



USER GUIDE

Introduction to Fetal Heart Monitoring Online Program

February 2008

CLICK BELOW TO ACCESS THE COURSE

<http://www.healthstream.com/HLC/fhmdod>

For returning users, you can mark the site above as a favorite for easy reference by opening your internet browser and selecting “Favorites” from the toolbar, and selecting “Add to Favorites” from the drop down list.

User Guide for Fetal Heart Monitoring Courses on
HealthStream

ONLINE LEARNING CENTER	2
SELF-REGISTRATION	2
Organization Information.....	4
General Information.....	5
Institution Information.....	7
LOGIN AFTER INITIAL REGISTRATION.....	8
TAKE THE COURSE	9
Technical Considerations	9
Launch the Course	9
Course Home Page.....	10
Pre-Test.....	11
Course Navigation.....	12
Bookmarking Feature	12
Restart a Course.....	13
Post-Test.....	13
Evaluation.....	13
CONTINUING EDUCATION CERTIFICATES	13
STUDENT TRANSCRIPTS	14
SEEKING ADDITIONAL ASSISTANCE.....	15

Online Learning Center

The HealthStream Learning Center platform will be used to deliver the online Introduction to Fetal Heart Monitoring Course to MTF staff. The platform will allow participants to track their participation. Students may obtain continuing nursing and/or medical education certificates.

Self-Registration

Before beginning a course, you must first register into the HealthStream system. Once you have registered, you need not ever re-register, you may simply login according to the instructions on the home page (URL is <http://www.healthstream.com/hlc/fhmdod>)

To register:

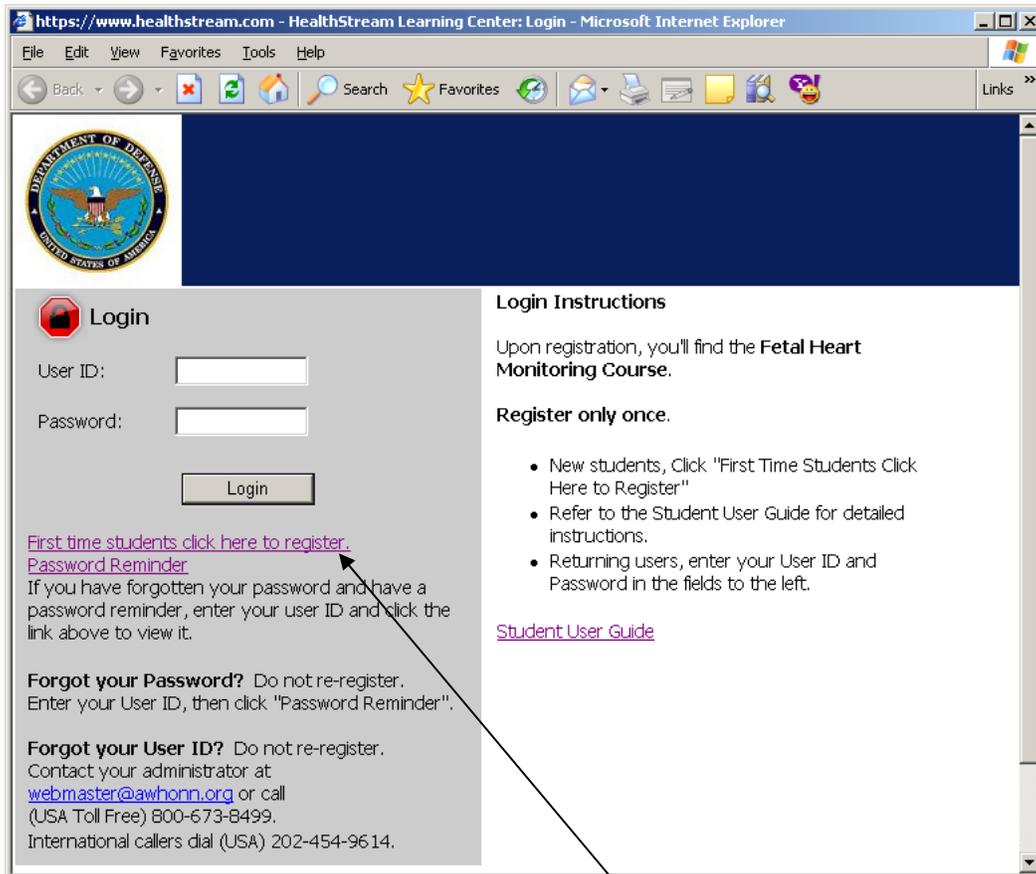
With a PC, open an Internet browser. Note: the system will not work with a Mac.

Type the following URL into the browser's address

<http://www.healthstream.com/hlc/fhmdod>

Click GO or press ENTER. The following screen will appear:

User Guide for Fetal Heart Monitoring Courses on HealthStream



4. Click on the link **FIRST TIME STUDENTS CLICK HERE TO REGISTER.**

Organization Information

1. Select the name of the institution in which you practice.

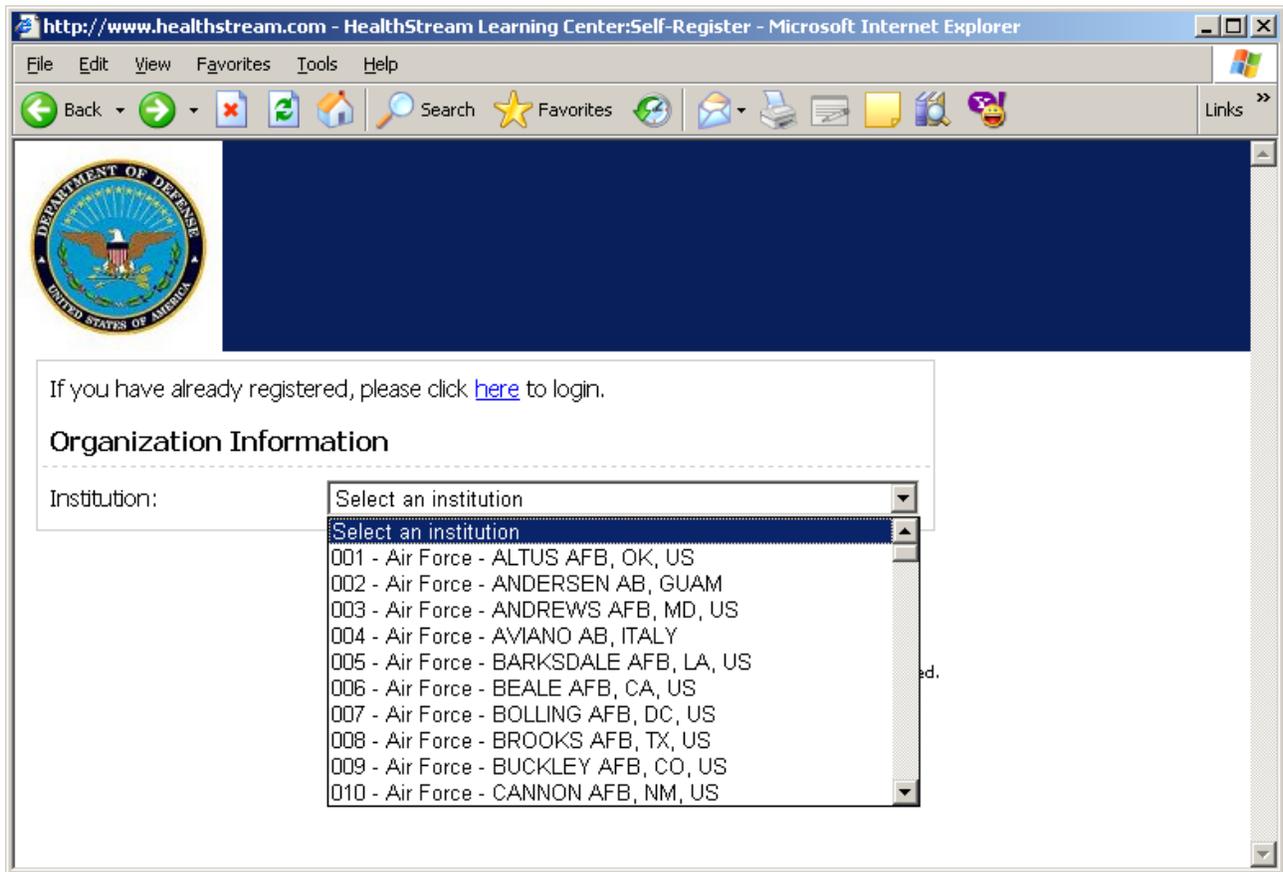
Your participation results will be linked to the facility where you practice.

Note: if you select the incorrect facility at the time of registration, contact the system administrator, so that your results will be reported correctly.

The institutions are listed in alphabetical order, first by service, then by facility name.

The preceding numeric code is a default number used by the system to keep the facilities displayed in the proper order.

User Guide for Fetal Heart Monitoring Courses on HealthStream



General Information

The purpose of registration is to create an account for you to interact with the course.

User Guide for Fetal Heart Monitoring Courses on HealthStream

http://www.healthstream.com - HealthStream Learning Center:Self-Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Links

If you have already registered, please click [here](#) to login.

Organization Information

Institution: 084 - Army - Brooke Army Medical Center

General Information Required Fields are marked with a *

Last Name: *

First Name: *

Middle Name:

User ID: *

Password: *

Confirm Password: *

Password Reminder:

Email:

Time Zone: * Eastern Time

Enter your personal information

Choose a User ID and Password

Re-type your desired password

Create a password reminder

Please make sure to provide your email address. Your user ID and password reminder will be emailed to you.

Please select your time zone in drop down menu.

Please note: If you are located outside of US or you are not able to find your time zone in the drop down menu please select Eastern Time zone.

All coursework, tests, and evaluations must be completed by all students by midnight Eastern Time on September 26, 2008.

Institution Information

1. Please select type of your staffing from the drop down menu in “staff type” field.
2. Please select your Experience Level. Definitions for experience levels are provided below.
3. Please make sure to select “Department of Defense” in department field.
4. Click SUBMIT (NOTE: You will be taken to the My Courses tab and your assignment)

Please note:

Identifying your staff type will allow the proper continuing education credits to be available. The choices in each drop down list always appear in alphabetical order. The department field is necessary for reporting purposes; please make sure to select “Department of Defense”.

The screenshot shows a web browser window with the URL <http://www.healthstream.com> and the page title "HealthStream Learning Center:Self-Register". The browser's address bar and menu bar are visible. The form contains the following fields and options:

- User ID: *
- Password: *
- Confirm Password: *
- Password Reminder:
- Email:
- Time Zone: * (Eastern Time)
- Institution Information**
- Staff Type: * (Dropdown menu with options: Select a value, HOSPITAL CORPSMAN, MEDIC, MEDICAL STUDENT, NURSE - CNM, NURSE - LPN, NURSE - NP, NURSE - RN, PHYSICIAN - ATTENDING PHYSICIAN, PHYSICIAN - INTERN, PHYSICIAN - RESIDENT YR 2)
- Experience Level: *
- Department: *

A note on the left side of the form reads: "Note: If you have entered a password and login URL will be emailed to you shortly. If you forget this information, please contact your user ID and password administrator." A "Submit" button is located at the bottom right of the form. The footer includes the HealthStream logo, copyright information for 2008, and the build number 7.10.25.927.35.

Definitions for Experience Level:

Advanced – 4 years or more work experience in the perinatal/neonatal area

Beginner – Less than 6 months work experience in the perinatal/neonatal area

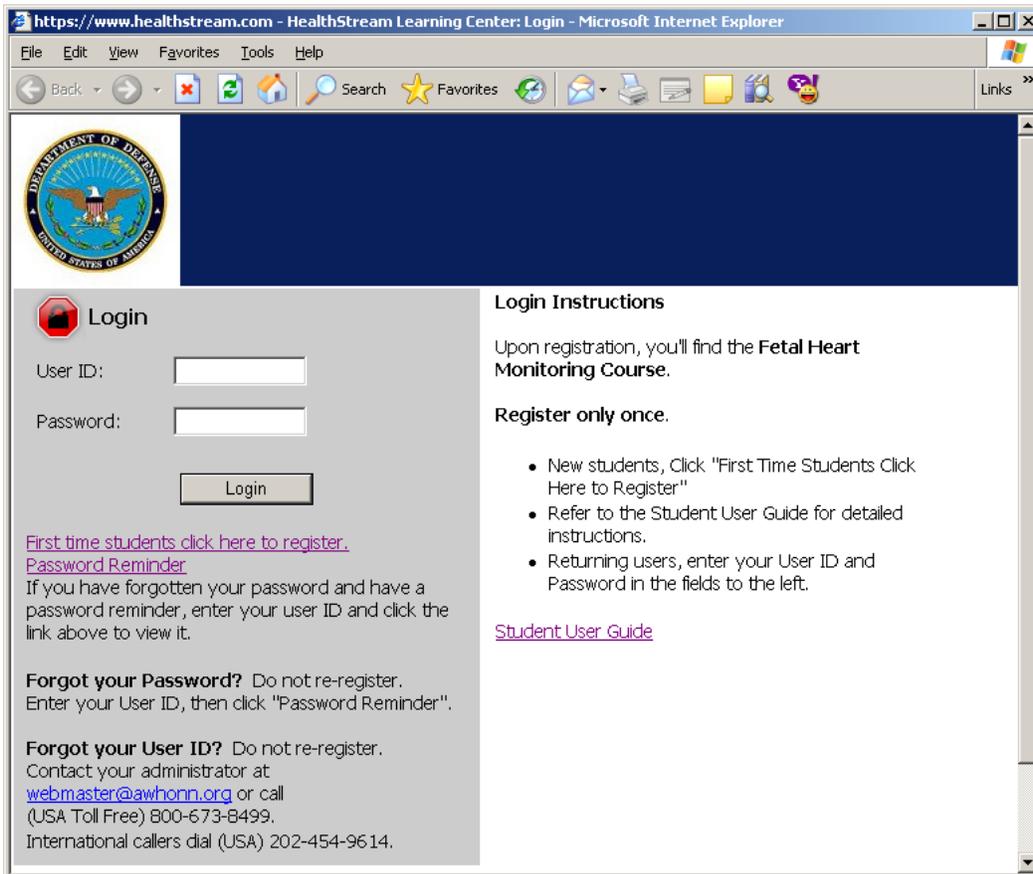
Intermediate – 6 months to less than 4 years work experience in the perinatal/neonatal area

Login After Initial Registration

Once registered into HealthStream Express, you do not have to register again, and can now log into the course from the home page.

1. Open an Internet browser.
2. Type the following URL into the browser's address window:
<http://www.healthstream.com/hlc/fhmdod>
3. Click GO or press ENTER.

User Guide for Fetal Heart Monitoring Courses on HealthStream



You will be taken to your assigned courses page.

Take the Course

Technical Considerations

Courses must be accessed on a PC, not a Mac.

All popup blockers must be disabled. This includes any additional toolbars, such as Yahoo or Google.

Launch the Course

Click on the name of the assigned course.

User Guide for Fetal Heart Monitoring Courses on HealthStream

HealthStream
HEALTHSTREAM LEARNING CENTER - STUDENT
Nancy Hude | 10 MDG: USAF ACADEMY, CO, US | Student Jan 15 2008 9:21 AM ET LOG
My Courses My Transcript Catalog HospitalDirect® My Profile Site Map
Downtime Reminder - January 17-18, 2008 (Students)
[Upcoming Classes](#) [Classes to be Registered](#)
My Courses
Assigned Courses
Course Name Due Date* Course Status
[Introduction to Fetal Heart Monitoring \(AWHONN\)](#) 01/10/2009 In Progress
*All assigned courses are due at midnight, Eastern Time

This brings you to the course home page.

Course Home Page

The course home page is the place from which you will participate in the course and continuing education activities.

User Guide for Fetal Heart Monitoring Courses on HealthStream

The screenshot shows a Microsoft Internet Explorer browser window displaying the HealthStream Learning Center. The address bar shows the URL: <http://www.healthstream.com/hlc/common/course/courseinstance/details.aspx?courseinstance=84587c66-e498-11dc-9164-000423af2193>. The page header includes the Department of Defense logo and the text 'HEALTHSTREAM LEARNING CENTER - STUDENT'. The user is identified as 'Tricare Tester | Air Force - ANDREWS AFB, MD, US | Student' and the date is 'Feb 26 2008 1:27 PM ET'. The navigation menu includes 'My Courses', 'My Transcript', 'Catalog', 'HospitalDirect@', and 'My Profile'. The main content area is titled 'Course Details' and 'Introduction to Fetal Heart Monitoring (AWHONN)'. It includes a 'Course Overview' link and an 'Exit Course' link. Below this is a section for 'Course Learning Activities' with a message: 'You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below. (For CE Credit Information, scroll down.)'. A table lists the learning activities:

Learning Activity	Status	Score	Last Accessed
Pre-Test*	Not Yet Started		
Introduction to Fetal Heart Monitoring (AWHONN)*	Not Yet Started		
Introduction to Fetal Heart Monitoring Course Evaluation*	Not Yet Started		
Post-Test*	Not Yet Started		

Continuing Education Credit Information

Pre-Test

The 5 question pre-test must be completed prior to accessing the course. It is not necessary to pass the pre-test. Pre-test is a tool to test student's knowledge prior to the training.

Course Navigation

Navigate through the course by clicking the “Next” button at the bottom of each page. Return to the previous page by clicking the “Back” button at the bottom of each page. The course provides instructions throughout relative to completing each section. An important feature is bookmarking. This saves your place and allows you to return to the course at a later time without losing your work.

Bookmarking Feature

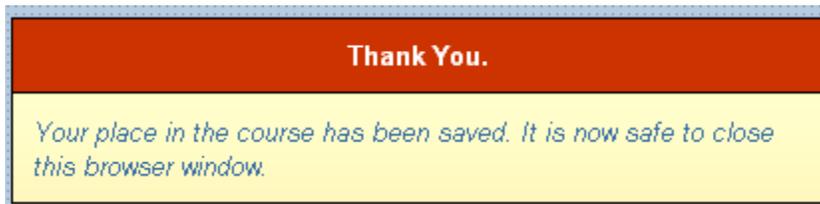
To return to the course at a later time without losing your work, click “Save and Exit”



The screenshot shows a web browser window displaying a course page. The browser's address bar shows "Introduction to Fetal Heart Monitoring". In the top right corner of the page, a "Save & Exit" button is circled in red. The main content area has a blue header "Monitoring and Interventions: Introduction". Below this is a section titled "Introduction" with a paragraph of text. To the right of the text is an illustration of a fetus in the womb. At the bottom of the page, there are two blue buttons labeled "BACK" and "NEXT". A footer bar contains links for "About This Course", "FAQs", and "Technic".

After clicking Save and Exit, you will see this message that it is OK to close your browser window.

Your work has been saved. Next time you login, you will have a choice to start where you left off or to start over.



Restart a Course

To login into the system start typing your User ID and Password.
Select the course you wish to resume.
Click on the in progress activity you wish to resume when you re-enter the course home page

Post-Test

1. The post-test is required and both the pre-test and the coursework are prerequisites.
2. It is necessary to achieve a passing score of 80% or higher to pass the post-test.
3. It is necessary to pass the post-test before the course is considered, “complete”.
Student has three (3) attempts to pass the test.

Evaluation

Please evaluate your experience in taking the course. Your feedback will be provided to the courseware vendor, the accrediting agencies and the platform provider.
Evaluation must be completed prior the post-test.
The evaluation is available after the course is complete.

Continuing Education Certificates

All course modules, the corresponding evaluation, and a passing grade of 80% or higher is required to achieve a status of “complete”.

Once all course components are complete, obtain continuing education certificates (nurses and physicians) from the [Course Home Page](#).

User Guide for Fetal Heart Monitoring Courses on HealthStream

You have successfully completed this course. You can view your certificate below under the CE Credit Information section as well as from the My Transcript tab. To return to your list of assigned and enrolled courses, click the My Courses tab

Course Learning Activities

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below. (For CE Credit Information, scroll down.)

Learning Activity	Status	Score	Last Accessed
Pre-Test*	Passed	80%	2/11/2008 10:24 AM
Introduction to Fetal Heart Monitoring (AWHONN)*	Completed	0%	2/22/2008 11:58 PM
Introduction to Fetal Heart Monitoring Course Evaluation*	Passed	100%	2/23/2008 12:01 AM
Post-Test*	Passed	93%	2/23/2008 12:51 AM

Continuing Education Credit Information

The list below shows the CE credit for which you qualify, based upon your professional license information in the system. If there is another credit listed on the Course Overview page for which you qualify, update your professional license information by clicking the "Maintain Disciplines and Licenses" link below (if available) or by contacting your administrator.

Certificate of Completion: [View Certificate](#)

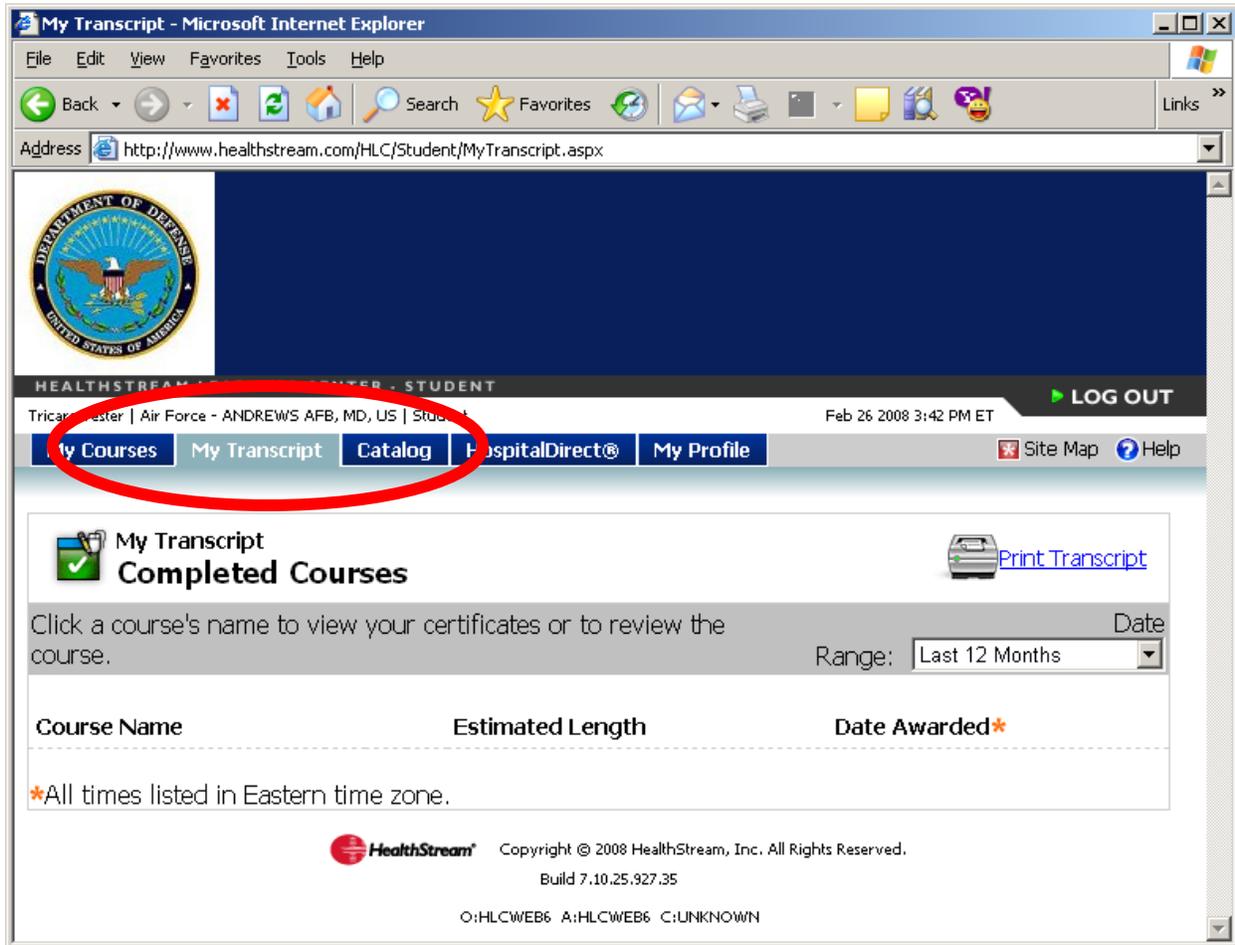
Credit Name	Units	License #	Certificate
CNE	2.80 Contact Hour(s)		View Certificate
CNE	2.80 Contact Hour(s)		View Certificate

[Refresh Credits](#) [Manage Credits Units](#)

Student Transcripts

Students may view certificates, and maintain license and discipline information from their "My Transcript" tab.

User Guide for Fetal Heart Monitoring Courses on HealthStream



Seeking Additional Assistance

If you need additional assistance, please contact the AWHONN administrator at webmaster@awhonn.org or call (USA Toll Free) 800-673-8499.

International callers dial (USA) 202-454-9614.