Directions for Accessing BuckeyeLearn for Wexner Medical Center Online Course Requirements

**LOGGING IN**

To access BuckeyeLearn you can log in with either your Name.# or your Medical Center Login ID. The password is synced to the password portal. If you have any difficulty with your access please call the OSUWMC help desk at 293-3861.

To access the BuckeyeLearn site:, click the link below:

https://buckeyelearn.osu.edu

If you are a new student, you will receive an activation email instructing you to activate your name.# account. **You must activate your name.# account before logging into BuckeyeLearn.** If you did not receive an activation email, contact the Help Desk at 614-688-HELP.

**ACCESSING ASSIGNED TRAINING**

Use the search field to search for the title of the course you want to take.
The following online courses are required for nursing students. Some of these modules have different versions depending upon the role that a person has within the medical center. Students should always select the clinical versions. For example: Patient Safety (clinical) FY 21 Partnership to prevention (staff in inpatient and Ed settings) Management of Patients at Elevated Risk of Suicide Support Staff

- Covid-19 Nursing Student and Instructor Education
- Attestation Statement for Nursing Clinical Instructors 220-2021 Academic Year (only for instructors)
- Nursing Student Acknowledgement of Covid-19 exposure risk during clinical educational experiences.
- HIPAA and Institutional Data Compliance FY21
- Safety and Emergency Preparedness FY21
- Partnership to Prevention (ROLE BASED) FY21
- Patient Safety (ROLE BASED) FY21
- Compliance: Your Responsibilities FY21
- Management of Patients at Elevated Risk of Suicide (ROLE BASED) FY21
- Report = Support! Identifying and Responding to Sexual Misconduct [FY21]
- Your Role in Workplace Safety and Security FY21
You will also need to search for the **Appropriate Use of Restraints and the POC Glucometer** modules using the global search area using the names listed below.

**VIEWING COMPLETIONS**

Once you have finished an assignment, it will be in your completed section. Change to completed status to view completions and you will see the completed lessons.

**TROUBLE LOADING THE CONTENT**

If you observe the content you have chosen does not launch, then the pop-up blocker may be enabled in your Internet Explorer browser. You may see that you are stuck **Loading title. One moment please...** Initially, you will see **Internet Explorer blocked a pop-up from ohio-state.csod.com**

*The steps listed below are for Internet Explorer*

1. Click the **Options for this site**
2. Click Always Allow
3. Click the back button on the browser.
4. Then, re-launch the content.

If you are using a browser other than Internet Explorer, check the Browser's Help feature for steps to disable the pop-up blocker for the * ohio-state.csod.com * site.

<table>
<thead>
<tr>
<th>PRINTING YOUR TRANSCRIPT</th>
<th>In BuckeyeLearn, you can choose to print your Transcript from the <strong>Options</strong> menu of your <strong>Transcript</strong> page.</th>
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<tbody>
<tr>
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|                           | Add External Training
|                           | Export to PDF
|                           | Print Transcript
|                           | Run Transcript Report

When you click on Print Transcript the lessons completed will come up in order to print.
IHIS is the name of the electronic medical record system at OSU Wexner Medical Center. You will need to complete IHIS training to gain access to IHIS.

If you have any questions, please call our IHIS Training Center at (614) 366-4777.

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Search for NEW IHIS NURSE: Nursing Student and Instructor within Buckeyelearn

IHIS Nurse Foundations:

- **IHIS Basics** – IHIS Basics, Chart Review, Results Review, Manage Orders and Flowsheets (Overview)
- **MAR Essentials** – Patient demographics, LDA’s and MAR
- **Patient Demographics** and **Advanced Directives**

IHIS Nurse Inpatient Daily Workflows

- **Starting Your day**- Sign in and navigate the Brain, create and Manage MyLists, create and review handoff reports and review patient information in summary reports
- **Next Steps in your day**-learn how to pass medications(documentation) collect labs, document POC Tests and compete a patient care summary(Adult PCS)
- **Documenting Care plan and Patient Education**- learn how to document care plans and patient education
- **Additional Documentation**- learn how to document vitals, MEWS, manage BPA’s, update accommodation code and enter charges
Inpatient Advanced Workflows

- **Patient Movements** - learn how to navigate unit manager, transfer a patient, document a note and create a ticket to ride
- **Admitting a patient** - release admission orders, update admission documentation, home meds and immunizations, update patient profile, complete screenings and assessments, reconcile LDA’s and establish a care plan and learning assessment.
- **Discharging a patient** - document a discharge, enter discharge instructions, document a note and create a ticket to ride

Inpatient Special Workflows

- **Special Topics** - administer blood, cosign documentation, document death and post mortem, override pulls and document restraints
- **Code Narrator** - IHIS Code Narrator to document and ERT and a Code Blue

Click **Request**

Click **View Details** for the first curriculum. You must complete the curriculums in the order listed.

Click **Launch** for the first course of that curriculum. You must complete the courses in the order listed. At the end of each course, you will need to pass assessment questions in order to complete that course and make the next course available to begin. For Courses 2-5 you will have to re-launch the lessons taken previously under options.

1. **FINISH YOUR ELEARNING.**
   
   You can complete your IHIS eLearnings over several sessions. To get back to your IHIS eLearnings, go to buckeyelearn.osu.edu and log in. Click **View Your Transcript** under the Learning tab. Your Active transcript will list training that you are enrolled in as well as training that you have completed. Click **Open Curriculum**.