



Welcome to Fraser Health

Please see the LearningHub specifications for education on next page

Baseline Education for All Staff Regardless of Work Location *must be completed prior to your first shift in the practice area*
<p><u>Online Course</u></p> <ul style="list-style-type: none"> ▪ Fraser Health New Employee Required Learning

Violence Prevention Online Education determined by practice area		
	Links to Online Violence Prevention Education	Online eLearning modules required by:
Provide patient / resident/client care to the following practice areas: <ul style="list-style-type: none"> • Emergency • Mental Health & Substance • Residential Care • Home Health/Home Support • Neurology/Brain Injury • ACE 	8 eLearning modules	Prior to violence prevention classroom session if required by practice area
Provide patient/resident/client care not included above	8 eLearning modules	Prior to first shift in the practice area
Perform non-clinical support services. Includes all Fraser Health staff not included above	7 eLearning modules	Prior to first shift in the practice area

Complete prior to attending ACO: Nursing Clinical Skills (morning)	Complete prior to attending ACO: Nursing Clinical Skills (afternoon)
<ul style="list-style-type: none"> • Online Alaris Pump Course (INFPUMP1) • (Pre-reading, no need to print) <div style="text-align: center;">  <p>PIV Self Learning Module_Edition8_Jun</p> </div>	<ul style="list-style-type: none"> • (Pre-reading, no need to print) <div style="text-align: center;">  <p>CVC - Self Learning Module_Ver9_June20</p> </div>
<ul style="list-style-type: none"> • If documents embedded above do not open, please use the documents embedded on the Fraser Health Acute Care Orientation webpage: https://www.fraserhealth.ca/employees/clinical-resources/acute-care-orientation#.XHBjM-aouUk 	

Attendance reporting is the responsibility of the employee – please print your completion certificate or training history as proof of completion and present to the manager or delegate, Clinical Nurse Educator and Program Clerk (time keeper) to ensure your time is coded and you will be paid

If you have completed any of the above required training/education previously, there is no need to do it again

If you have any questions, please contact your Business Support Assistant (BSA) or the GCNE team: FHGCNEAcuteTeam@fraserhealth.ca

What you need to know

- One LearningHub account (email login) can have multiple profiles. You should have one profile for each active role in the Health Authorities.
- As a new hire, you will need a FHA Employee profile in your account.
- **To ensure that your manager can see your course completions**, your account must contain:
 - a Fraser Health Employee profile **verified** (with your FH employee number).
- There may be a delay in receiving your FH employee number. You can start the required education with your existing profile and update your profile after the courses are completed.

Instructions

1. If you do not have a LearningHub Account
→ create a FHA Employee account
2. If you have an account: check your profile status

HA	Role	Status	Action
FHA	Employee	Active	Go to step 3
All	Non-Employee	Active	Add FHA Employee profile
FHA	Non-Employee	Old	Update profile to Employee
Other	Non-Employee	Old	Submit ticket to update profile

3. Ensure that your FHA Employee profile contains up to date information

Complete the next steps after you receive your FH employee number

4. Verify your Employment Status
→ Add your employee number to your profile

Need Help?

LearningHub Helpsite:

<http://learninghubhelp.phsa.ca/my-profile/>

To request help with LearningHub, please submit a

Learner Support Ticket:

<http://learninghubhelp.phsa.ca/contact>

Learner Support

Terminology

Account: your email login. One account can have multiple profiles.

Profile: your role + the Health Authority
Example: VCH Student, FHA Employee.

Merge: combine multiple accounts/profiles into one account with one profile. This removes old profiles/accounts.

Link: combine multiple accounts into one account with multiple profiles. This links active profiles together with a shared training history, under one email login.

How To – Quick Reference

Go to LearningHub: <https://learninghub.phsa.ca>

Create a new LearningHub Account

Go to LearningHub and select “**Sign up for an account**”

Reset your LearningHub password

<https://accounts.learninghub.phsa.ca/Account/Recover>

Enter the email address associated with your account.

Check your profile status

While logged in, click on the drop down near your name on the top right-hand side, and select **My Profile**

Update your profile information

Go to your **My Profile** page and select **Update Profile**

Add a new profile to your account

Go to your **My Profile** page, click on the **Switch Profile** drop-down menu (top right-hand side) and select “add another Health Organization”

Verify your Employment Status

Go to your **My Profile** page, click the button to

Verify Employment Status, and enter your FHA Employee ID number

Change your Login email address

Go to your **My Profile** page. Under Account Information, Login Email, select the option to

Change Login Email

Add an alternate email address for notifications

Go to your **My Profile** page, select **Update Profile** and update the **Alternate Work Email** field

Merge or Link your accounts/profiles

Submit a **Learner Support ticket**, specifying the email address(es) associated with your accounts and which accounts/profiles you want to keep.