

Annual Mandatory Education 2010

(On Campus)

Log in: Corporate Intranet>Employee Education>Online Courses> Sign In>
Use 6 digit badge number

(From Home)

www.novanthealth.org

Employee Connection>Online Education Courses>Sign In>Use 6 digit badge number

(You must wait one week from New Hire Orientation NHO Monday before you will have access to the system)

5 EASY STEPS

To enroll in your Annual Mandatory Education Course

1. Click Enroll in CBL in the upper left corner
2. Click the drop down arrow next to Curriculum
3. Select *2010 Novant Health Annual Mandatory Education*
4. Click the **Enroll** Link next to the course to enroll in the course
5. Click the Launch Course Button.

Enroll In CBL

Filters	
Curriculum	2010 Novant Health Annual Mandatory Education ▾
Display Course list by word in title	<input type="text"/> List Order
	Alphabetically ▾
Update Results	

Info	Enroll	Course
	Enroll	2010 AME (Contact with blood, body substances, or patients)
	Enroll	2010 AME (No Contact with blood, body substances, or patients)
	Enroll	AME Addendum: Medication Safety - Pat Care Staff - Long Version
	Enroll	AME Addendum: Medication Safety - Support Staff - Short Version

Annual Mandatory 2010

FAQ's

Are there any changes to the 2010 version?

- Yes- Based on the feedback we have received, AME is in a new e-learning format which has a new look and feel.
 - This will allow a larger viewing area of the information.
 - It also provides an easier flow of the material.
 - There is only one AME course to complete. The final steps, test, and evaluation are included in the course.

Why is there a delay after I click on Launch Course?

- The course has to load, so after clicking “launch course” you will have to wait for the course to load.
- Captivate (the course software application) uses Flash Player. *All Novant facility PCs have flash player installed.*
- Load time for the course is dependant on the PCs internet connection.
 - If course will not load on your home PC or MAC please make arrangements to take the course while on Campus or during one of the AME Computer Labs in your area.

Why does the AME course still show up even when I finish the test?

****Biggest Issue in 2008 AND 2009****

- When you click on “Enroll in CBL” it will automatically prompt you to launch the course.
- If you *launch* and *complete* the course, and *pass* the test, that course will **STILL** be listed when you return back to “Enroll in CBL”.
 - This gives the impression to some that they need to take the course again, you **DO NOT**.
 - As long as the course shows up in “*Completions*” which is the screen it moves to after you pass the test, you are complete.
- An analogy that may help:
 - You used People Soft to enroll in BLS. You attended and participated in the required “BLS” Basic Life Support class for Novant, however if you log into People Soft and BLS is still an option for you under classes. Just because you attended the class you still have the option to retake the class if you wanted to.

Why is AME 2010 not showing up in my People Soft Training Summary?

- You **MUST** have enrolled in and completed the course called AME (With or Without Contact) to get credit transferred to PeopleSoft Self Service.
- Data is only down loaded from Net Learning to PeopleSoft each Friday morning. So if you complete AME on Monday, you will not be able to see the completion in PeopleSoft Self Service until Friday afternoon.
- You can check the completion in Net Learning
 - To check your “Completions”
 - Log into Net Learning
 - Click on the Completions Link on the left side of the screen
 - Choose “2010 Novant Health Annual Mandatory Education” from the Curriculum drop down menu
 - If you are complete with AME you should see the AME (Contact or No Contact) listed here
 - The completion will not immediately show in People Soft but will immediately show in Net Learning.

I only passed with an 80% can I re-take the test on a particular course?

- Just click on “Enroll in CBL”
- Click enroll next to the course that you would like to retake.
- You will be prompted to launch the course or to take the test.
 - You can just click on the button to take the test if you do not need to review the material.

I lost my paperwork, how do I re-print?

- Log into Net Learning using your badge number.
- Once logged in, click on the “Completions” link off to the left
 - You need to locate the course “2010 AME ” course that you completed.
 - Once you find the course click the “**Review**” link next to the course.
 - Launch the course, let the course load, then select “Final Steps” from the navigation menu
 - This will bring up the page with the active links for you to re-print your paperwork.

Why is my manager telling me to complete My AME when I completed Skills Fair?

- Annual Mandatory Education for 2010 and Clinical Skills Fair 2010 are different.
- Both are mandatory for most clinical employees.

- Please keep in mind completing Skills Fair does NOT meet the requirement for AME 2010.
 - You must complete AME by your birth month in 2010 or you will be considered over due.
 - Attending NHO in 2010 counts towards your AME requirement.