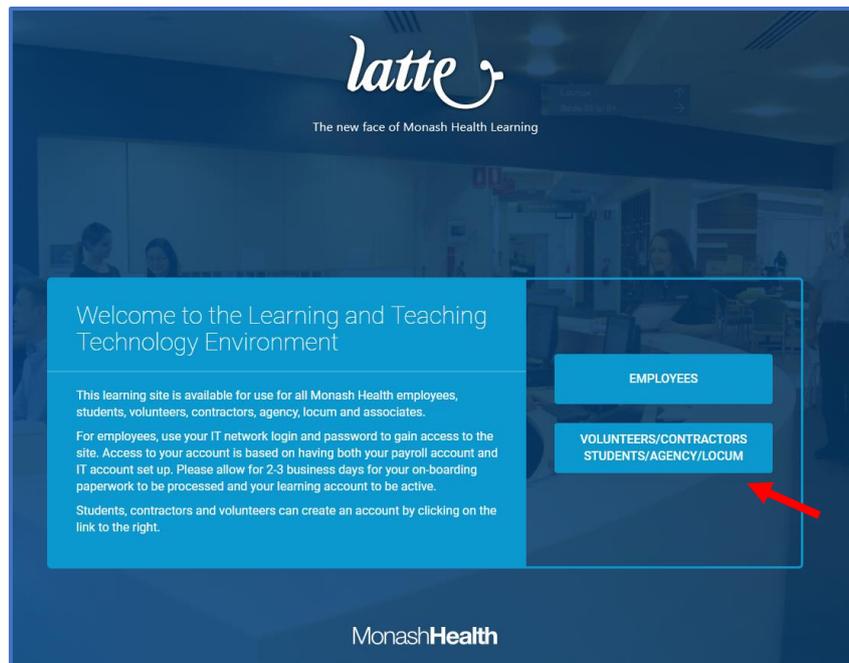


## Monash Health - EMR Training for Nurses

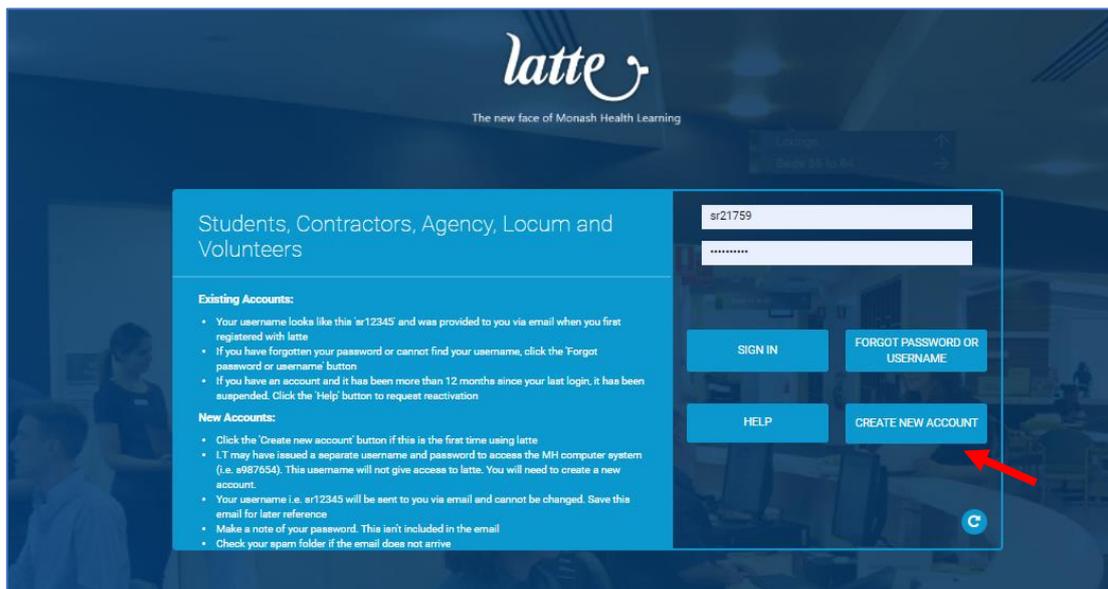
### STEP 1 - REGISTERING AN ACCOUNT WITH LATTE – AGENCY / LOCUM

Access Latte via the following link: <https://learning.monashhealth.org>

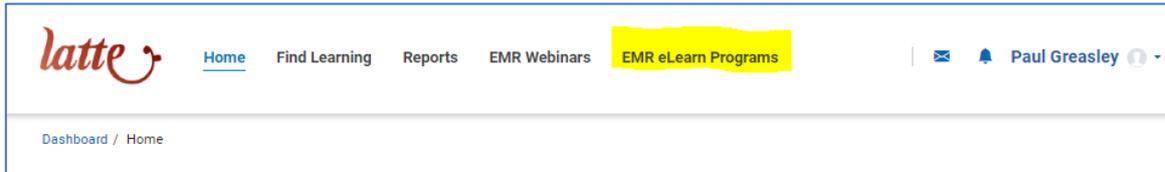
1. Select 'Volunteers/Contractors/Students/Agency/Locum'.



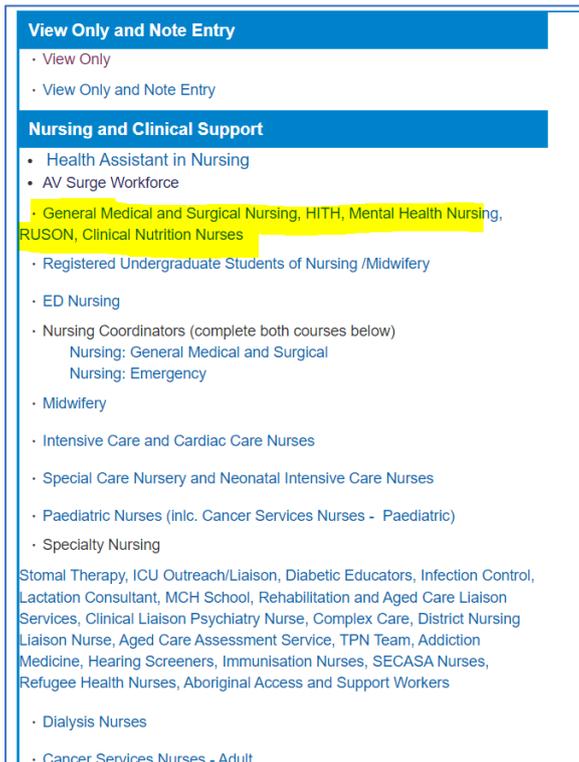
2. Select 'Create New Account'.



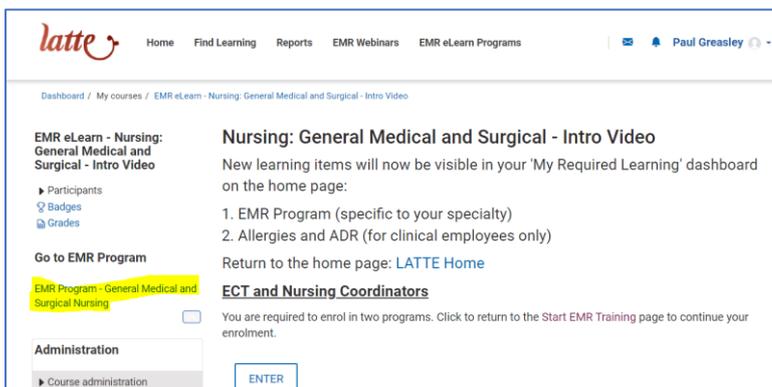
3. Log in and select EMR eLearn Programs.



4. In Nursing and Clinical Support menu, click on [General Medical and Surgical Nursing, HITH, Mental Health Nursing, RUSON, Clinical Nutrition Nurses](#)



5. Then select [EMR Program - General Medical and Surgical Nursing](#)



**Note: You may need to wait until you receive an email from Monash telling you that you are enrolled before this link shows up. This can be a few hours if they are busy. You may need to log back in for it to show up.**

6. Book in for EMR Webinar clicking on Launch Course next to [EMR Webinar - Nursing: Inpatient](#)

### EMR Program - General Medical and Surgical Nursing

You are required to complete this program under the following criteria:

- Member of audience 'EMR Audience - General Nursing'.

Date assigned: 06 October 2022      Due date: No due date set

Progress:

**Welcome to your EMR Program.**

Below you will see a series of learning courses for you to complete. These include:

- Classroom/Face to Face (select one)
- eLearn Videos (these do not have audio). There may be a large number.
- Quizzes

You can complete these over a number of sessions. The status column will show which courses have completed. Once you have completed all of the learning courses a record will be sent to the EMR access team to provide you with access to the Electronic Medical Record.

#### Classroom Learning

Any one course in this set must be completed.

Course name	Actions	Status
EMR Webinar - Nursing: Inpatient	<a href="#" style="background-color: yellow; padding: 5px;">LAUNCH COURSE</a>	<input type="text"/>
EMR Webinar - Nursing: Critical Care: Intensive Care and Cardiac Care	<a href="#" style="padding: 5px;">LAUNCH COURSE</a>	<input type="text"/>
EMR Webinar - Nursing: Inpatient Super User		<input type="text"/>

You will then get a list of webinars that you can book. Choose one and click Go to Event. Note, you must complete all over EMR training before you attend the webinar, so don't book in too early.

EMR - Nursing: Inpatient
○

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	13	8 June 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>
Upcoming Booking open	17	16 June 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>
Upcoming Booking open	15	22 June 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>
Upcoming Booking open	20	28 June 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>
Upcoming Booking open	20	4 July 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>
Upcoming Booking open	20	12 July 2022, 7:30 AM - 11:30 AM <small>Timezone: Australia/Melbourne</small>			<a href="#" style="border: 1px solid blue; padding: 5px;">GO TO EVENT</a>

[View all events](#)

Fill in the form below and click on Sign Up. You can enter Agency as your ward.

### EMR - Nursing: Inpatient

EMR - Nursing: Adult General Medical, Surgical, Sub Acute, Rehabilitation, Mental Health

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**Event**

**Seats available**  
2

**Sign-up period**  
Before 11 October 2022, 7:00 AM  
Timezone: Australia/Melbourne

**Event booking**  
Booking open

**Details**

Thank you for registering to complete your EMR Webinar Training.

Your link to joining the webinar session is here

[Click here to join the meeting](#)

It is a requirement that you complete these [INSTRUCTIONS](#) at least 1 day business day prior to your webinar session to ensure that you are set up for training.

You are required to complete all EMR eLearning, prior to attendance at the webinar.

**Monash Health Staff:**

Ensure that you have access to the Monash Health Remote Clinical Desktop. Access <https://portal.monashhealth.org> and download the Citrix Receiver

**Agency Staff:**

You will be sent the access username to the Citrix Workspace APP for the session 1 business day prior to your scheduled session.

If you are having problems downloading the Citrix Workspace APP, please contact [EMRTraining@monashhealth.org](mailto:EMRTraining@monashhealth.org)

For any queries related to EMR Training – please contact [EMRTraining@monashhealth.org](mailto:EMRTraining@monashhealth.org)

**Please Note:** The EMR Training Inbox is only monitored during Business Hours 0730 – 1600 Monday to Friday. If you email outside of these times, your email will be actioned on the next available Business Day.

There are required fields in this form marked \*.

**Sign-up**

**Self authorisation\*** i

By checking this box, I confirm that I have read and agreed to the [Terms and conditions](#) (opens a new window).

**Your Manager's Email**

**Special Requirements/Note to Trainer**

**Unit/Ward Location\***

**What do you hope to learn from this course?**

↕ A ▾ B I A ▾ Fr ▾

☰ ☰ 🔗 🗑️

**Receive confirmation by\*** i

Email with iCalendar appointment ▾

SIGN-UP

7. Now work through all of the other courses listed. There are 67 modules you need to complete as well as the webinar. The status will show as 100% when each course is finished and the status at the top will show 100% when you have completed all courses and webinar.

### Introduction to General Medical Surgical Nursing EMR E-Learning Module

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Nursing: General Medical and Surgical - Intro Video	<div style="border: 1px solid blue; padding: 5px 10px; display: inline-block;">LAUNCH COURSE</div>	<div style="width: 100%; height: 10px; background-color: #0070c0; position: relative;"> <span style="position: absolute; right: 0; top: -2px;">100%</span> </div>

## AND

### Starting Your Day

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Adding a Patient List	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Deleting a Patient List	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - CareCompass	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Patient Encounter Search	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Patient Chart Overview	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Managing Alerts	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Handover Process	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR Quiz - General Nursing 1	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Inpatient Encounter Management	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

## AND

### Admitting Your Patient

All courses in this set must be completed (unless this is an optional set).

Allow at least 1 day(s) to complete this set.

Course name	Actions	Status
 EMR eLearn - Admission Initial Patient Assessment	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Risk Assessment Documentation on Admission	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

## AND

### Patient Care Assessment and Documentation

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Vital Signs Documentation In Interactive View	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Reviewing Altered MET Criteria	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Documenting Clinician Notification	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Documenting a Pain Assessment	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Risk Assessment Documentation In Interactive View	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Peripheral Intravenous Cannulation Documentation	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Adult Fluid Balance Charting	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Results Review Overview	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Adhoc Charting	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Documenting a Note	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Specimen Collection Overview	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR Quiz - General Nursing 2	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Key Workflow: General Nursing Care and Rounding	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Key Workflow: Fluid Balance Chart - Lines and Devices	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Key Workflow: Fluid Balance Chart IV Commence, Infuse, Rate Change, End Bag and Sequence	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Key Workflow: Fluid Balance Chart - Bolus and Pause Action	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>
 EMR eLearn - Key Workflow: Fluid Balance Chart - Titratable Infusions	<input type="button" value="LAUNCH COURSE"/>	<input type="text"/>

**AND**

**Restraints & Mental Health Act**

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Nursing: Duty of Care Restraints Documentation	LAUNCH COURSE	<input type="text"/>
EMR eLearn - Key Workflow: Mental Health Restrictive Intervention	LAUNCH COURSE	<input type="text"/>

**AND**

**Blood Product Administration**

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Blood and Blood Product Initiation	LAUNCH COURSE	<input type="text"/>
EMR Quiz - General Nursing 3	LAUNCH COURSE	<input type="text"/>
EMR eLearn - Key Workflow: Specimen Collection	LAUNCH COURSE	<input type="text"/>
EMR eLearn - Key Workflow: Massive Blood Transfusion Retrospective Documentation	LAUNCH COURSE	<input type="text"/>
EMR eLearn - Key Workflow: Fluid Balance Chart - Blood Administration	LAUNCH COURSE	<input type="text"/>

**AND**

**Working with Orders**

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
EMR eLearn - Quickorders	LAUNCH COURSE	<input type="text"/>

## AND

### Working with Medications

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - MAR and MAR Summary Overview	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Nurse-Initiated Medications	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Medication Administration	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Medication Administration: Intravenous Antibiotics	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Continuous Infusion and Rate Change	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR Quiz - Working with Medications	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Medication Tablet Devices	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Medication Tablet Devices - Docked	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Nurse Initiated Medications	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

## AND

### Plan of Care Documentation

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Care Plan Initiation	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Care Plan Documentation	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Adding Care Plans	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Documenting In Care Plans	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Risk Assessments And Care Plans	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Falls Management	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

## AND

### Preparing your Patient for Surgery

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Preoperative Procedural Checklist	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Tracking Boards Overview	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

## AND

### Discharge & Additional Videos

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Discharge Preparation	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Print Patient's Wristband via Powerchart	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Printing Documents In EMR	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - My Experience	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Bedside Nurse Handover	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Nurse In Charge Handover	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Diet Ordering	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Referral To Allied Health	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Nursing Discharge Documentation	<a href="#">LAUNCH COURSE</a>	<input type="text"/>
 EMR eLearn - Key Workflow: Nursing Transfer Documentation	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

**AND**

**ADR/Allergy Training**

All courses in this set must be completed (unless this is an optional set).  
Allow at least 1 day(s) to complete this set.

Course name	Actions	Status
 ADR/Allergy Training	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

**AND**

**EMR Documentation Principles and Downtime**

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR Documentation Principles and Downtime	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

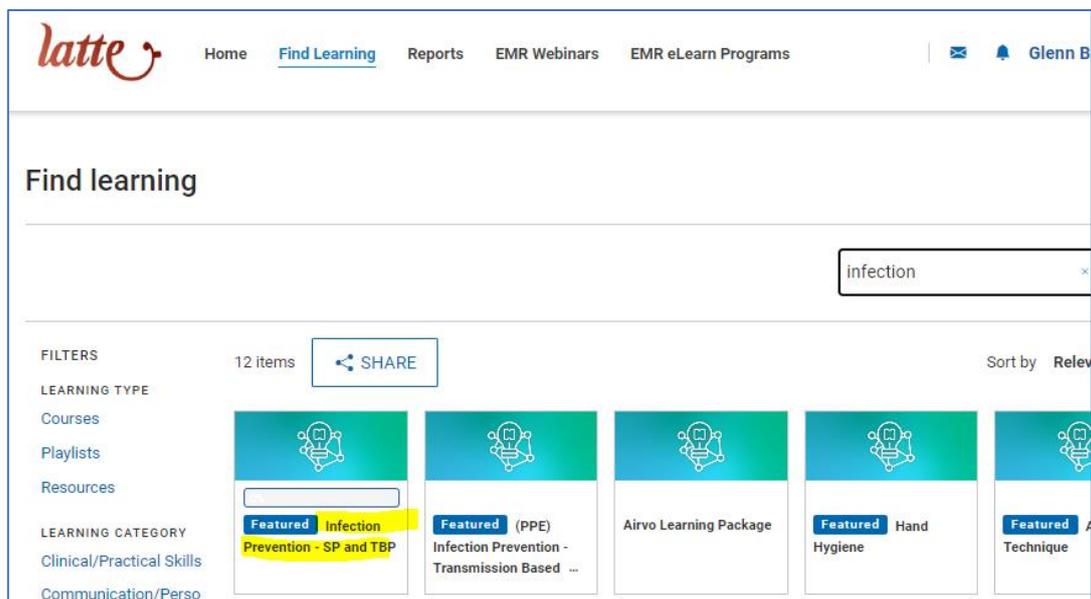
**AND**

**Conclusion to General Medical Surgical EMR E-Learning Module**

All courses in this set must be completed (unless this is an optional set).

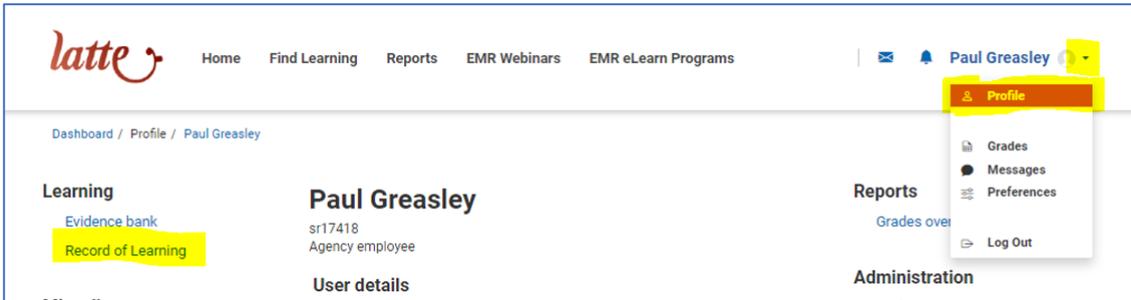
Course name	Actions	Status
 EMR eLearn - General Medical and Surgical: Outro Video	<a href="#">LAUNCH COURSE</a>	<input type="text"/>

8. In Find Learning menu in the top banner, search for “Infection” and complete this course.

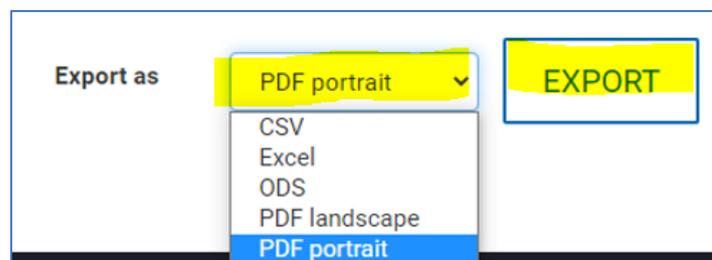


The screenshot shows the 'latte' learning management system interface. At the top, there is a navigation bar with 'Home', 'Find Learning', 'Reports', 'EMR Webinars', and 'EMR eLearn Programs'. A search bar is present with the text 'infection' entered. Below the search bar, there are filters for 'LEARNING TYPE' (Courses, Playlists, Resources) and 'LEARNING CATEGORY' (Clinical/Practical Skills, Communication/Person). A 'SHARE' button and 'Sort by Relevancy' are also visible. The search results display a grid of course cards, each with a 'Featured' badge and a lightbulb icon. The first card is 'Infection Prevention - SP and TBP', the second is '(PPE) Infection Prevention - Transmission Based ...', the third is 'Airvo Learning Package', the fourth is 'Hand Hygiene', and the fifth is 'Technique'.

9. Select the drop down arrow beside your login name, select Profile, and click on Record of Learning on the right.



10. A summary of your training appears. At the bottom of the screen select, Export as and choose PDF portrait and click on EXPORT



The record will download in the corner of your screen. Please save this and email to [compliance@caringforyou.net.au](mailto:compliance@caringforyou.net.au)

Once we have your Record of Learning, we will order EMR logins for you. You will not be able to accept shifts until these logins have been issued. When you receive the EMR logins from Monash, please forward the email to [compliance@caringforyou.net.au](mailto:compliance@caringforyou.net.au) and we will then add your EMR training to the system so you can begin to pick up shifts

### Mask Fit Testing

Please note, you need to book in for a Monash Mask Fit Test and send in your Fit Test record to [compliance@caringforyou.net.au](mailto:compliance@caringforyou.net.au) once completed.

You can book by calling the sites below. Please tell them you are a C4U Agency member.

- Casey Hospital Ph: 8768 1550
- Monash Clayton Ph: 9594 7831
- Dandenong Hospital Ph: 97928054
- Monash Moorabbin Ph: 9594 5994
- Monash Kingston Ph: 9265 3718
- Monash Cranbourne Ph: 9594 7831

***Thank you! We greatly appreciate you completing this training.***