Dear Pool/Agency Traveler Nurse,

Welcome to Thomas Jefferson University Hospital. A pre-requisite for attending EPIC training class is to complete our online orientation. The online post test must be completed by 12 noon the day before your scheduled class.

<u>Before you register and take the Online Orientation Post-Test</u>

- Our expectation is that a passing grade of 80 will be achieved with <u>no more</u> than 2 attempts to pass the post test.
- Do not register and start the Post-Test (click on the "Tests" link) without reading and reviewing the online curriculum in advance.
- Each time you click on the "Tests" link it counts as an attempt to pass the post-test.
- The post-test must be completed once it is started.
  - The post test is comprised of 20 multiple and true/false questions.
  - Questions are taken directly from the content.
  - There are no trick post test questions.

Please follow the steps outlined below to complete the online orientation.

Step #1: <u>Type</u> web address: jeffersonhealth.org/nursing
Step #2: <u>Click</u> Orientation link to expand panel
Step #3: <u>Click</u> on the left Navigation link called: Online Pool /Agency/Traveler Orientation link.
Step # 4 <u>Click</u> the "ONLINE ORIENTATION CURRICULUM" link to expand the section, read, and review our online orientation curriculum.

Step #5: Click POST TEST INSTRUCTIONS to expand panel
Step #6: Click link "Click here to register and take post-test
Step #7: Click Test Component link
Step #8: Create a WEB-ID to register
       Type your last Name and last 4 digits of your Social Security Number

On the next webpage you will be asked to complete 3 information fields and check the
 "I Agree" Information Responsibility Statement check box to complete your registration.

1.* First Name: Type your first name
  * Affiliation: Select **TJUH** option from drop down list
  * Role: Select the **"Pool RN", "Agency" ,"Traveler RN EPIC", etc…** role from drop down list
2.* Employee Check the **" I Agree"** checkbox after reading our Information Responsibility
statement.
3. Click the continue button to advance to the "Tests" link.

IMPORTANT MESSAGE:

- Each time you click on the "Tests" link it counts as an attempt to pass the post-test.
- The post-test must be completed once it is started.

Step # 9 Click the "Test" link to take the post test.

In the event that you cannot attend your scheduled orientation class contact your Nurse Recruiter.

For educational questions please contact Terri Schwartz at 215.955.1054 or terri.schwartz@jefferson.edu Janet Paul at 215.955.7974 or janet.paul@jefferson.edu