<u>HEALTHSTREAM ONLINE CLINICAL ORIENTATION PROGRAM</u>

California State University Sacramento

Department of Communication Sciences and Disorders (CSAD)

<u>CSAD STUDENT INSTRUCTIONS</u>

All Sacramento State CSAD students are required to have completed formal specialized training in the areas of HIPAA, bloodborne pathogens, and more. In order to meet these mandated requirements, we are pleased to provide you with an efficient and cost-effective way to meet these standards.

HealthStream's online programs are designed to educate healthcare occupation students and to enhance safety, competency, and outcomes in healthcare organizations by providing required regulatory training. You will need to complete **three** (3) HealthStream modules prior to your first day of graduate school or to meet another department requirement. The HealthStream modules are reasonably priced, and you may use a debit/credit card to pay for each module separately on HealthStream's secure website. HealthStream is recognized and utilized by medical sites across the nation. Please be sure to save your certificate to your computer.

Instructions:
- Please access these online training programs using a **PC computer** and **Internet Explorer**. Any attempts using an Apple computer and/or a different browser (e.g., google chrome, Firefox, etc) will not support successful access to the training modules.
- After completing the modules, please print the certificates of completion, scan the certificates together into one pdf file, upload into a file in CALIPSO under "compliance immunization" and keep a copy of your records.
- Note:
  - You will need to complete these modules even if you have taken them at your place of employment.
  - We have access to these affordable training modules because we have been granted access through the CSUS School of Nursing (you will see the login information, below, contains the word *nursing*)
  - Questions or concerns? Undergraduate students should contact their course instructor; graduate students should contact Dr. Hagge.

The three (3) required modules are listed below:

(a) Standard Precautions and Bloodborne Pathogens

(b) Hand Hygiene: Basic Principles and Competency

(c) HIPAA: A guide for Healthcare Workers

INSTRUCTIONS

First time user instructions:

- Access HealthStream by clicking : www.healthstream.com/hlc/canursing
- If you are a first time student, click 'First time students click here to register.'

Sign In

User ID

Password

Login

Password reminder   Forgot your password?

First time students click here to register.

- On the following screen, select your school from the drop-down list of participating institutions
- Enter all the required information, indicated by asterisks, on the following screen
  - Your UID and Password should be created using something that you can easily remember for future login attempts (ex: first initial, last name)
  - The "hire/rehire" date and the "active date" should be the same date that you sign up
  - A current email address should be entered
  - Select **CSAD** as your department
- Submit

Existing User Instructions:

- Access HealthStream by clicking : www.healthstream.com/hlc/canursing
- Enter your existing UserID and Password
  - For password reset: Select 'Forgot your password?' on the login screen
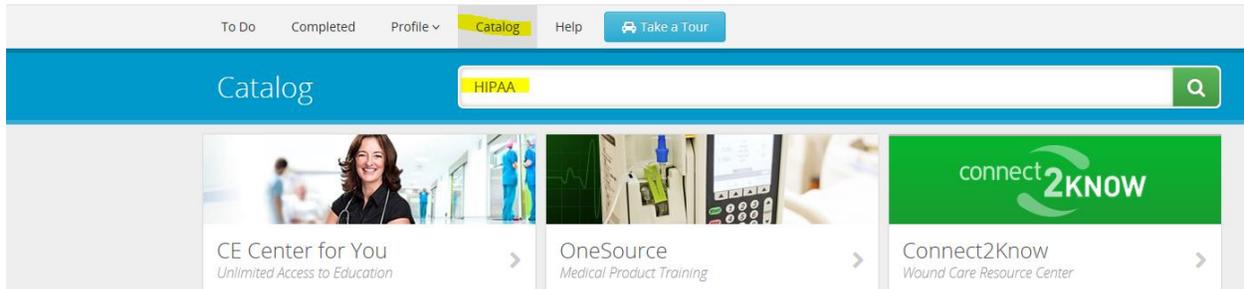
Sign In

User ID

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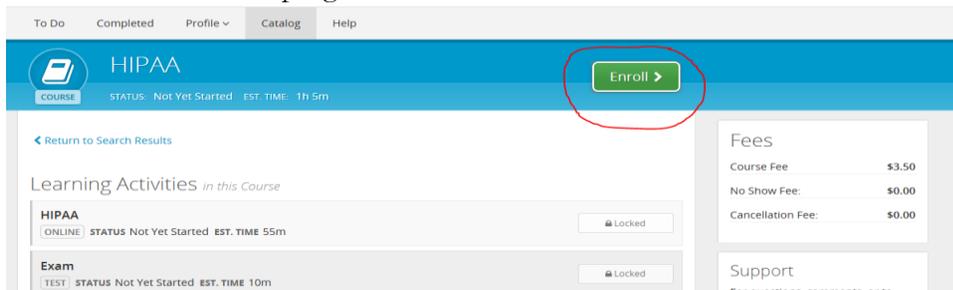First time students click here to register.

How to Enroll in Courses:

1. Log into your HealthStream account using the above instructions (URL: www.healthstream.com/hlc/canursing)
2. Click on the 'Catalog' tab
3. Search for the course that you need to enroll in (see example image below)

- o **Courses that need to be completed:**
  - Rapid Regulatory Compliance: Clinical II
  - HIPAA
4. Select the course by clicking on the course name
5. Click 'Enroll' in the top right corner

6. Enter your payment information and select 'Purchase Now'
7. You may complete the course by going to the 'To Do' tab and clicking on the course title to launch the course
8. Once completed, you may access your completion certificate under the 'Completed' tab. Under the Completed tab, click into the course and print the completion certificate.
9. To enroll in another course, continue to follow steps 2-8.