



## User Instructions

**myNetLearning** is your online hub for work-related learning where you can perform many of the same tasks that you did in the Student Interface

### Logging In

1. From igenous, go to the Education services link. Click on the myNetLearning link.
2. In the "Employee Number" field, enter your employee number
3. Click **LOGIN**

### Genesis Healthcare System

Employee number  
123456

Password (Only req'd for myTeam or NetCompetency)

**LOGIN**

### View Courses/Classes you are enrolled in

All online courses you need to complete and all live, instructor led classes you are enrolled in are listed in the **myCourses/Classes** widget

| myCourses/Classes | Title/Location  | Enrolled On | Date/Time          |
|-------------------|---|-------------|--------------------|
|                   | NLA8 Utilities - Roles<br>On-Line CBL   | 9/28/2011   | 10/28/2011         |
|                   | 210 - ACLS PROVIDER<br>COURSE (2 DAY) : Session 1<br>[Instructor]<br>GOOD SAMARITAN CAMPUS,<br>A 2ND FLOOR EDUCATION<br>CLASSROOM |             | 11/29/2011 7:30 AM |
|                   | BCRA test for Telemetry staff<br>On-Line CBL  | 11/16/2011  | 12/16/2011         |
|                   | 213A - ACLS INSTRUCTOR<br>RENEWAL : Session 1<br>HEALTHPLEX CONFERENCE<br>CENTER, ROOM A & B                                      | 12/1/2011   | 1/5/2012 12:30 PM  |

### Take on Online Course

From the **myCourses/Classes** widget, click the course title to open that course in a new browser.

- Click **Launch Course** to begin taking the course.
- Click **Take Test** to take the test portion and complete the course
- Note: some courses have the test within the Launch Course icon
- Click **Return to My Records** to go back to your myNetlearning dashboard.



launch course



take test



return to my records


### Enroll in Class

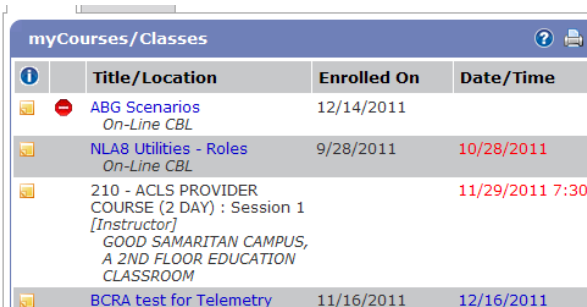
1. From the **Enroll in Class** widget, locate the class you want to take. Use the Filters icon (🔍) in the title bar to narrow your search.
2. Click the Enroll icon (+) next to the class you want to take.
3. Click **ENROLL** to confirm enrollment. The class will now be in your myCourses/Classes widget





### Enroll in CBL

1. From the **Enroll in CBL** widget, locate the course you want to take. Use the Filters icon (🔍) in the title bar to narrow your search.
2. Click the Enroll icon (+) next to the course you want to take.
3. Click **ENROLL** to confirm enrollment. The course will open in a new window. If you choose to take it at a later time, the course will be in your myCourses/Classes widget.

## To Unenroll From a Self-Enrolled Class or Course

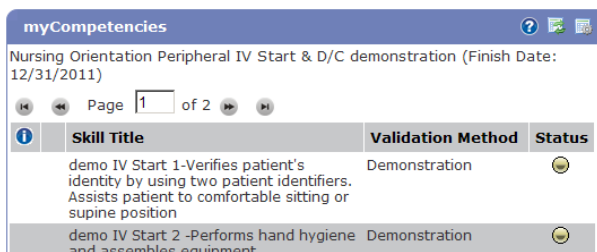
If you need to unenroll from a class or course, click the unenroll icon  next to the class or course in the **myCourses/Classes** widget. (note: *you cannot unenroll yourself from a class or course that has been assigned to you by a supervisor*)





|   | Title/Location  | Enrolled On | Date/Time       |
|---|---|-------------|-----------------|
|  | ABG Scenarios<br>On-Line CBL  | 12/14/2011  |                 |
|  | NLA8 Utilities - Roles<br>On-Line CBL   | 9/28/2011   | 10/28/2011      |
|  | 210 - ACLS PROVIDER COURSE (2 DAY) : Session 1<br>[Instructor]<br>GOOD SAMARITAN CAMPUS,<br>A 2ND FLOOR EDUCATION CLASSROOM |             | 11/29/2011 7:30 |
|  | BCRA test for Telemetry   | 11/16/2011  | 12/16/2011      |

## View Competencies You are Enrolled in

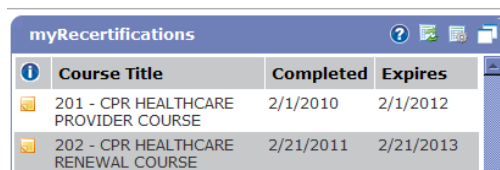
All "hands on" competencies you need to complete and those you have completed are listed in the **myCompetencies** widget



| Skill Title   | Validation Method | Status  |
|---|-------------------|---|
| demo IV Start 1-Verifies patient's identity by using two patient identifiers. Assists patient to comfortable sitting or supine position | Demonstration     |  |
| demo IV Start 2 -Performs hand hygiene and assembles equipment  | Demonstration     |  |

## View Recertifications

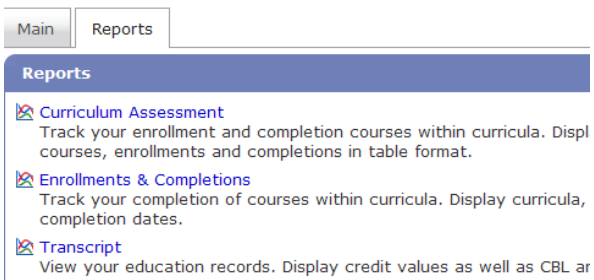
The **myRecertifications** widget displays any courses that have recertification dates you have previously completed. Here you can view when you completed each and when you are due to recertify



| Course Title                         | Completed | Expires   |
|--------------------------------------|-----------|-----------|
| 201 - CPR HEALTHCARE PROVIDER COURSE | 2/1/2010  | 2/1/2012  |
| 202 - CPR HEALTHCARE RENEWAL COURSE  | 2/21/2011 | 2/21/2013 |




## Viewing and Printing Your Transcript

1. Click the reports tab at the top of the page
2. Click the Transcript report
3. Choose the date range to include on the report
4. Choose the information to include on the report
5. Click Run Report
6. Use the Print or Save buttons at the top as desired
7. Click the close button when finished



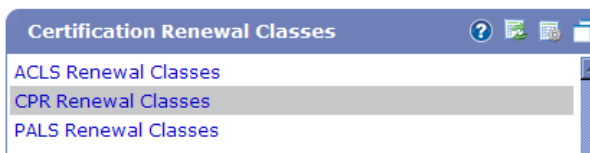
Main Reports

**Reports**

-  **Curriculum Assessment**  
Track your enrollment and completion courses within curricula. Display courses, enrollments and completions in table format.
-  **Enrollments & Completions**  
Track your completion of courses within curricula. Display curricula, completion dates.
-  **Transcript**  
View your education records. Display credit values as well as CBL ar


## Certification Renewal Classes

Use the links in the Certification Renewal Classes Widget to view information (dates/times/location) about these classes. Contact your manager to enroll.



| Certification Renewal Classes        |
|--------------------------------------|
| <a href="#">ACLS Renewal Classes</a> |
| <a href="#">CPR Renewal Classes</a>  |
| <a href="#">PALS Renewal Classes</a> |

**Exiting myNetLearning:** Once you are finished using myNetLearning, it is IMPORTANT that you sign out to protect your profile information and eLearning records.

To sign out click the  button at the top of the myNetLearning screen.



## myTeam User Instructions

A valuable component of **myNetLearning** is myTeam which provides you with the administrative tools needed to manage learners from your areas.

### Logging In

From igenous, go to the Education services link. Click on the myNetLearning link.

1. In the "Employee Number" field, enter your employee number
2. Click the box next to the Password field, and enter your employee number again
3. Click **LOGIN**

### Genesis Healthcare System

Employee number  
123456

Password (Only req'd for myTeam or NetCompetency)  
.....

**LOGIN**

### Viewing Available Classes and CBLs

In the **+Classroom widget**, you can view all current scheduled classes, class start dates and times, and number of enrolled learners.

In the **+Enroll in CBL widget**, you can view all available e-learning courses.

Use the Filters icon (🔍) in the title bar to narrow your search.

**+Classroom**

SCHEDULED CLASSES

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| Class Title                               | Date       | Start    | Enrolled |
|---|------------|----------|----------|
| 230 - PALS PROVIDER COURSE (2 DAY Course) | 12/15/2011 | 7:30 AM  | 10       |
| Esophageal Cancer (CME)                   | 12/15/2011 | 12:00 PM | 3        |
| 308B - PSYCHOSOCIAL DAY                   | 12/16/2011 | 8:00 AM  | 12       |
| 201 - CPR HEALTHCARE PROVIDER COURSE      | 12/16/2011 | 8:30 AM  | Full     |

**+Enroll in CBL**

Curriculum: CBLs: Product Information

Course Group: all

Course: all

Locate: Course

Contains: [ ]

**UPDATE**

**+Enroll in CBL**

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| Course Title                    | Pre/Post Req | Curricula | Enrolled |
|---------------------------------|--------------|-----------|----------|
| 2011 Accuchek                   | ☑            | ☑         | 73       |
| 2011 ACT Hemochron              | ☑            | ☑         | 28       |
| 2011 AlternaCare Inc Update     | ☑            | ☑         | 42       |
| 2011 BCRA for MST and Transport | ☑            | ☑         | 11       |
| 2011 BCRA Telemetry             | ☑            | ☑         | 71       |

### Enrolling Staff in a Class or CBL

1. Click on the number in the **Enrolled column** of the selected class or course. This will bring up the Enroll window where you will select the person(s) you want to enroll.
2. Toggle the **Available Learners** bar  to reveal the Available Learners filters, and select the check box next to the Learners you would like to add to the class.
3. Click **Enroll Learners** to add the selected learners to the class. The Learner names will move from the bottom grid into the top portion of the screen.

**+Enroll in CBL**

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| Course Title                      | Pre/Post Req | Curricula | Enrolled |
|-----------------------------------|--------------|-----------|----------|
| 2011 Accuchek                     | ☑            | ☑         | 73       |
| 2011 ACT Hemochron                | ☑            | ☑         | 28       |
| 2011 AlternaCare Inc Update       | ☑            | ☑         | 42       |
| 2011 BCRA for MST and Transport   | ☑            | ☑         | 11       |
| 2011 BCRA Telemetry               | ☑            | ☑         | 71       |
| 2011 Behavioral Health Medication | ☑            | ☑         | 0        |

**Available Learners**

Organization: GENESIS HEALTHCARE SYSTEM

Department: GENESIS HEALTHCARE SYSTEM, MATRIX SUSPENSE

People Group: All

Job Title: All

Hire Date: Is the same as

Locate: Last Name, First Name

Status: Either Learner or Instructor

**Find** **Reset All**

| Learner                                       | Employee ID | Departments   | People Groups | Job Titles    |
|---|-------------|---------------|---------------|---------------|
| <input checked="" type="checkbox"/> Doe, Jane | 14498       | GENESIS HE... | 0000-DEPAR... | DEPARTMENT... |

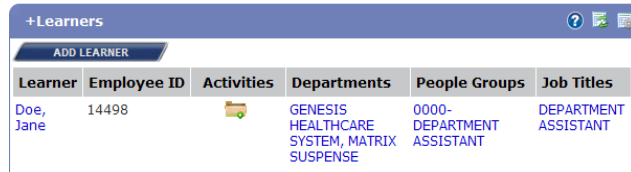
There is currently 1 record

**Enroll Learner(s)** **View List**


Can't find who you are looking for?

## +Learners

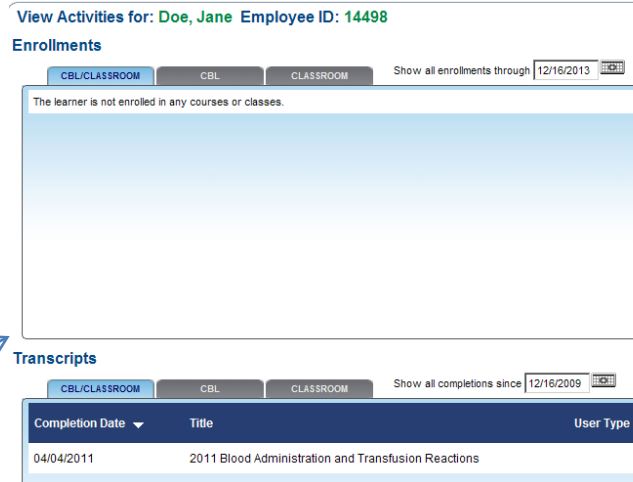
The **+Learners widget** allows you to view learner information.



| Learner   | Employee ID | Activities | Departments                                | People Groups            | Job Titles           |
|-----------|-------------|------------|--|--------------------------|----------------------|
| Doe, Jane | 14498       |            | GENESIS HEALTHCARE SYSTEM, MATRIX SUSPENSE | 000-DEPARTMENT ASSISTANT | DEPARTMENT ASSISTANT |

Click the activities icon  to view the activities of your learners

This will open the activities report. Items to do are listed at the top of the page and completed items are listed at the bottom.



View Activities for: Doe, Jane Employee ID: 14498

Enrollments

CBL/CLASSROOM CBL CLASSROOM Show all enrollments through 12/16/2013

The learner is not enrolled in any courses or classes.

Transcripts

CBL/CLASSROOM CBL CLASSROOM Show all completions since 12/16/2009

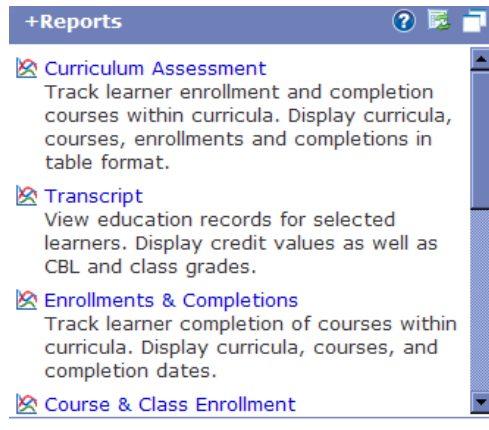
| Completion Date | Title   | User Type |
|-----------------|---|-----------|
| 04/04/2011      | 2011 Blood Administration and Transfusion Reactions |           |

## + Reports

The **+Reports widget** allows you to run select Administrator reports for the learners you manage.

### Running a Report


1. Click on the desired report name and make selections as appropriate(i.e. date range, curricula)
2. Toggle the Available Learners bar  to reveal the list of learners and check the learners to include in the report
3. Click **Add To List**
4. Click **Run Report**

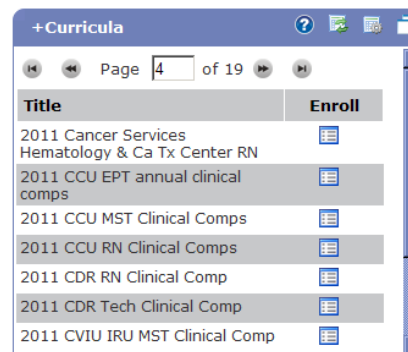


+Reports

- Curriculum Assessment**  
Track learner enrollment and completion courses within curricula. Display curricula, courses, enrollments and completions in table format.
- Transcript**  
View education records for selected learners. Display credit values as well as CBL and class grades.
- Enrollments & Completions**  
Track learner completion of courses within curricula. Display curricula, courses, and completion dates.
- Course & Class Enrollment**

## +Curricula

Through the +Curricula widget, you can view a list of available curricula. You may also enroll staff in a curricula by clicking on the Enroll icon 




+Curricula

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| Title   | Enroll |
|---|--------|
| 2011 Cancer Services Hematology & Ca Tx Center RN |        |
| 2011 CCU EPT annual clinical comps                |        |
| 2011 CCU MST Clinical Comps                       |        |
| 2011 CCU RN Clinical Comps                        |        |
| 2011 CDR RN Clinical Comp                         |        |
| 2011 CDR Tech Clinical Comp                       |        |
| 2011 CVIU IRU MST Clinical Comp                   |        |

**Exiting myNetLearning:** Once you are finished using myNetLearning, it is IMPORTANT that you sign out to protect your profile information and eLearning records.

To sign out click the  button at the top of the myNetLearning screen.

# NetCompetency Instructions for Validators

## To Access NetCompetency

From igenesis, go to the Education services link. Click on the NetCompetency link.

1. In the "Employee Number" field, enter your employee number
2. Click in the box next to the Password field, and enter your employee number again
3. Change the application to **Net Competency** in the Application field drop down box
4. click **LOGIN**

**Genesis Healthcare System**

Employee number  
12345

Password (Only req'd for myTeam or NetCompetency)  
\*\*\*\*\*

Login

Application: **Net Competency**

## To Validate a Competency in NetCompetency

Click on **Validate Competency** from the menu on the left side of the screen. This will bring up a list of staff and the competencies assigned to them for validation. (Genesis staff will be assigned competencies by the NetCompetency administrators from Education Services). You can narrow your search in the filters section by competency title or last name if desired.

**NetCompetency** Welcome

**Select Competencies to Validate**

Return to Selection Screen

Competency Management

**Validate Competency**

View Status

Reports

User Progress

Supervisor

Competency Status

Admin Functions

Help

About

Filters

Search Text

Search Competency Title

Search Last Name

Update Results

Competencies

Display 10 rows per page Submit Turn row shading OFF

| Validate Competency      | First Name | Last Name | Competency                      |
|--------------------------|------------|-----------|---------------------------------|
| <a href="#">Validate</a> | Amanda     | Wood      | IV Start Peripheral CLINICAL 5M |
| <a href="#">Validate</a> | Averil     | Rine      | IV Start Peripheral CLINICAL 5M |
| <a href="#">Validate</a> | Cheryl     | Tatro     | IV Start Peripheral CLINICAL 5M |
| <a href="#">Validate</a> | Ellnor     | Renick    | IV Start Peripheral CLINICAL 5M |
| <a href="#">Validate</a> | Jody       | Roach     | IV Start Peripheral CLINICAL 5M |
| <a href="#">Validate</a> | Katey      | Khune     | IV Start Peripheral CLINICAL 5M |

Click on the Validate Competency link to the left of the name of the person you have validated. This will open a screen where you can validate each "skill" or step of the competency.

To validate each skill in the competency, click on the down arrow of the selection box under the Validate column. Select either: Valid; Unacceptable; N/A with comments.


To validate all of the skills, click on either Valid; Unacceptable; N/A with comments in the “**Mark All Skills**” section.

| Skill   | Validate                                   | Comments (Remediation if unsuccessful) | Signature |
|---|--|--|-----------|
| IV Start 1 -Verifies patient's identity by using two patient identifiers. Assists patient to comfortable sitting or supine position | Valid<br>Unacceptable<br>N/A with Comments |  |           |
| IV Start 2 -Performs hand hygiene and assembles equipment   |  |  |           |
| IV Start 3 - Identifies and selects appropriate vein. Selects site and dilates vein. Places tourniquet 5-7 inches above site.       |  |  |           |
| IV Start 4 -Dons gloves and cleanses site with appropriate cleanser and technique.  |  |  |           |
| IV Start 5 -Numbs site using either topical spray or intradermal method as appropriate  |  |  |           |

When all of the skills have been validated, click on the **Save Validation** button at the bottom of the list of skills.



If the staff member does not perform at the expected level, mark the skill as “unacceptable” and include the remediation steps taken in the comment section. The competency will remain on their competency list.

To sign out of NetCompetency, click the Logout link  in the upper right corner of the screen.