

All medical 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.

Step 1: Get set up with Health Authority and LearningHub accounts (up to 4 weeks before start date)	
<input type="checkbox"/>	<p>Your Health Authority Network Account/User ID (ADID) allows you to log in to the computer on site.</p> <p>Please monitor your academic email address (e.g. name@student.ubc.ca or name@my.bcit.ca) for an ADID activation code from User Access Services (uas@hssbc.ca), to be sent within 4 weeks of your placement start date.</p> <ul style="list-style-type: none"> - If you did NOT receive a code with your email from UAS, your account is already activated. - Please refer to the Self-Service Password Reset tool to reset your password. <p>If you are a new user to CST Cerner, the Access & Provisioning team (CSTCernerAccess@vch.ca) will confirm the ADID before your placement start date.</p> <p>If you have NOT received any email from UAS or have issue with access, contact Service Desk:</p> <p style="margin-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 LearningHub account is associated with your academic email address (e.g. name@student.ubc.ca or name@my.bcit.ca).</p> <ul style="list-style-type: none"> - Sign up for a LearningHub account - Ensure any <u>pre-existing</u> accounts are registered under your academic email (<i>Reference: How to update to an academic email address</i>) - Merge <u>multiple</u> accounts to your academic email (<i>Reference: Guide to Update Learning Hub Accounts</i>)
Step 2: Receive training details from CST Sustainment Training Team	
<input type="checkbox"/>	<p>Monitor your inbox for an email from the CST Sustainment Training Team (CSTCernerTraining@phsa.ca), which will contain the following:</p> <ul style="list-style-type: none"> A. Link for the Workbook (W-N17_Medical Student_Nurse Practitioner Student.pdf) B. PDF file; Accessing the Training Domain C. Instructions to self-checkout Train Domain Log-ins D. Workbook Quick Tips <p>Carefully follow the instructions in the email to register into your mandatory eLearning. Once you have successfully self-registered into eLearning, you will receive an automated email from LearningHub.</p>
Step 3: Complete eLearning (avg. 2-2.5 hr)	
<input type="checkbox"/>	<p>Log into LearningHub to complete the curricula:</p> <ul style="list-style-type: none"> - CST Cerner Medical Student: Completion of all modules is Mandatory. - CST Cerner Medical Student (Supplementary Modules): Optional completion of modules that are applicable to your upcoming rotation specialty only. <p>(<i>Reference: How to use LearningHub</i>)</p>

Step 4: [Recommended] Complete the workbook (avg. 2-2.5 hr)



Practice using CST Cerner by accessing our remote training domain and completing the [Medical Student Workbook](#).

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 domain. *Tablets are not recommended.*

C. Access CST Cerner with a Login Card

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 Medical Student Workbook

The [Medical Student Workbook](#) contains activities and scenarios you will be following during your session. Review the [Workbook Quick Tips](#) for assistance.

Step 5: Complete the Medical Student Quiz (avg. 15- 20 min)



Complete a 30-question, multiple-choice [Medical Student Quiz](#), which is based on key content from activities in the Medical Student workbook. You must pass the quiz with a minimum score of **73% (22/30)**; 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-N17 _Medical Student/Nurse Practitioner Student Quiz](#) will be automatically marked for completion.

Step 6: Training Completion



All medical 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 modules & quiz) 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) (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.