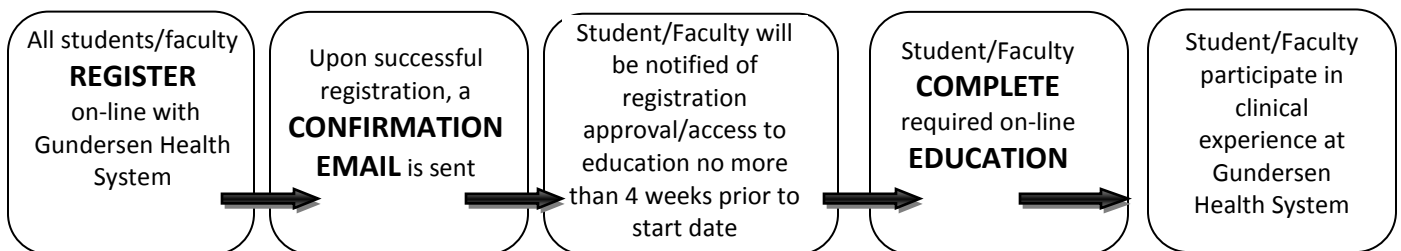


- Please call the elearning Team: 608.775.6789 for an appointment
- On-site training location: Green Bay Bldg, 914 Green Bay St., 2nd Floor

To: All Students and Faculty participating in clinical experiences at Gundersen Health System
Re: Pre-Clinical Experience Required Education
Date: 2019

Welcome to Gundersen Health System! All students and faculty participating in clinical experiences at Gundersen must complete on-line registration and education prior to the first day of their clinical experience. This education includes our organizational Mandatory Education, as well as required education involving our electronic medical record (EPIC) (for select experiences).

Here is an overview of the process that must be completed prior to your first day of clinical experience:



Step 1 Registration

This registration process will provide you with log-in information needed to access our Gundersen log-in page and online education system, and must be completed every semester.

Registration is recommended to be completed at least 4 weeks prior to your clinical rotation to allow for registration processing time as well as time for you to complete the on-line training.

Returning Students or Faculty:

- If you are returning to Gundersen, and still active in our system, you must still register online with the new clinical dates, however, **you will not receive a new login and password.**
- If you have previously registered with us, please enter your Gundersen 6 digit ID number and click on submit. This number starts with a 9. Verify your student/faculty information, make any changes necessary and go to step 2 below.
- If you do not remember your Gundersen 6 digit ID, enter your School ID number (be sure you are using the same name and ID number that you used previously).

SYSTEM REQUIREMENTS:

- You must use a PC with Internet Explorer or Google Chrome web browser, our system is not compatible with Mozilla Firefox.
- If using a wireless connection, insure that it is both secure and strong connection as this is critical to sending completion information back to our learning system.
- Mobile devices are not compatible with our online education system.
- Ensure that pop-up blockers have been turned off.

To register visit:

www.gundersenhealth.org/orientation

Follow the instructions prompted on the link to register.

Step 2 Log In and Education Completion

Prior to completing your education you will need to know where your clinical experience will occur (i.e.: hospital or clinic setting) If you are uncertain, please check with your faculty member.

Education Types: There are two types of education you may be completing.

Mandatory Education is an annual organizational educational requirement for all students. This course covers a variety of topics including compliance, regulatory requirements, and our environment of care.

Epic Education is required for any student who will be accessing the electronic medical record to learn how to use the system for documentation and accessing patient information. Not all positions will complete this education, if required, it will appear on the curriculum that will be assigned to your program.

Returning Students: Mandatory Education is required only once each calendar year. If you have already completed it in a prior experience this calendar year, you have satisfied the requirement. Epic eLearning modules that have been previously completed are available as a refresher, if needed.

Current Gundersen Employees: If you have completed Mandatory Education as an employee this calendar year, contact elarning@gundersenhealth.org , and your student transcript will be updated to reflect your completion.

If you have questions, please email elarning@gundersenhealth.org or call 608.775.6789