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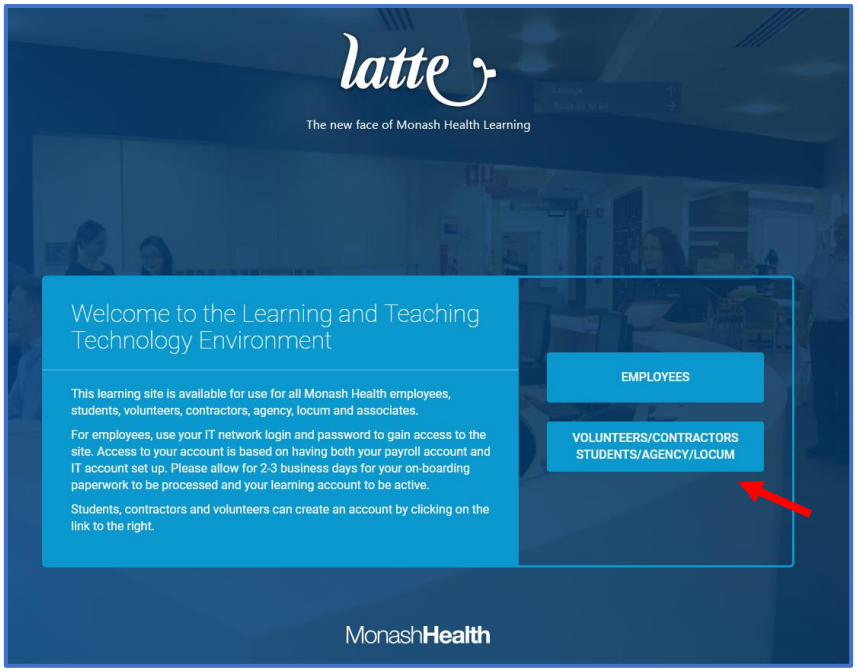
NURSING AGENCY

Monash Health - EMR Training for Nurses

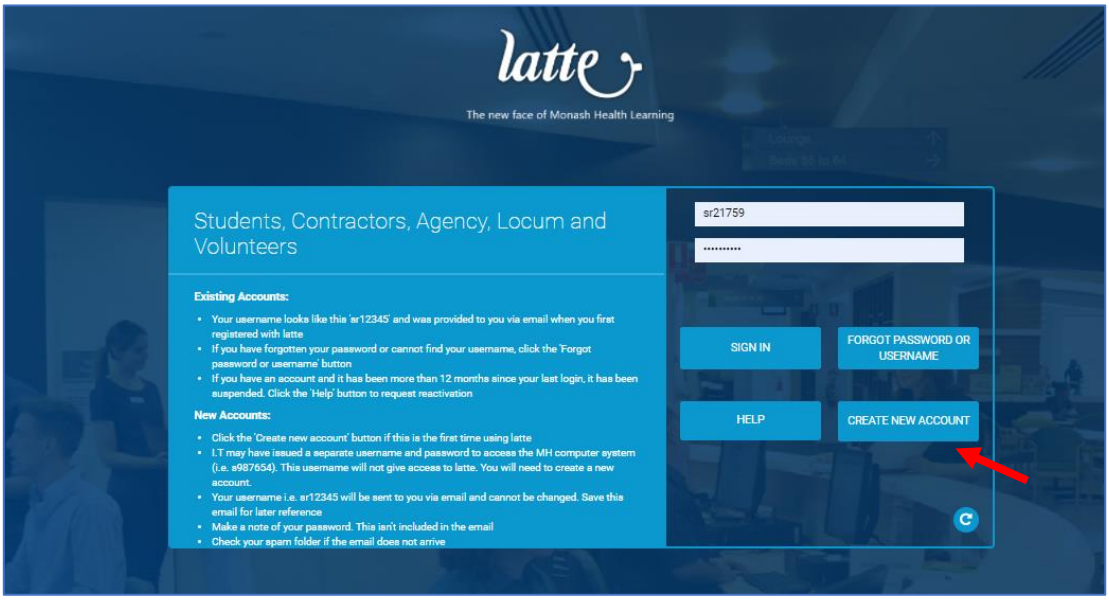
STEP 1 - REGISTERING AN ACCOUNT WITH LATTE – AGENCY / LOCUM

Access Latte via the following link: https://learning.monashhealth.org

1. Select 'Volunteers/Contractors/Students/Agency/Locum'.



2. Select 'Create New Account'.



3. Log in and select EMR eLearn Programs.

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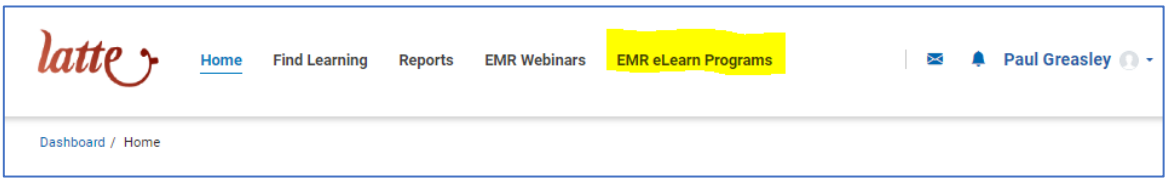
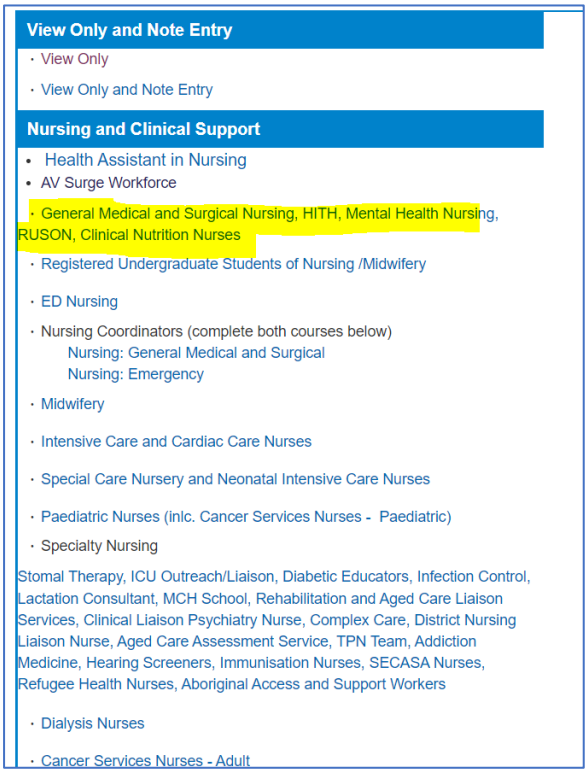
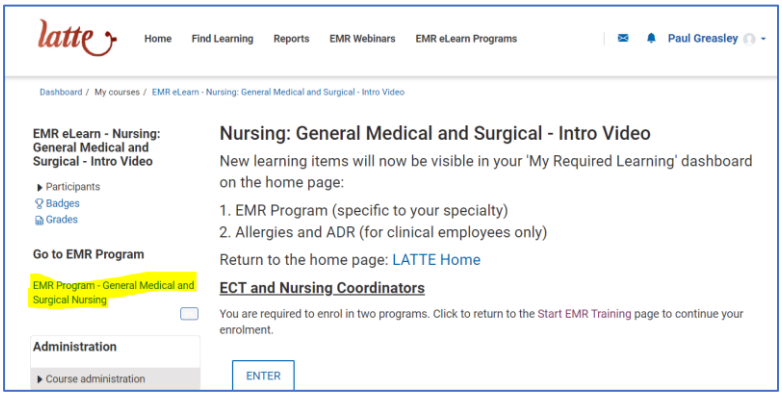


4. In Nursing and Clinical Support menu, click on General Medical and Surgical Nursing, HITH, Mental Health Nursing, RUSON, Clinical Nutrition Nurses



5. Then select EMR Program - General Medical and Surgical Nursing



Note: You may need to wait until you receive an email from Monash telling you that you are enrolled before this link shows up. This can be a few hours if they are busy. You may need to log back in for it to show up.

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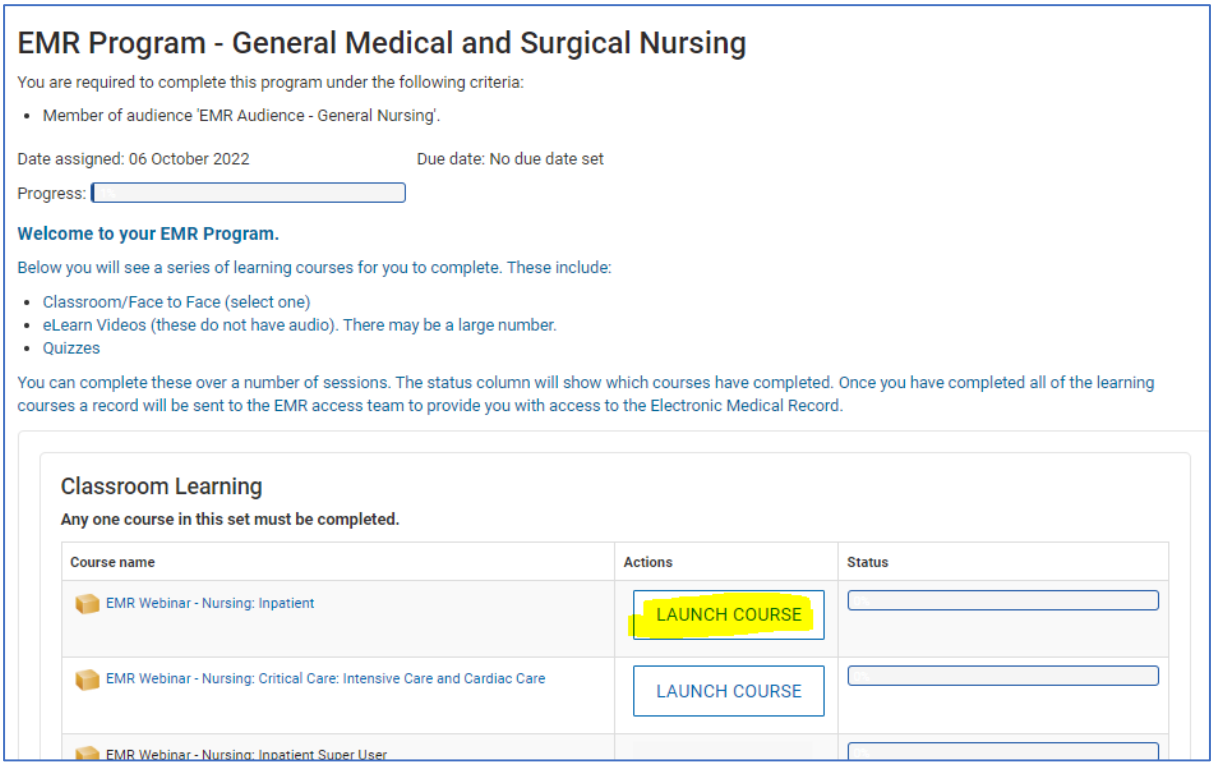
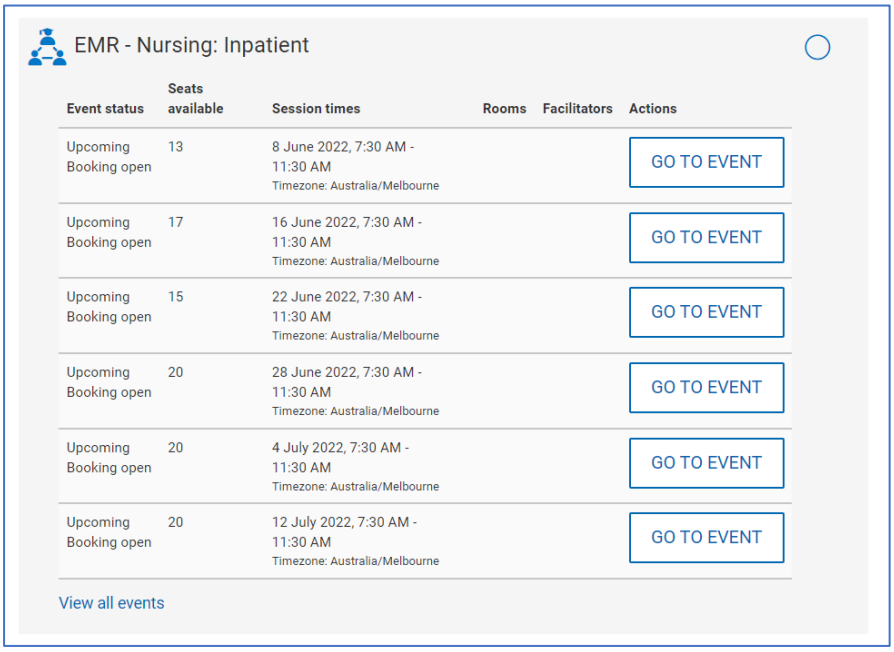
6. Book in for EMR Webinar clicking on Launch Course next to EMR Webinar - Nursing: Inpatient



You will then get a list of webinars that you can book. Choose one and click Go to Event. Note, you must complete all over EMR training before you attend the webinar, so don't book in too early.



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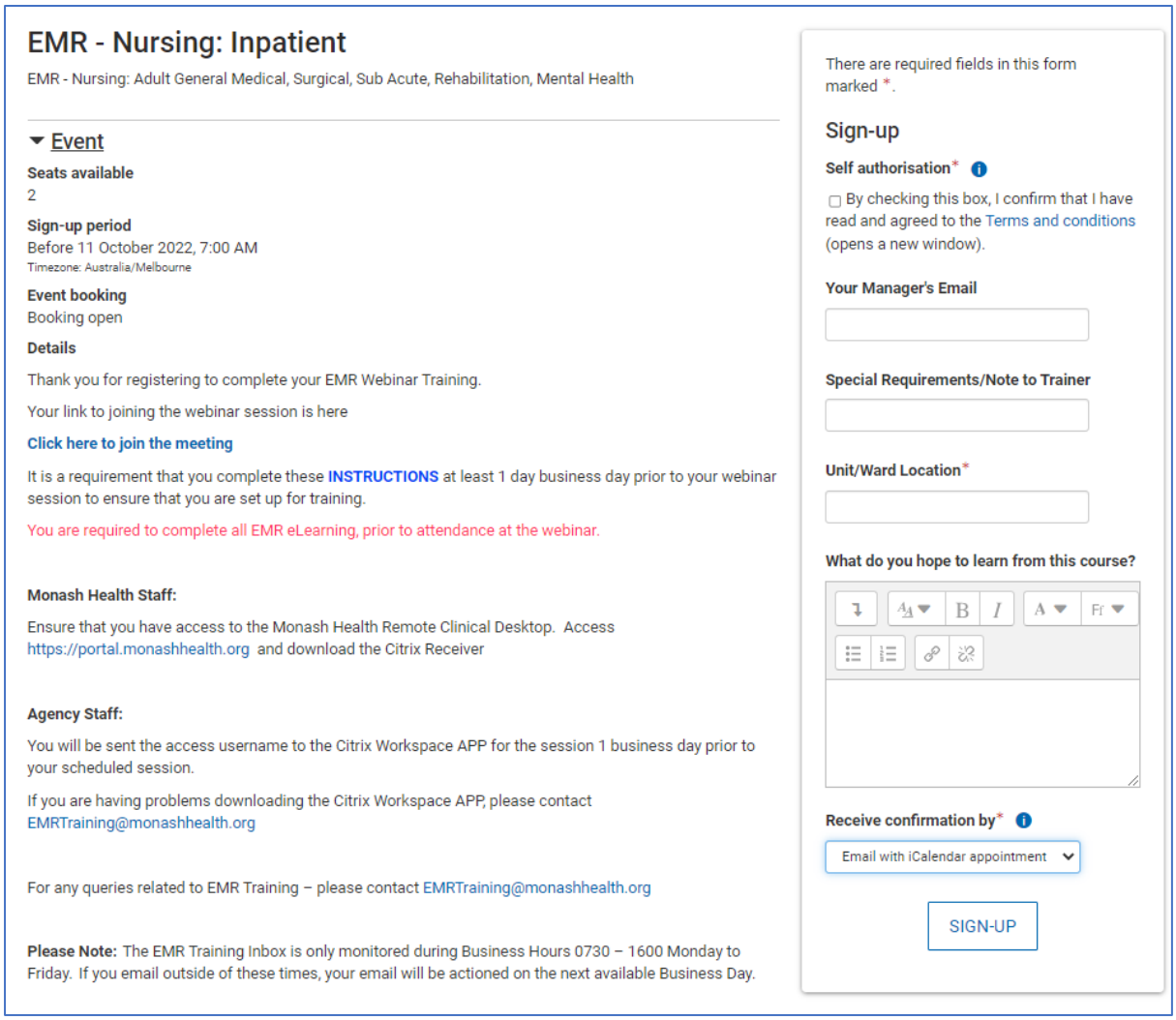
Fill in the form below and click on Sign Up. You can enter Agency as your ward.



EMR - Nursing: Inpatient

EMR - Nursing: Adult General Medical, Surgical, Sub Acute, Rehabilitation, Mental Health

Event

Seats available
2

Sign-up period
Before 11 October 2022, 7:00 AM
Timezone: Australia/Melbourne

Event booking
Booking open

Details

Thank you for registering to complete your EMR Webinar Training.

Your link to joining the webinar session is here

Click here to join the meeting

It is a requirement that you complete these **INSTRUCTIONS** at least 1 day business day prior to your webinar session to ensure that you are set up for training.

You are required to complete all EMR eLearning, prior to attendance at the webinar.

Monash Health Staff:

Ensure that you have access to the Monash Health Remote Clinical Desktop. Access https://portal.monashhealth.org and download the Citrix Receiver

Agency Staff:

You will be sent the access username to the Citrix Workspace APP for the session 1 business day prior to your scheduled session.

If you are having problems downloading the Citrix Workspace APP, please contact EMRTraining@monashhealth.org

For any queries related to EMR Training – please contact EMRTraining@monashhealth.org

Please Note: The EMR Training Inbox is only monitored during Business Hours 0730 – 1600 Monday to Friday. If you email outside of these times, your email will be actioned on the next available Business Day.

There are required fields in this form marked *.

Sign-up

Self authorisation*

☐ By checking this box, I confirm that I have read and agreed to the Terms and conditions (opens a new window).

Your Manager's Email

Special Requirements/Note to Trainer

Unit/Ward Location*

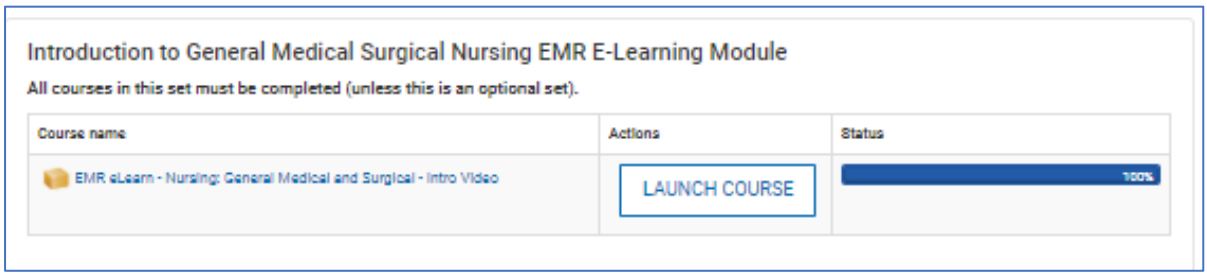
What do you hope to learn from this course?

Receive confirmation by*

Email with iCalendar appointment

SIGN-UP

7. Now work through all of the other courses listed. The are 67 modules you need to complete as well as the webinar. The status will show as 100% when it is each course is finished and the status at the top will show 100% when you have completed all courses and webinar.



Introduction to General Medical Surgical Nursing EMR E-Learning Module

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Nursing: General Medical and Surgical - Intro Video	LAUNCH COURSE	100%

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AND

Starting Your Day

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Adding a Patient List	LAUNCH COURSE	
EMR eLearn - Deleting a Patient List	LAUNCH COURSE	
EMR eLearn - CareCompass	LAUNCH COURSE	
EMR eLearn - Patient Encounter Search	LAUNCH COURSE	
EMR eLearn - Patient Chart Overview	LAUNCH COURSE	
EMR eLearn - Managing Alerts	LAUNCH COURSE	
EMR eLearn - Handover Process	LAUNCH COURSE	
EMR Quiz - General Nursing 1	LAUNCH COURSE	
EMR eLearn - Key Workflow: Inpatient Encounter Management	LAUNCH COURSE	

AND

Admitting Your Patient

All courses in this set must be completed (unless this is an optional set).

Allow at least 1 day(s) to complete this set.

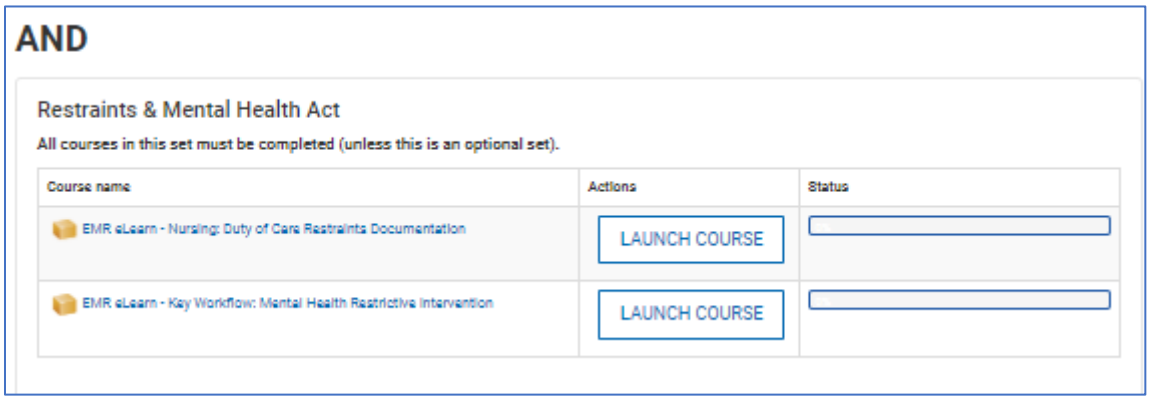
Course name	Actions	Status
EMR eLearn - Admission Initial Patient Assessment	LAUNCH COURSE	
EMR eLearn - Risk Assessment Documentation on Admission	LAUNCH COURSE	

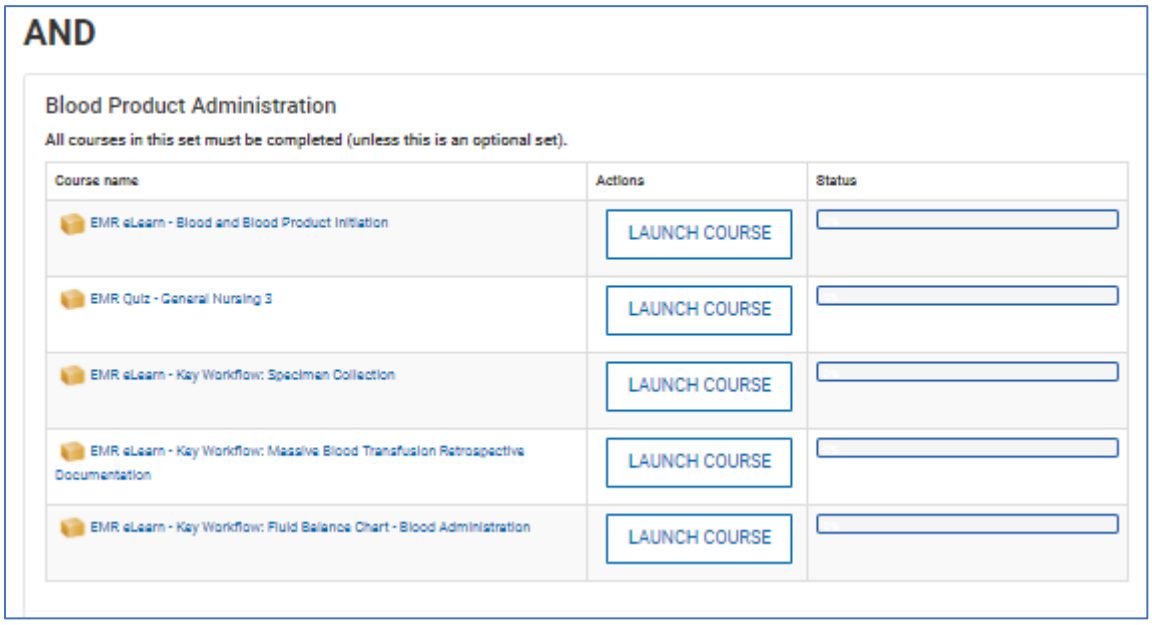
AND

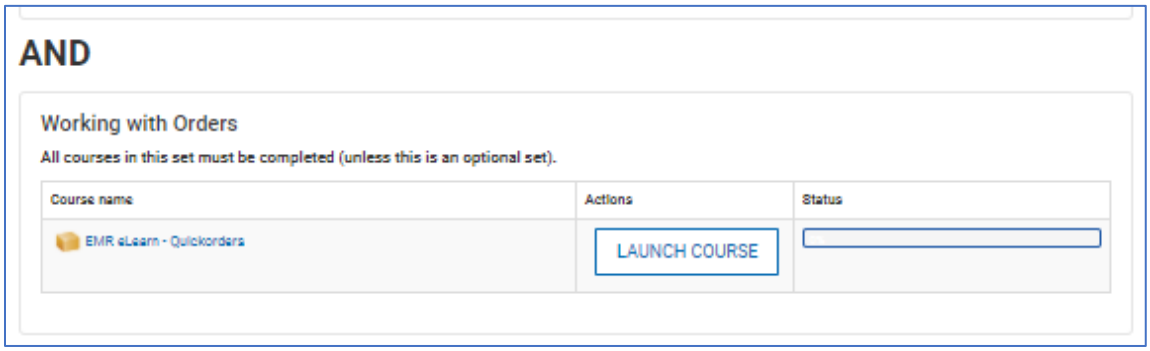
Patient Care Assessment and Documentation

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Vital Signs Documentation in Interactive View	LAUNCH COURSE	
EMR eLearn - Reviewing Altered MET Criteria	LAUNCH COURSE	
EMR eLearn - Documenting Clinician Notification	LAUNCH COURSE	
EMR eLearn - Documenting a Pain Assessment	LAUNCH COURSE	
EMR eLearn - Risk Assessment Documentation in Interactive View	LAUNCH COURSE	
EMR eLearn - Peripheral Intravenous Cannulation Documentation	LAUNCH COURSE	
EMR eLearn - Adult Fluid Balance Charting	LAUNCH COURSE	
EMR eLearn - Results Review Overview	LAUNCH COURSE	
EMR eLearn - Adhoc Charting	LAUNCH COURSE	
EMR eLearn - Documenting a Note	LAUNCH COURSE	
EMR eLearn - Specimen Collection Overview	LAUNCH COURSE	
EMR Quiz - General Nursing 2	LAUNCH COURSE	
EMR eLearn - Key Workflow: General Nursing Care and Rounding	LAUNCH COURSE	
EMR eLearn - Key Workflow: Fluid Balance Chart - Lines and Devices	LAUNCH COURSE	
EMR eLearn - Key Workflow: Fluid Balance Chart IV Commence, Infuse, Rate Change, End Bag and Sequence	LAUNCH COURSE	
EMR eLearn - Key Workflow: Fluid Balance Chart - Bolus and Pause Action	LAUNCH COURSE	
EMR eLearn - Key Workflow: Fluid Balance Chart - Titratable Infusions	LAUNCH COURSE	


AND
Restraints & Mental Health Act
All courses in this set must be completed (unless this is an optional set).
Course name
Actions
Status
EMR eLearn - Nursing: Duty of Care Restraints Documentation
LAUNCH COURSE
EMR eLearn - Key Workflow: Mental Health Restrictive Intervention
LAUNCH COURSE


AND
Blood Product Administration
All courses in this set must be completed (unless this is an optional set).
Course name
Actions
Status
EMR eLearn - Blood and Blood Product Initiation
LAUNCH COURSE
EMR Quiz - General Nursing 3
LAUNCH COURSE
EMR eLearn - Key Workflow: Specimen Collection
LAUNCH COURSE
EMR eLearn - Key Workflow: Massive Blood Transfusion Retrospective Documentation
LAUNCH COURSE
EMR eLearn - Key Workflow: Fluid Balance Chart - Blood Administration
LAUNCH COURSE


AND
Working with Orders
All courses in this set must be completed (unless this is an optional set).
Course name
Actions
Status
EMR eLearn - Quickorders
LAUNCH COURSE

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AND

Working with Medications

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - MAR and MAR Summary Overview	LAUNCH COURSE	
EMR eLearn - Nurse-Initiated Medications	LAUNCH COURSE	
EMR eLearn - Medication Administration	LAUNCH COURSE	
EMR eLearn - Medication Administration: Intravenous Antibiotics	LAUNCH COURSE	
EMR eLearn - Continuous Infusion and Rate Change	LAUNCH COURSE	
EMR Quiz - Working with Medications	LAUNCH COURSE	
EMR eLearn - Key Workflow: Medication Tablet Devices	LAUNCH COURSE	
EMR eLearn - Key Workflow: Medication Tablet Devices - Docked	LAUNCH COURSE	
EMR eLearn - Key Workflow: Nurse Initiated Medications	LAUNCH COURSE	

AND

Plan of Care Documentation

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Care Plan Initiation	LAUNCH COURSE	
EMR eLearn - Care Plan Documentation	LAUNCH COURSE	
EMR eLearn - Key Workflow: Adding Care Plans	LAUNCH COURSE	
EMR eLearn - Key Workflow: Documenting In Care Plans	LAUNCH COURSE	
EMR eLearn - Key Workflow: Risk Assessments And Care Plans	LAUNCH COURSE	
EMR eLearn - Key Workflow: Falls Management	LAUNCH COURSE	

AND

Preparing your Patient for Surgery

All courses in this set must be completed (unless this is an optional set).

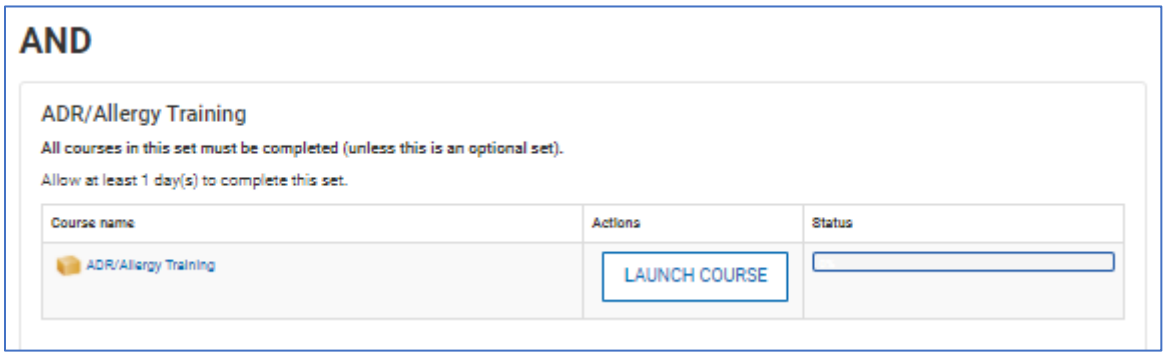
Course name	Actions	Status
EMR eLearn - Preoperative Procedural Checklist	LAUNCH COURSE	
EMR eLearn - Tracking Boards Overview	LAUNCH COURSE	

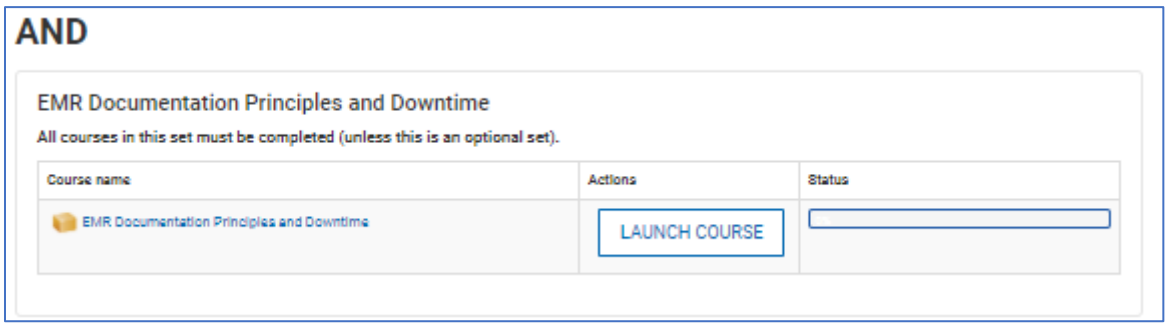
AND

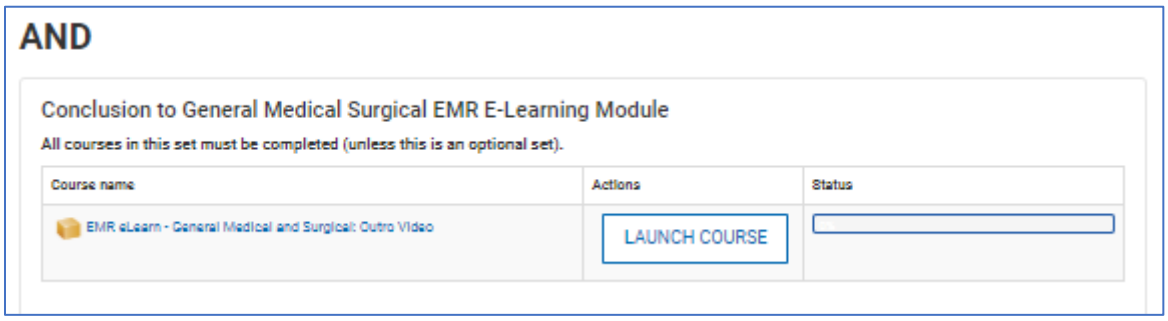
Discharge & Additional Videos

All courses in this set must be completed (unless this is an optional set).

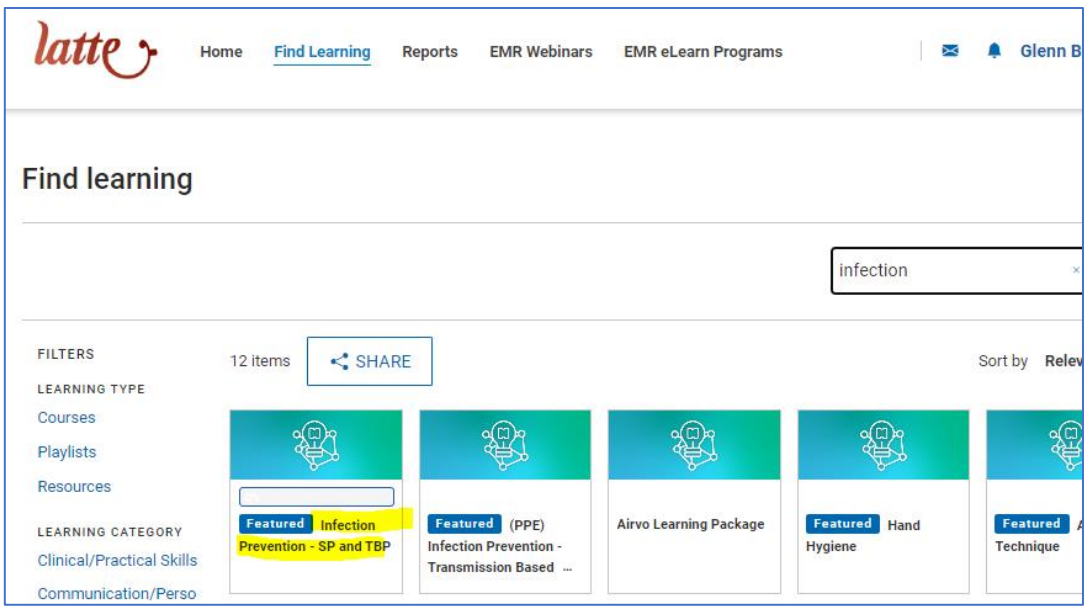
Course name	Actions	Status
EMR eLearn - Discharge Preparation	LAUNCH COURSE	
EMR eLearn - Print Patient's Wristband via Powerchart	LAUNCH COURSE	
EMR eLearn - Printing Documents in EMR	LAUNCH COURSE	
EMR eLearn - My Experience	LAUNCH COURSE	
EMR eLearn - Key Workflow: Bedside Nurse Handover	LAUNCH COURSE	
EMR eLearn - Key Workflow: Nurse in Charge Handover	LAUNCH COURSE	
EMR eLearn - Key Workflow: Diet Ordering	LAUNCH COURSE	
EMR eLearn - Key Workflow: Referral To Allied Health	LAUNCH COURSE	
EMR eLearn - Key Workflow: Nursing Discharge Documentation	LAUNCH COURSE	
EMR eLearn - Key Workflow: Nursing Transfer Documentation	LAUNCH COURSE	



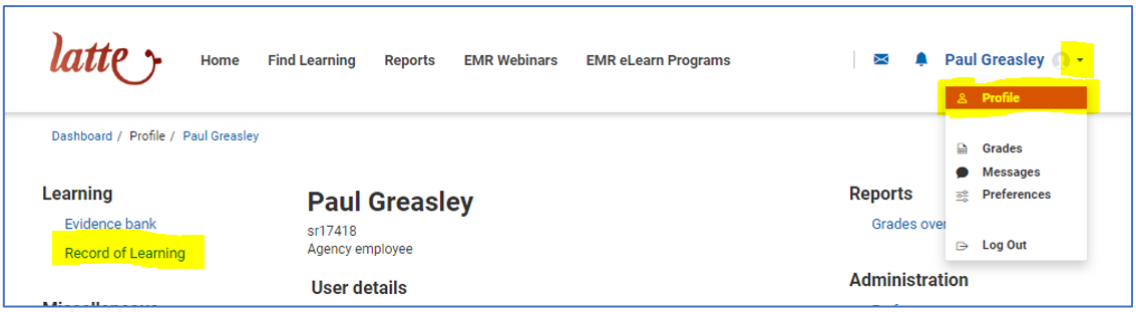




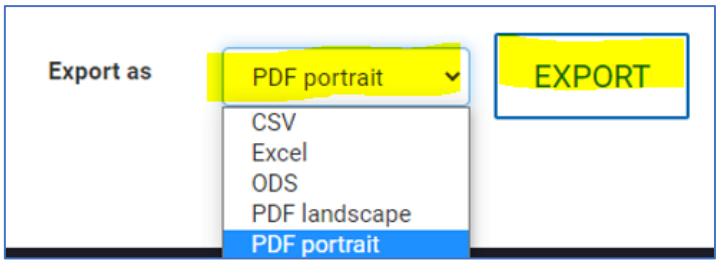
8. In Find Learning menu in the top banner, search for “Infection” and complete this course.



9. Select the drop down arrow beside your login name, select Profile, and click on Record of Learning on the right.



10. A summary of your training appears. At the bottom of the screen select, Export as and choose PDF portrait and click on EXPORT



The record will download in the corner of your screen. Please save this and email to compliance@caringforyou.net.au

Once we have your Record of Learning, we will order EMR logins for you. You will not be able to accept shifts until these logins have been issued. When you receive the EMR logins from Monash, please forward the email to compliance@caringforyou.net.au and we will then add your EMR training to the system so you can begin to pick up shifts

Mask Fit Testing

Please note, you need to book in for a Monash Mask Fit Test and send in your Fit Test record to compliance@caringforyou.net.au once completed.

You can book by calling the sites below. Please tell them you are a C4U Agency member.

- Casey Hospital Ph: 8768 1550
- Monash Clayton Ph: 9594 7831
- Dandenong Hospital Ph: 97928054
- Monash Moorabbin Ph: 9594 5994
- Monash Kingston Ph: 9265 3718
- Monash Cranbourne Ph: 9594 7831

Thank you! We greatly appreciate you completing this training.

Updated 06/10/2022