

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</b>, contact your <b>Health Organization Service Desk</b>:</p> <p style="padding-left: 40px;">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>
<input type="checkbox"/>	<p>Ensure your <b>LearningHub account</b> is associated with your academic email address (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 Academic Placement Coordinator/Clinical Instructor</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 programs regarding training requirements. <b>Please monitor your inbox for an email from your Program Coordinator/Clinical Instructor</b>, who 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><b>If you are in Years 3 or 4</b>, you should also receive the following PDF attachments, to be used in Steps 4/5:</p> <ol style="list-style-type: none"> <li>A. <a href="#">Workbook Quick Tips</a></li> <li>B. <a href="#">CST Training Using Zoom and Remote Training Domain</a></li> <li>C. <a href="#">Training Domain Log-in Card</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>- <b>CST Cerner Nursing Student (Group): Year 3/4 Students</b> <ul style="list-style-type: none"> <li>o NOTE: Complete the <a href="#">Q-S124_Nursing Student (Group) Quiz</a> e-Module <u>after</u> you have completed the self-directed remoted session in Step 4.</li> </ul> </li> <li>- <b>CST Cerner Nursing Student (Group) (Supplementary Modules): Year 1/2 Students</b></li> </ul> <p>(Reference: <a href="#">How to use LearningHub</a>)</p>

**Step 4 (Year 3/4 Students ONLY): Complete the workbook in a self-directed remote session (avg. 3-4 hrs)**



Nursing students in Years 3 and 4 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.

As mentioned in Step 3, your email from **CST Sustainment Training Team** ([CSTCernerTraining@phsa.ca](mailto:CSTCernerTraining@phsa.ca)) will include date(s) and time(s) for Zoom-based support sessions.

Participation in these sessions is optional, and your workbook is to be completed independently. However, you may choose to complete your workbook during designated sessions, as CST instructors are available to provide support and answer any questions.

**B. Set Up and Test Zoom**

If you plan on completing the workbook during a self-directed remote session, review the [CST Training Using Zoom and Remote Training Domain](#) document for instructions on how to set up and launch Zoom.

Please ensure you can access Zoom at least 1 day prior to your session by testing it [HERE](#).

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

- [PHSA/PHC Resources](#)
- [VCH Resources](#)

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

Access the CST Remote Training Domain by following the instructions in the document [CST Training Using Zoom and Remote Training Domain](#).

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

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

**D. Access CST Cerner with a Login Card**

Your [Training Domain Login Card](#) attachment 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).

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.

**E. Follow the Nursing Student Workbook**

The workbook contains activities and scenarios that you will be following during your session. Review the [Workbook Quick Tips](#) attached in confirmation email from your Placement Coordinator/Clinical Instructor for further assistance.

**Step 5 (Year 3/4 Students ONLY): Complete the Nursing Student Quiz (avg. 15-30 min)**

Year 3/4 Nursing Students must complete a 30-question, multiple-choice **Nursing Student (Group) Quiz** based on key content from activities in their 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 (eLearning only for Years 1/2; eLearning AND quiz for Years 3/4) 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.
- E.g. 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.