

CST training is mandatory for your rotation and to gain access to the clinical information system, **CST Cerner**.

Step 1: Get set up with Health Authority and LearningHub accounts (up to 4 weeks before start date)	
<input type="checkbox"/>	<p>Check that you have received a Health Authority Network Account/User ID (ADID) from uas@hssbc.ca</p> <ul style="list-style-type: none"> o This email includes: an Activation Code from User Access Services (uas@hssbc.ca) o This was sent to my academic email (e.g. name@student.ubc.ca) within 4 weeks of my placement start date <p>If you received an email from uas@hssbc.ca, but it did not include an activation code, your account is already activated</p> <ul style="list-style-type: none"> o Set your account password using the Self-Service Password Reset tool <p>Contact your Health Organization Service Desk if you have not received any email from uas@hssbc.ca:</p> <p>VCH Service Desk at 604-875-4334 or 1-888-875-4334 PHSA Service Desk at 604-675-4299 or 1-888-675-4299 PHC Service Desk at 604-806-9333</p> <p>Your ADID allows you to log in to the computer on site. The CST Access & Provisioning team will also confirm the ADID associated with your CST Cerner access before your placement start date if you are a new user to CST Cerner.</p>
<input type="checkbox"/>	<p>If you have a LearningHub account</p> <ul style="list-style-type: none"> o LearningHub account MUST be associated with your academic email address (e.g. name@student.ubc.ca) o How to update to an academic email address <p>If you do not have a LearningHub account, Sign up for a LearningHub account with your academic email address</p>
Step 2: Receive training details from Academic Placement Coordinator/Clinical Instructor	
<input type="checkbox"/>	<p>The CST Learning Team will coordinate with your school's Placement Coordinator/Clinical Instructor to enroll you into the applicable eLearning curriculum. The Placement Coordinator/Clinical Instructor will then forward the training details and instructions to the students.</p> <p>Note: An automated email will also be sent to your LearningHub email once you've been enrolled into the eLearning curriculum in LearningHub.</p>
Step 3: Complete the e-Modules (avg. 1-2 hr)	
<input type="checkbox"/>	<p>The e-Modules contain foundational knowledge that will help prepare you for the self-directed remote session.</p> <p>Log into LearningHub to complete your e-Modules (How to use LearningHub):</p> <ul style="list-style-type: none"> o Complete ALL the "CST Cerner Nursing Student (Group)" curriculum courses – completion of the entire curriculum is required for system access <p>NOTE: Complete the "Q-S124_Nursing Student (Group) Quiz" e-Module after you have completed the self-directed remoted session in Step 4.</p> <p>To complete e-Modules:</p> <ol style="list-style-type: none"> 1. Find courses specific to your role under the Curricula header in LearningHub 2. Click on the Curriculum Courses button 3. Register yourself for each course (e-Module) 4. Complete the courses from top to bottom
Step 4: Complete the workbook in a self-directed remote session (avg. 3-4 hrs)	
<input type="checkbox"/>	<p>Get hands-on practice by completing the Group Nursing Student workbook in our remote training domain. A CST Instructor will be available to offer support during specific dates and times via Zoom in case you require any assistance.</p> <p>Note that the session will NOT be instructor-led (you will work independently through the workbook); the instructors will rather act as a help line for ad hoc questions and support.</p>

A. Plan a day to complete the workbook

The CST Training Domain is available 600-2100 PST, 7 days a week; you can complete your workbook at any point during this time.

The Training Domain is refreshed daily overnight (2100-600 PST) so any changes you make to the patients will be erased for the next day. Due to the refresh, you should plan on completing the workbook in one day. For reference, CST Learning allocated 4 hours of classroom training time for the workbook in the past.

There are also specific hours of instructor support (schedule is listed in confirmation email from CST Learning). You may want to plan to do your workbook during these hours in case you have any questions. Attendance of the support sessions is not required.

B. Set Up and Test Zoom

Use Zoom to connect with our CST Instructors if you have any questions.

Review the first section of the "**CST Training Using Zoom and Remote Training Domain.pdf**" (attached in confirmation email from your Placement Coordinator/Clinical Instructor) for instructions on how to set up Zoom and to start the session with your instructor.

Please test your access at least 1 day prior to your session: <https://zoom.us/test>

For further Zoom Resources, refer to your Health Authority Help page:

- PHSA/PHC Resources: <http://www.phsa.ca/health-professionals/professional-resources/office-of-virtual-health/covid-19-virtual-health-toolkit/zoom-for-healthcare/patient-resources>
- VCH Resources: <http://www.vch.ca/your-care/virtual-health>

C. Set Up and Test the CST Remote Training Domain

Access the CST Remote Training Domain in order to complete your workbook.

Review the second section of the "**CST Training Using Zoom and Remote Training Domain.pdf**" (attached in confirmation email from your Placement Coordinator/Clinical Instructor) for instructions on accessing the Training Domains and the application download associated with it.

Please download and test your access at least 1 day prior to your session.

Ensure you are using a desktop or laptop computer to access the Training Domain. Tablets are not recommended to access the Training Domain.

D. Find your assigned Cerner Login Card

The login card contains the username, password, and patient information you will need in order to complete the workbook.

Refer to your ASSIGNED login card (attached in confirmation email from your Placement Coordinator/Clinical Instructor) and enter the username and password to log into the CST Cerner application (e.g.: PowerChart).

You will be assigned one of following types of login cards, both can be used to complete the workbook:

1. "**L-N53_Nurse Inpatient_?0783_#.pdf**"
2. "**L-S124_Nursing Student (Group)_?0783_#.pdf**"

E. Download the Medical Student Workbook

The workbook contains activities and scenarios you will be following during your session.

Download the workbook here: [W-S124_Nursing Student \(Group\).pdf](#)

Review the "[Workbook Quick Tips.pdf](#)" (attached in confirmation email from your Placement Coordinator/Clinical Instructor). To optimize your experience, it is highly recommended that you have your workbook on a separate screen or device (tablet, second monitor, second computer, etc.), if you have access to one.

Step 5: Complete the online Quiz (avg. 15-30 min)

The e-Module "[Q-S124_Nursing Student \(Group\) Quiz](#)" is a 30 question multiple-choice online quiz that tests key content based on the activities within the workbook.

The e-Module will be marked as complete once you pass with a minimum of 75% (23/30).

You can take this test as many times as needed to achieve the passing score.

Step 6: Access granted

The CST Access & Provisioning team will be notified automatically once you have completed all the training requirements and will enable your access to CST Cerner.

Note: access may not be granted immediately upon course completion due back-end processes.

Once on site, you can log in to a computer with your ADID and password (from step 1), and will be able to access the CST Cerner applications.

Contact the **CST Phone Support Centre at 1-844-214-7444** for any technical or access issues