

TRMC 2018 Mandatory Education Student Instructions

1. Go to the website - <http://trinitasrmc.org>
2. Click on: Quick-Links Pull-Down Menu (bottom of the Trinitas Web Page)

The screenshot displays the Trinitas RMC website interface. At the top, there is a 'Quick Links Pull-Down Menu' with three columns of links. The first column, 'CENTERS OF EXCELLENCE', includes links for Behavioral Health, Bloodless Medicine & Surgery, Cancer Care, Cardiology, Diabetes Management, Maternal & Child Health, Renal Services, and School of Nursing. The second column lists Senior Services, Sleep Disorders, Women's Services, and Wound Healing & Hyperbaric Medicine. The third column, 'FREQUENTLY ACCESSED PAGES', includes Children's Therapy Services, Emergency Medicine, Employee Education, Fitness Center, Trinitas Health Foundation, Graduate Medical Education, Job Opportunities, and Library. The fourth column lists Physical Medicine and Rehabilitation Center, Find A Physician, Send an eCard, Volunteer Services, Continuing Medical Education, NEW: Total Joint Replacement, and Collegiate Medical Mentoring NEW!. Below this menu is a 'Trinitas RMC Education Post Test' section with the text 'Department of Education, Training and Development'. A 'Quick Links' box on the right contains links for 'Education Guidebook: Essential Information for all Employees, Medical Staff, Students and Volunteers', 'Emergency Codes', 'Mandatory Programs', 'Calendar', 'Educational Updates', and 'Joint Commission Levels'. Below the navigation is a login form with fields for 'Last Name' and 'Password (i.e., last 4 of SSN)' and a 'Log In' button. Below the form are instructions for current employees and students, and three buttons: 'CREATE AN ACCOUNT', 'REVIEW ALL PRESENTATIONS', and 'HELP AND SUPPORT'.

3. Click on: Employee Education
4. Click on: Mandatory Program (blue box on the right)

5. Review all the presentations and create account when ready to take the test. At any time during the test you may view the related presentation (located on the top right corner of the page)
6. Students will create a new account each year.
7. When you create your account, you will create your password. Students **MUST** remember their password in order to reprint their completion certificate (in case it's misplaced). Students are **NOT** to call TRMC Employee Education looking for their log on information or requesting a copy of certificate.
8. ALL students are to use the following information when creating their log on
 - a. Complete all information: First and last name, email (use UCC email)
 - b. Password should be = trinitas with the **current** NURE course number) Example **trinitas131**
9. Complete the posttest and print certificate to bring to registration. **MAKE AND KEEP A COPY**
10. If there are problems with Internet Explorer – try using Google Chrome