OPOR-CIS

Training Instructions for Students

As part of your pre-placement requirements, you must complete the following two OPOR-CIS training courses:

- **OPOR CIS: Students - Powerchart Overview**
  - **Course code: 1528**
- **OPOR CIS: Students - Patient Journey**
  - **Course code: 1529**

The following pages will review how to access your training courses via the Learning Management System (LMS). OPOR recommends accessing required training with your student user account/active directory login if you have this information readily available. For those that do not have their student user account/active directory login already provided, please use guest access to LMS to complete required training (See page 4)

Important Reminders:

- **All students are accountable to keep a record of their training completion.**
- **Training must be completed at least 10 business days prior to your clinical placement start date.**
- **An active directory account is required to access the OPOR-CIS during your clinical placement. All students must document patient care under their own login credentials. Students who do not have active directory login for their clinical placement should inform their site supervisor as soon as possible.**

How to access OPOR-CIS Courses

Students with Active Directory Login

1. Log into the Learning Management System (LMS) using your student user account login (active directory account).

   [Learning Management System - Internal Access](#)

   Note: When logging into LMS, use the format: domain\ username

   - e.g. IWK\username or cdha\username

   For IT assistance with your active directory login, contact the help desk at 902-470-6700 (IWK Health) or 902-473-3399 (Nova Scotia Health)

2. Select **Catalogue** from the LMS menu
3. In the **Keywords** box, enter the course code for the relevant course (can only submit one course code at a time).
   - Course code: 1529 – OPOR CIS: Students - Patient Journey
   - Course code: 1528 – OPOR CIS: Students - Powerchart Overview

4. Select the course and click **Add to My Learning**
5. Repeat steps 2-4 for the second OPOR-CIS student course.
6. Go to **My Learning** in the top menu bar
7. Under **My learning – Current** tab, you will see the courses you have added.

8. Select **Take Now** and complete both OPOR-CIS student courses and mandatory exam.
9. **All students are accountable to keep a record of their training completion.** See below for how to provide proof of training completion for students with an active directory login.
   o Go to **My Learning** tab then **My Learning – History.**
   o Find the completed course in your history.
   o Click the ⬚ icon to print or save your certificate of completion for your records.
   o Your academic institution may need a copy of your completion of required training courses. Please follow your academic institution's procedures.

How to access OPOR-CIS Courses

Students Without Active Directory Login

1. Click on the following link Learning Management System - External Access
2. No sign in required. Ensure the **Catalogue** tab is selected.
3. In the **Keywords** box, enter the course code for the relevant course (can only submit one course code at a time).
   - Course code: 1529 – OPOR CIS: Students - Patient Journey
   - Course code: 1528 – OPOR CIS: Students - Powerchart Overview

4. Select the desired course then click **Launch Item**

5. Complete the course and mandatory exam. Repeat steps 2-5 for each required course.
6. **All students are accountable to keep a record of their training completion.** See below for how to provide proof of training completion for students without an active directory login.
   - Complete the course as directed.
   - Take a screenshot of your passed exam and keep this for your records with the date of completion.
   - Your academic institution may need a copy of your completion of required training courses. Please follow your academic institution's procedures.

OPOR-CIS Supplemental Learning

The OPOR Education and Learning team strongly recommends that each student review supplemental learning materials offered via the **OPOR Education and Learning Student Resource Hub.**

[Student Resource Hub](#)

Access to internal OPOR pages on personal devices requires an IWK/NSH email address. For students to access the internal site without an NSH/IWK email, please use your active directory username followed by:

@cdha.nshealth.ca **or** @iwk.nshealth.ca.

Example: howardam@cdha.nshealth.ca

Your password will be the same as your active directory login password. If this is your first time logging in, you may be prompted to set up Multi-Factor Authentication (MFA). Once MFA is configured, you will be redirected to the internal site.

The Student Resource Hub contains information pertinent to student OPOR learning and links to various supplemental learning materials related to each role, placement area, and application. You may also access key learning resources via the links below.

- [OPOR CIS Learning Library - Home](#)
- [OPOR-CIS Video Demos](#)
- [Impacted Areas](#)
- [OPOR PREPARE Transition Teams](#)
- [Novari Solutions](#)

We encourage every student to explore resources relevant to their learning needs for each clinical placement.

Any questions on OPOR-CIS student training can be directed to: oporstudentlearners@nshealth.ca

Happy Learning!