Thomas Jefferson University Hospital
Department of Nursing
Instructions for Completing Online Pool Orientation

In Order to attend Jefferson’s 1 day classroom pool orientation you must complete the following 3 online components in advance of your scheduled class.

1. Online Curriculum Component
   A. **Read online curriculum and watch supplemental training videos.**
   B. **Pass post Test 1:** A passing grade of 80 must be achieved, with no more than 2 attempts.

2. Online Clinical Information system (JeffChart training) Component
   A. **Watch all training videos.** You are expected to know how to document in JeffChart. Classroom orientation will provide you with “Hands on” user experience.
   B. **Pass Post Test 2.** A passing grade of 80 must be achieved, with no more than 2 attempts.

3. Online HealthStream (HES) Courses (learning management system) Component
   A. **Complete all assigned HES curriculums/courses.**

**Important Information:**

All 3 components must by completed by 12 noon, the day prior to your scheduled orientation class (Example: You are scheduled to attend Pool orientation on Tuesday, July 30th. You must have the online orientation completed by 12 noon on Monday, July 29th).

Failure to complete the 3 online curriculum elements will make you ineligible for attending the Pool classroom orientation.
Contact/Support Information

Nurse Recruitment
Contact our Nurse Recruitment office for any questions regarding your schedule or orientation dates at: 215 503-8610, Monday -Friday 8:00-4:30 p.m..

Nursing Professional Development Office Contacts for curriculum questions.
Business Hours: Monday-Friday 8:00 am-4:30 pm

- Janet Paul (Professional Nursing Development Specialist): 215 955-7974, janet.paul@jefferson.edu
- Terri Schwartz (Professional Nursing Development Specialist): 215 955-1054, terri.schwartz@jefferson.edu

User ID (Campus Key) or Password Issues/Support
Contact Jefferson’s Operations Center (TAC) at 215 955-7975 - Option #1 for Jeffnet (Campus Key) and Log-in or Password difficulty, 24 hrs- 7 days a week.
Provide your Name, Campus and Application ( ie: HealthStream) that you are having difficulty accessing from off campus.

Instructions for Completing Component 1 & 2: Online Curriculum
To access our online curriculum type in our main nursing web address: http://www.jeffersonnursing.org/

Hover mouse over the tab called: Career Opportunities
Click on the drop down menu option: Pool Nurses
Click link called: Online Pool Nurses Orientation
Section A: Read all curriculum, watch all supplemental videos
Section B: Watch all Jeffchart training videos.
**Instructions for Completing Component 1 & 2: Post-Tests.**

To complete the post-tests type in the following web address:

Click on the link at the bottom of the page under Post Test Instructions or type in the following web address:

http://jeffline.jefferson.edu/Education/programs/tjuh_stco/

Our Department of Nursing Orientation’s Welcome-page will display.

Click on the “Test Component” link located on the the navigation panel.

The Test Component webpage will display.

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**Create your Web ID**

Create a Web ID by typing your last name and last 4 digits of your social security number in the text field.

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<table>
<thead>
<tr>
<th>Complete your registration by entering the following information</th>
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<tbody>
<tr>
<td>- Your First Name</td>
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<tr>
<td>- Your Last Name</td>
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<tr>
<td>- Role- select Pool RN</td>
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<td>- Affiliation/School-select Thomas Jefferson University Hospital.</td>
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Read the Information Responsibility Statement

Click in the checkbox “I Agree” box, a checkmark will appear.

Click the Continue button to complete your registration and advance to the Test Component webpage.

Complete both Pool Tests.

Click on Pool 1 Test to proceed to the curriculum post-test.

Click on Pool 2 Test to proceed to the clinical information post-test.

**Instructions for completing Component 3: HealthStream (HES)**

To access HES you must log into remotely by following the instructions listed below. You must have your Campus Key and Password to log in.

<table>
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<tr>
<th>Thomas Jefferson University Hospital Remote Access Portal (RAP) web address is:</th>
<th><a href="https://connect.tjuh.org">https://connect.tjuh.org</a></th>
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To access HealthStream Training you must first log-in to Jefferson’s RAP using your JeffNet User ID (Campus Key) and Password.
Locate HealthStream:

Click on the TJUH Intranet web bookmark link

The TJUH Intranet site will display.

Click on the “Employee” link at the top of the page.

The “Employee” page will display.

Click on the HealthStream link

The HealthStream web page will display.

Click the “Click Here” link to Login to HealthStream

Log in to HealthStream

Type your “Campus Key” and Password

Click the “Log in” button
The HealthStream Home page displays.

Click on the “My Learning” link.

Complete all assigned learning courses on this page.

Click on a “Curriculum” to view all courses that must be completed.

Select “Enroll” to get started.

Complete all learning activities for each course

1. Review course content
2. Take Post Test

The course will drop off the “My Learning” tab when completed and viewed on the “My Transcript” tab.

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**HealthStream User ID (Campus Key) or Password Issues/Support**

Contact Jefferson’s Operations Center (TAC) at 215 955-7975 for Jeffnet (Campus Key) and Log-in or Password difficulty, 24 hrs- 7 days a week.

Provide your Name, Campus and Application (ie: HealthStream) that you are having difficulty accessing from off campus.

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