

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.

Before you register and take the Online Orientation Post-Test

- Our expectation is that a passing grade of 80 will be achieved with no more 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: Type web address: jeffersonhealth.org/nursing

Step #2: Click Orientation link to expand panel

Step #3: Click on the left Navigation link called: Online Pool /Agency/Traveler Orientation link.

Step # 4 Click the “ONLINE ORIENTATION CURRICULUM” link to expand the section, read, and review our online orientation curriculum.

The screenshot shows the website's navigation bar with links: Home, Life at Jefferson, Careers, Benefits & Compensation, Learning & Development, Services to Support You, Help & Resources, Current Employees, and SEARCH JOBS. Below the navigation bar is a breadcrumb trail: HUMAN RESOURCES > NURSING CAREERS > ORIENTATION > ONLINE POOL / AGENCY / TRAVELER ORIENTATION. The main content area is titled "Online Pool / Agency / Traveler Orientation" and includes a left-hand navigation menu with links: Career Opportunities, Specialties & Nursing Units, Orientation, Awards and Recognition, Contact Us, and Locations. The "Orientation" link is expanded, showing sub-links: Online Pool/Agency/Traveler Orientation, Advanced Practice Practitioner Orientation, and Student and Faculty Orientation. The main content area contains a paragraph of text and two expandable sections: "ONLINE ORIENTATION CURRICULUM" and "POST TEST INSTRUCTIONS". A "MAGNET RECOGNIZED" logo is visible in the bottom left corner.

2. Click to Expand

3. Click Link

4. Click to Expand

5. Click to Expand

6. Click Link

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

Home
 ▶ Programs
 Test Component

Department of Nursing Orientation's
 Test Component

7. Click

ALL Thomas Jefferson University and Hospital (TJU/TJUH) employees **MUST** sign-in using their **CAMPUS KEY** and **Jeffnet/Email Password** to Log In.

For password assistance call TAC: 215 503-7975

Campus Key:
 Password:
 Login

8. Create WED-ID

All other users, please login with your WEB-ID. Your WEB-ID should be set up in the following format:
 (lastname + last four digits of your SS#, i.e. smith1234)

★ WEB-ID:
 Login

For login issues, please contact student.nurse@jefferson.edu.

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.

Department of Nursing Orientation's
 Test Component

First Name:
 Last Name:
 Role:
 Affiliation/School:

1

Information Responsibility Statement

I understand that any authorization to access Thomas Jefferson University/Hospital's information assets is granted specifically and exclusively for University/Hospital purposes and my job function, and I agree to use the information assets only for those purposes.

I understand that confidentiality must be maintained regardless of the source of the information (the spoken word, the medical record, computer system, or other records of University/Hospital business that are not a matter of public record), and agree to keep in confidence any information that is given in confidence.

I agree to abide by and promote adherence to University and Hospital Policies and Procedures related to confidentiality, access to information, and information systems. I understand that any unauthorized access, modification, destruction representation or disclosure of information constitutes a breach of security and is subject to disciplinary and legal action.

2

3

I AGREE

Continue

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