

All nursing students must complete mandatory training in order to access and use the clinical information system, **CST Cerner**, during their placements with the joint BC health authorities.

<b>Step 1: Get set up with Health Authority and LearningHub accounts (up to 4 weeks before start date)</b>	
<input type="checkbox"/>	<p>Your <b>Health Authority Network Account/User ID (ADID)</b> allows you to log in to the computer on site.</p> <p><b>Please monitor your academic email address</b> (e.g. <a href="mailto:name@student.ubc.ca">name@student.ubc.ca</a> or <a href="mailto:name@my.bcit.ca">name@my.bcit.ca</a>) for an ADID activation code from <b>User Access Services</b> (<a href="mailto:uas@hssbc.ca">uas@hssbc.ca</a>), to be sent within 4 weeks of your placement start date.</p> <ul style="list-style-type: none"> <li>- If you did NOT receive a code with your email from UAS, your account is already activated.</li> <li>- Please refer to the <a href="#">Self-Service Password Reset tool</a> to reset your password.</li> </ul> <p><b>If you are a new user to CST Cerner</b>, the <b>CST Access &amp; Provisioning team</b> (<a href="mailto:CSTCernerAccess@vch.ca">CSTCernerAccess@vch.ca</a>) will confirm the ADID before your placement start date.</p> <p><b>If you have NOT received any email from UAS or have issue with access</b>, contact <b>Service Desk</b>:</p> <p style="padding-left: 20px;">VCH Service Desk at 604-875-4334 or 1-888-875-4334</p> <p style="padding-left: 20px;">PHSA Service Desk at 604-675-4299 or 1-888-675-4299</p> <p style="padding-left: 20px;">PHC Service Desk at 604-806-9333</p>
<input type="checkbox"/>	<p><b>Ensure your LearningHub account is associated with your academic email address</b> (e.g. <a href="mailto:name@student.ubc.ca">name@student.ubc.ca</a> or <a href="mailto:name@my.bcit.ca">name@my.bcit.ca</a>).</p> <ul style="list-style-type: none"> <li>- <a href="#">Sign up for a LearningHub account</a></li> <li>- Ensure any <u>pre-existing</u> accounts are registered under your academic email (Reference: <a href="#">How to update to an academic email address</a>)</li> <li>- Merge <u>multiple</u> accounts to your academic email (Reference: <a href="#">Guide to Update Learning Hub Accounts</a>)</li> </ul>
<b>Step 2: Receive training details from CST Sustainment Training Team</b>	
<input type="checkbox"/>	<p>The <b>CST Sustainment Training Team</b> (<a href="mailto:CSTCernerTraining@phsa.ca">CSTCernerTraining@phsa.ca</a>) will contact nursing students regarding training requirements. <b>Please monitor your inbox for this email</b> that will relay these requirements and further instructions on how to register into eLearning.</p> <p><b>Carefully follow the instructions in the email to register into your mandatory eLearning.</b> Once you have successfully self-registered into eLearning, you will receive an automated email from Learning Hub.</p> <p>The following will be included in the email to be used in Steps 4/5:</p> <ol style="list-style-type: none"> <li>A. <a href="#">Link for the Workbook; W-S124_Nursing Student (Group)</a></li> <li>B. <a href="#">PDF file; Accessing the Training Domain</a></li> <li>C. <a href="#">Instructions to self-checkout Train Domain Log-ins</a></li> </ol>
<b>Step 3: Complete eLearning (avg. 1-2 hr)</b>	
<input type="checkbox"/>	<p>Log into <b>LearningHub</b> to complete your eLearning.</p> <ul style="list-style-type: none"> <li>- <a href="#">CST Cerner Nurse: Student Group (Sustainment)</a></li> </ul> <p>(Reference: <a href="#">How to use LearningHub</a>)</p>

**Step 4: [Recommended] Complete the workbook (avg. 3-4 hrs)**



You can practice using CST Cerner by accessing our remote training domain and completing the [Nursing Student Workbook](#), which can be downloaded [here: W-S124\\_Nursing\\_Student\\_Group.pdf](#)

**A. Plan a day to complete the workbook**

**Plan to complete the workbook (~4 hours of work) within one business day.** You can access the CST Training Domain 06:00-21:00 PST, 7 days/week. As the Training Domain is refreshed overnight (21:00-6:00 PST daily), any changes made to the patients will be erased for the next day.

**B. Set Up and Test the CST Remote Training Domain**

Follow the instructions in the [Accessing the Training Domain PDF](#).

Ensure you are using a desktop or laptop computer to download the application for the training domain and accessing the training domain. *Tablets are not recommended.*

**C. Access CST Cerner with train domain login information**

After checking out your login information for the workbook, you will receive an email that contains the **username**, **password**, and **patient information** you will need in order to complete the workbook. Please use your individually assigned username and password to log into the CST Cerner application (e.g., PowerChart).

**D. Follow the Nursing Student Workbook**

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

**Step 5: Complete the Nursing Student Quiz (avg. 15-30 min)**



**You must complete a 30-question, multiple-choice [Nursing Student \(Group\) Quiz](#)** based on key content from activities in your workbook. You must pass the quiz with a minimum score of **75% (23/30)**; however, you can take this test as many times as needed to achieve the passing score.

Once the minimum score is met, the module [Q-S124\\_Nursing Student \(Group\) Quiz](#) will be automatically marked for completion.

**Step 6: Training Completion**



All group nursing students have their CST Cerner accounts created and enabled for the start date of their placement. ***However, if you do not complete all components of your training before your start date, your access will be disabled.***

Once on-site, you can log in to a computer and access CST Cerner applications using the **ADID** and password included in the email from **CST Access & Provisioning team** ([CSTCernerAccess@vch.ca](mailto:CSTCernerAccess@vch.ca)) (see Step 1).

- ***If you have previously used CST Cerner***, please use the log-in information from your first placement.
- Eg. If you previously completed a placement at a VCH site, and have an upcoming placement with PHC, you will use your VCH login (vch\username) during your PHC placement.