

CST training is mandatory for your placement 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 classroom training)

<input type="checkbox"/>	<p>Make sure you have a Health Authority Network Account/User ID</p> <p>1. Check that you have received your Health Authority Network Account/User ID and Activation Code from User Access Services. The information is sent to your academic email (e.g. name@student.ubc.ca) within 4 weeks of your placement start date. You <u>must have</u> this info when you arrive on site for classroom training. If you have not received it or have forgotten it please contact your Health Organization Service Desk: 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>2. If you are a new student and just had a Network Account/User ID created recently, your instructor will help activate your account at activate.healthbc.org during the classroom session if time permits.</p>
	<p>If you are a visiting placement (non-UBC medical student/resident), please submit the CST Cerner Access Form: http://bit.ly/cst-request-access</p>
<input type="checkbox"/>	<p>Sign up for a LearningHub account with your academic email address if you do not already have a Learning Hub account. If your LearningHub account is attached to your personal email address, you'll need to update your account information with your academic email address (see attached .pdf).</p> <p>How to update to an academic email address</p>

Step 2: Complete the e-Modules prior to classroom training (avg. 2 hours)

<input type="checkbox"/>	<p>Login to LearningHub</p> <p>a. Complete the following modules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Privacy and Confidentiality in a Clinical Information System (CIS) – required <input type="checkbox"/> PharmaNet Integration and Documenting the BPMH – required <input type="checkbox"/> Introduction to the Clinical Information System – highly recommended <input type="checkbox"/> Right Patient, Right Encounter – highly recommended <p>b. Complete the Curricula courses</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 4. Complete the courses from top to bottom <p>How to use LearningHub</p>
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Step 3: Confirm your classroom training session in advance

<input type="checkbox"/>	<p>Confirm your classroom training date, time and location</p> <p>The CST Learning Team will coordinate scheduling with you directly via email. A follow-up LearningHub scheduling confirmation will be sent to your student email once you've been enrolled in your classroom session. Add this to your calendar.</p>
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Step 4: Go to training as scheduled (avg. 1 day or less)

<input type="checkbox"/>	<p>Attend classroom training and have the following information ready:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full Name & Date of Birth <input type="checkbox"/> Network Account/User ID and Activation Code (ADID) <input type="checkbox"/> Email address – this must be your academic email address <input type="checkbox"/> Placement start date
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Step 5: Access granted

<input type="checkbox"/>	<p>Once you complete training and related assessment, you will get access to CST Cerner. Login to a computer with your Network Account/User ID and password (from step 1), then open the CST Cerner application.</p> <p>For technical or access issues please call the CST Phone Support Centre at 1-844-214-7444</p>
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