergraduate Nursing Students Policy
 3. If you completed your clinical rotation at Seattle Children's and you are returning, and it has been **more than 6 months** since you were last here, you must repeat all document readings and trainings as described in the section below. Note: you must search for these in Learning Center the second time.
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If you have already taken the trainings and read the policies and procedures below as a requirement for your current position, you do not need to repeat them unless they are due for renewal (see your home page on Learning Center). Please see above note on "Returning Student."

REQUIRED PRESENTATIONS, READINGS, TRAININGS:

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

1. Patient Rights & Responsibilities

Required Web Based Trainings (WBTs):

1. CHA - Hand Hygiene - WBT
2. Fire Safety - WBT
3. Protecting the Privacy and Security of Children's Information – WBT
4. Hazard Communication – WBT

Questions? Please contact your instructor.

CLINICAL GRADUATE STUDENTS (CNS, etc.)

Note: Your user name and password are the same to access our computer system but you have a different username for CIS as a student. Check with your school for that username.

In order to complete the required web based trainings, you must log into our application portal (see below) to access Learning Center.

Returning Student?

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REQUIRED PRESENTATIONS, READINGS, TRAININGS:

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

1. Patient Rights & Responsibilities

Required Web Based Trainings (WBTs):

1. CHA - Hand Hygiene - WBT
2. CIS Fundamentals - WBT
3. Fire Safety - WBT
4. Protecting the Privacy and Security of Children's Information – WBT
5. Hazard Communication – WBT

Questions? Please contact your instructor.

REGIONAL CLINICS SHADOW ONLY STUDENTS – EMPLOYEES AND NON-EMPLOYEES

Note: Shadows are for observation only. Students are required to stay with the staff nurse or provider at all times and are not allowed in the patient room without a staff member present. As a student in a shadow situation, your role is a “visitor” and is totally “hands off.” You cannot have any direct physical contact with the patient nor can you provide nursing advice or education to the patient and/or family. Any violation of these rules will result in a report to your clinical instructor with potential academic consequences. Shadow students must complete the required paperwork below and turn in to your instructor. Instructors: Please scan and email to NursingProfessionalDevelopment@seattlechildrens.org when completed.

REQUIRED PRESENTATIONS, READINGS, PAPERWORK:

Presentation Non-Seattle Children’s Employees:

1. Review the Standard Non-Employee Orientation presentation: <http://www.seattlechildrens.org/ppt/non-employee-orientation.ppt>

Required Documents (Turn in to Clinical Instructor):

1. [Disclosure Statement](#) (turn in to Clinical Instructor, not Human Resources as noted at the bottom of the form)
2. [Compliance Guidelines and Acknowledgement](#) (Department is school name)
3. [Confidentiality Agreement](#) (Use your Clinical Instructor’s Name for the Supervisor and disregard the badge Number)

Questions? Please contact your instructor.

LEARNING CENTER INSTRUCTIONS

Important: You **must** be on the Children's network to access training in Learning Center. Remote users can log in using Gemalto at <http://www.seattlechildrens.org/gemalto/>.



1. On your Children's desktop, double-click the **Learning Center** icon:
2. In Learning Center, click the **Nursing Students / Faculty** link on the left-hand navigation menu.
3. Click on your role.

Seattle Children's HOSPITAL • RESEARCH • FOUNDATION

Learning Center

Quick Search:

Nursing, Student Log Out

Find Learning

Q Browse the Catalog
Q Find Required Training

My Learning

My Learning Home
My Learning History

Helpful Links

Help
CIS Training Wizard
Leadership Development
Nursing Students / Faculty
Required Training

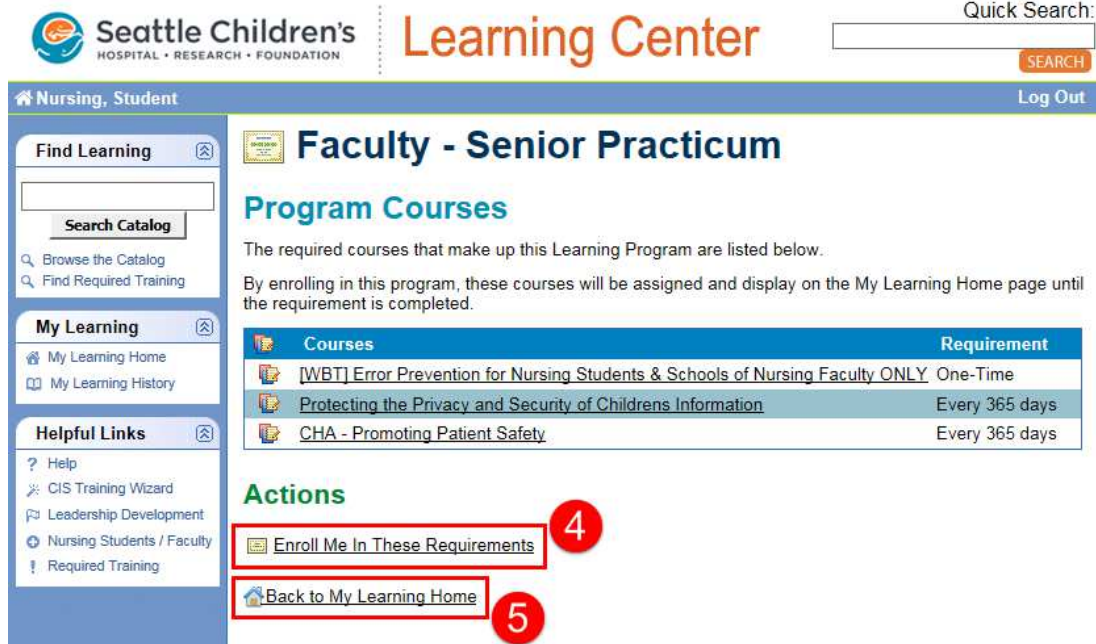
Nursing Students / Faculty

Click on a link below to see the available training.

- ▶ **Faculty - Clinical Rotation**
- ▶ **Faculty - Senior Practicum**
- ▶ **Nursing Student - Clinical Graduate Students (CNS, etc.) - Employees**
- ▶ **Nursing Student - Clinical Rotation & Senior Practicum - Employees**
- ▶ **Nursing Student - Clinical Rotation & Senior Practicum - Non-Employees**
- ▶ **Nursing Student - Non-Clinical Graduate Students (Educator, Manager, etc.) - Employees**
- ▶ **Nursing Student - PBMU Students - Employees**
- ▶ **Nursing Student - PBMU Students - Non-Employees**
- ▶ **Nursing Student - Public Health Graduate Students (Purple Crying) - Employees**
- ▶ **Nursing Student - Public Health Graduate Students (Purple Crying) - Non-Employees**

[Back to My Learning Home](#)

- Click the **Enroll Me** link at the bottom of the page to assign the requirements to yourself.
- Click the **Back to My Learning Home** link to view your learning homepage.



Seattle Children's Learning Center

Nursing, Student Log Out

Find Learning

Search Catalog

Browse the Catalog
Find Required Training

My Learning

My Learning Home
My Learning History

Helpful Links

Help
CIS Training Wizard
Leadership Development
Nursing Students / Faculty
Required Training

Faculty - Senior Practicum

Program Courses

The required courses that make up this Learning Program are listed below.

By enrolling in this program, these courses will be assigned and display on the My Learning Home page until the requirement is completed.

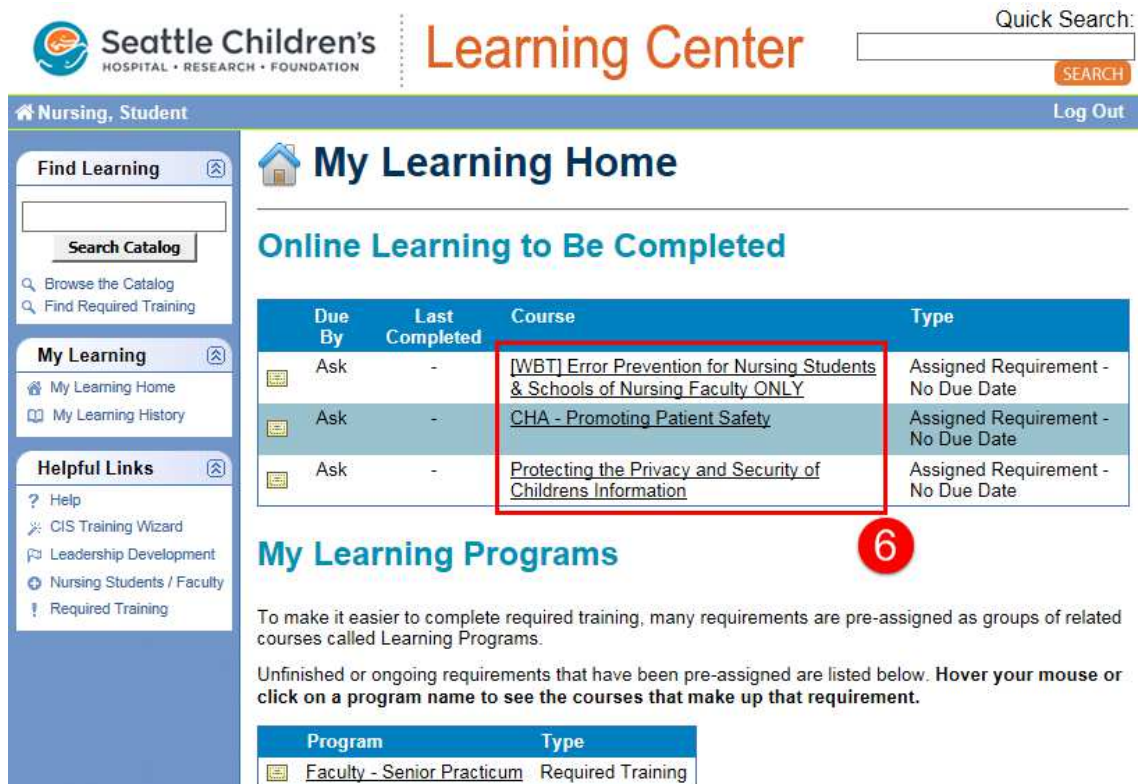
Courses	Requirement
[WBT] Error Prevention for Nursing Students & Schools of Nursing Faculty ONLY	One-Time
Protecting the Privacy and Security of Childrens Information	Every 365 days
CHA - Promoting Patient Safety	Every 365 days

Actions

[Enroll Me In These Requirements](#) 4

[Back to My Learning Home](#) 5

- On your homepage, click on each course name to complete the requirement. Annually-recurring requirements remain on the homepage with new due dates after being completed for the year.



Seattle Children's Learning Center

Nursing, Student Log Out

Find Learning

Search Catalog

Browse the Catalog
Find Required Training

My Learning

My Learning Home
My Learning History

Helpful Links

Help
CIS Training Wizard
Leadership Development
Nursing Students / Faculty
Required Training

My Learning Home

Online Learning to Be Completed

Due By	Last Completed	Course	Type
Ask	-	[WBT] Error Prevention for Nursing Students & Schools of Nursing Faculty ONLY	Assigned Requirement - No Due Date
Ask	-	CHA - Promoting Patient Safety	Assigned Requirement - No Due Date
Ask	-	Protecting the Privacy and Security of Childrens Information	Assigned Requirement - No Due Date

My Learning Programs

To make it easier to complete required training, many requirements are pre-assigned as groups of related courses called Learning Programs.

Unfinished or ongoing requirements that have been pre-assigned are listed below. **Hover your mouse or click on a program name to see the courses that make up that requirement.**

Program	Type
Faculty - Senior Practicum	Required Training

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