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.

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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:

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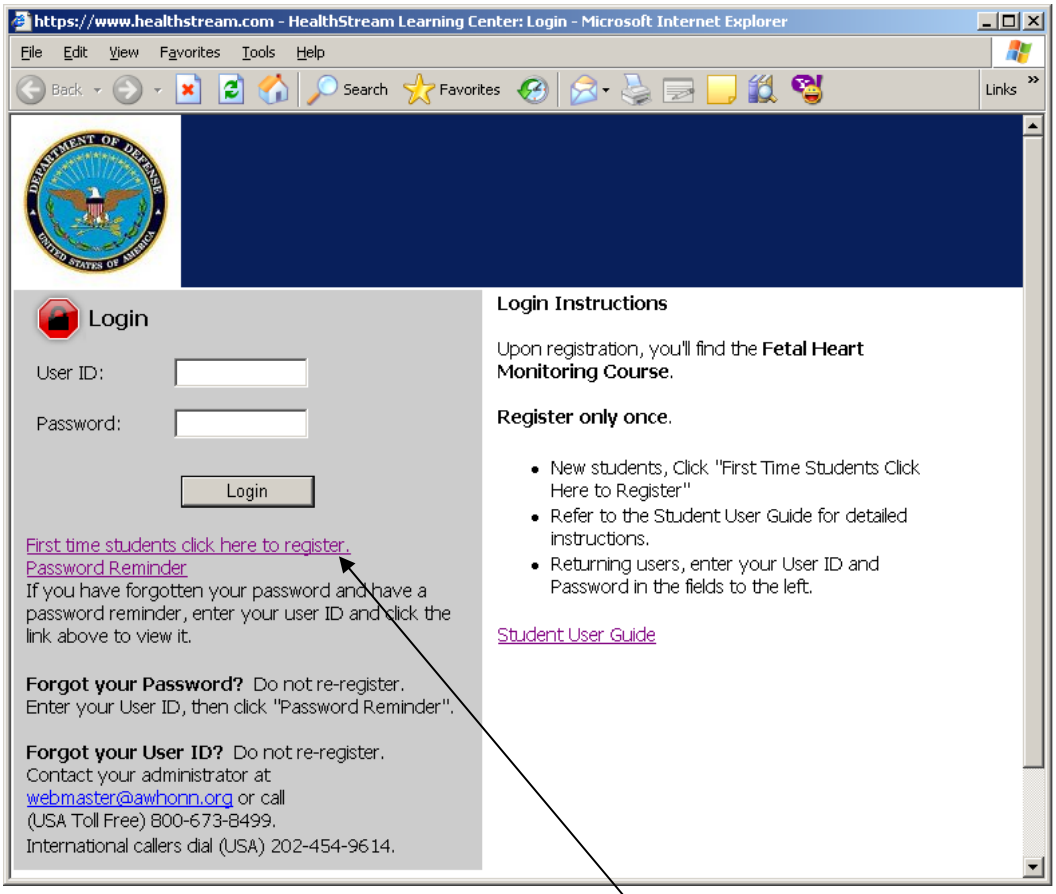

4. Click on the link **FIRST TIME STUDENTS CLICK HERE TO REGISTER.**

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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.

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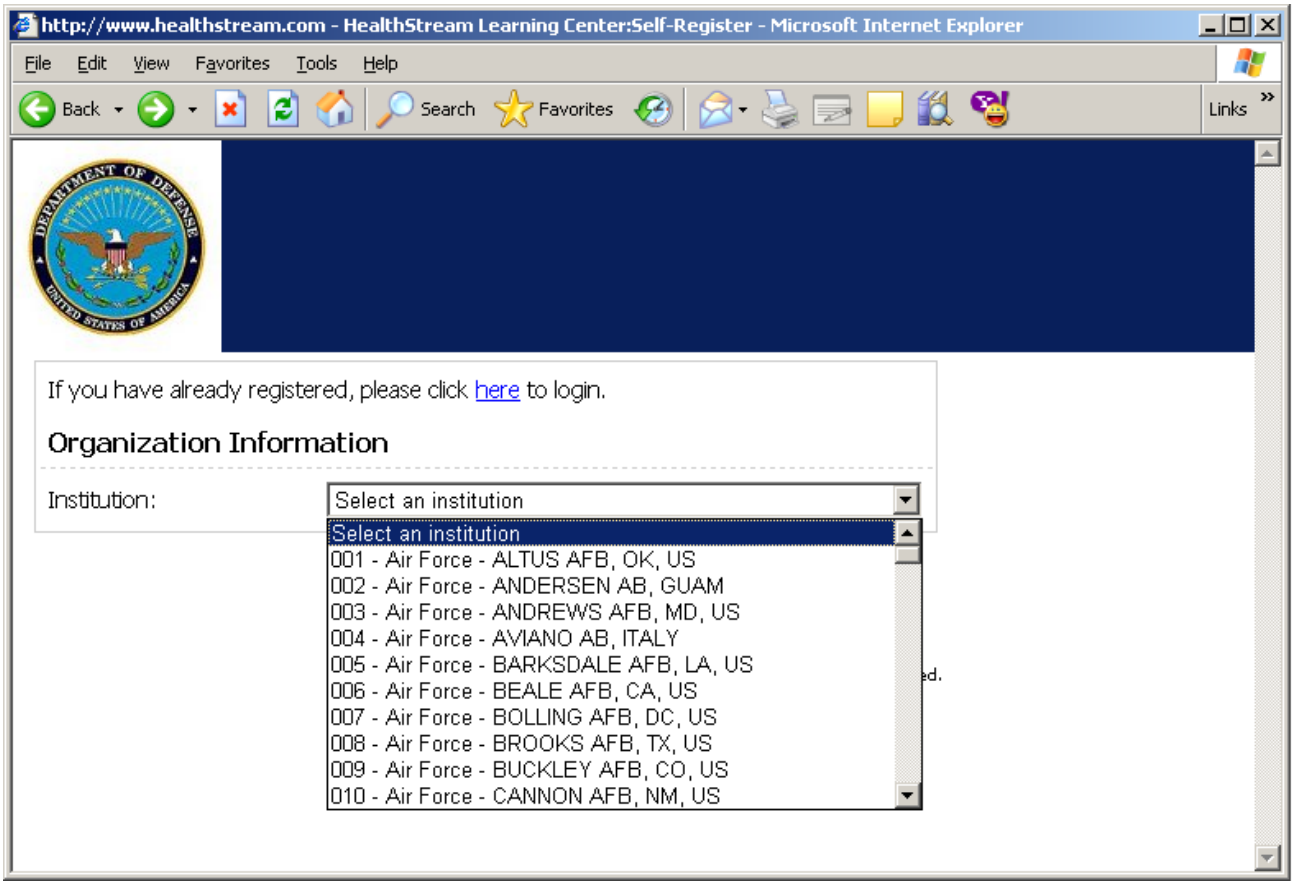

General Information

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

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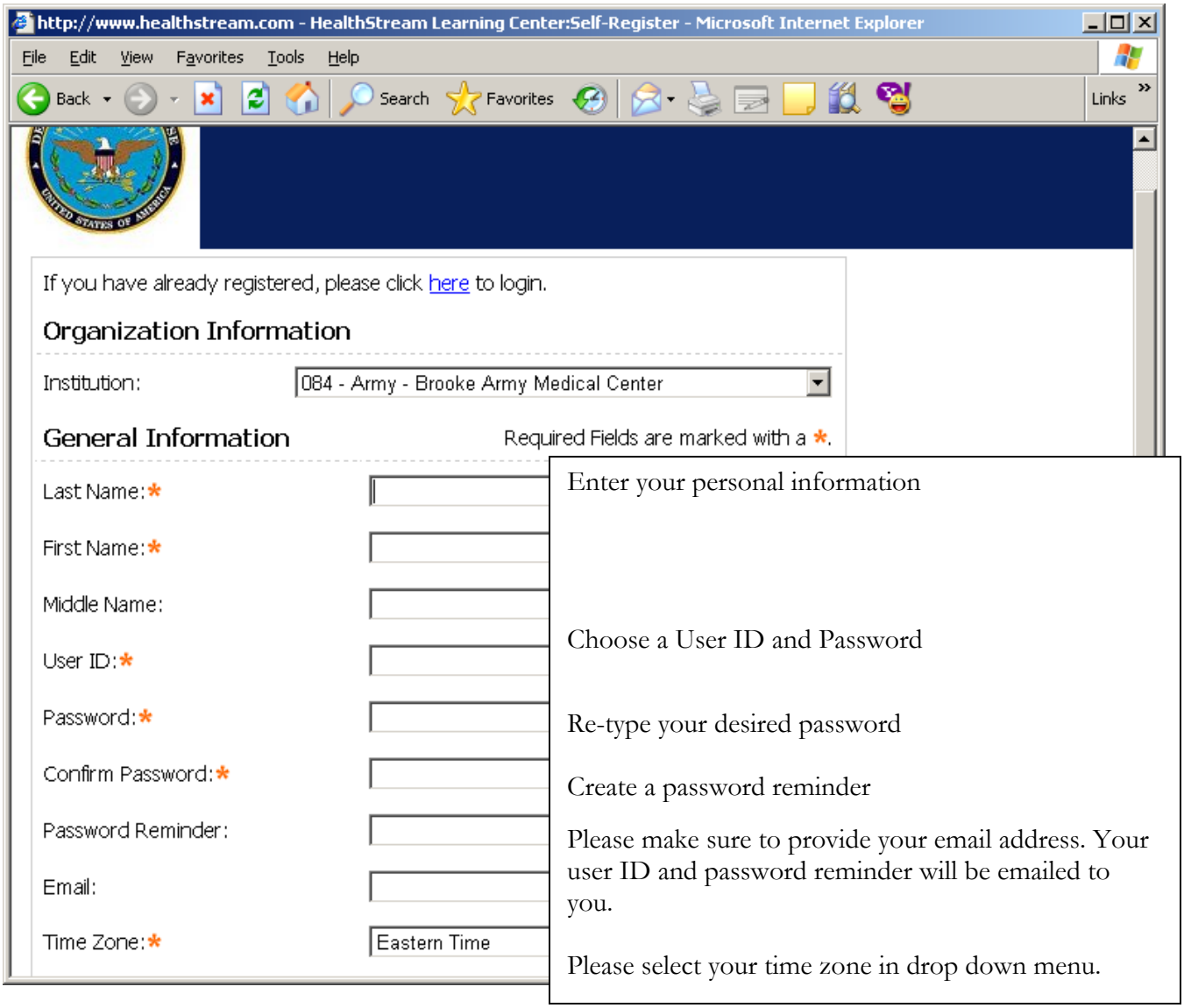

Enter your personal information

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.

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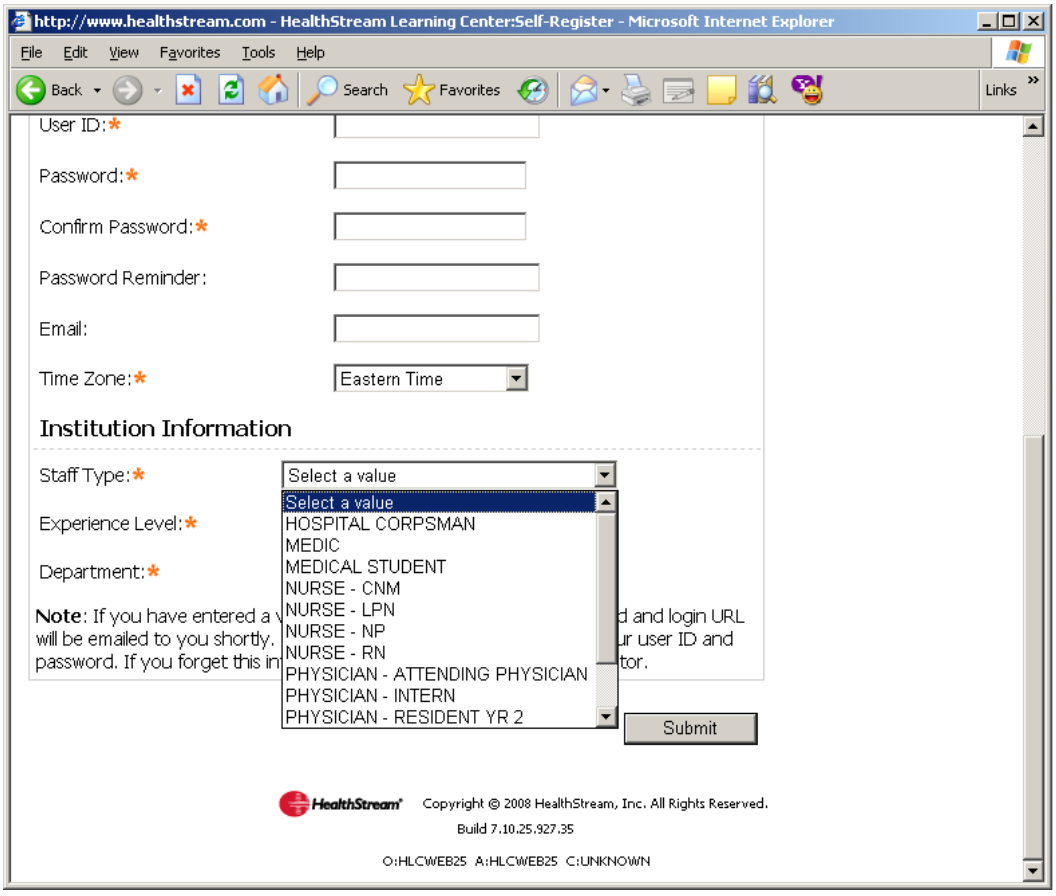
Institution Information

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".



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.

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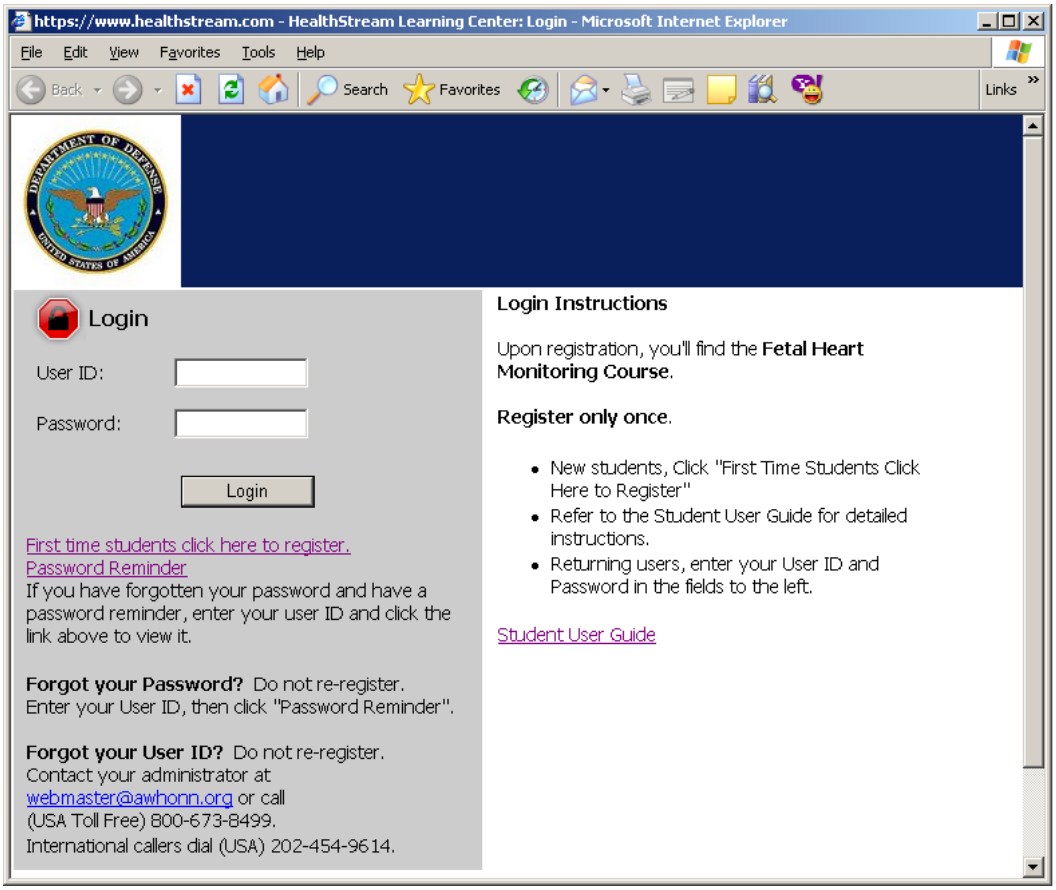

You will be taken to your assigned courses page.

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.

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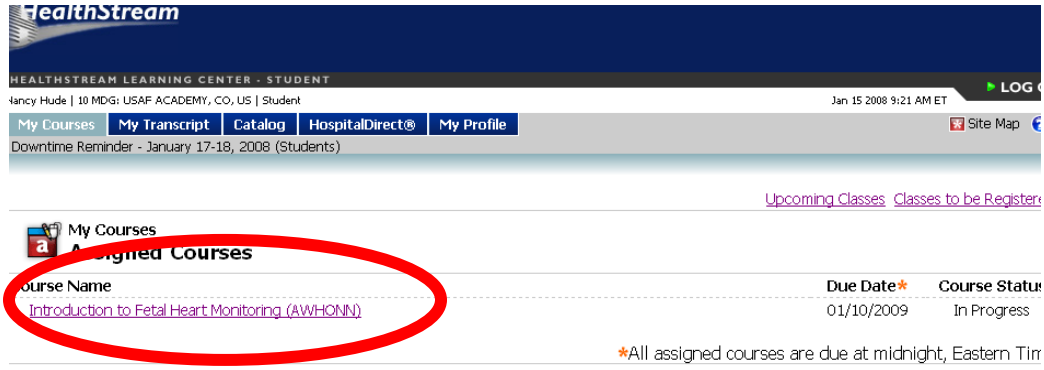

This brings you to the course home page.

Course Home Page

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

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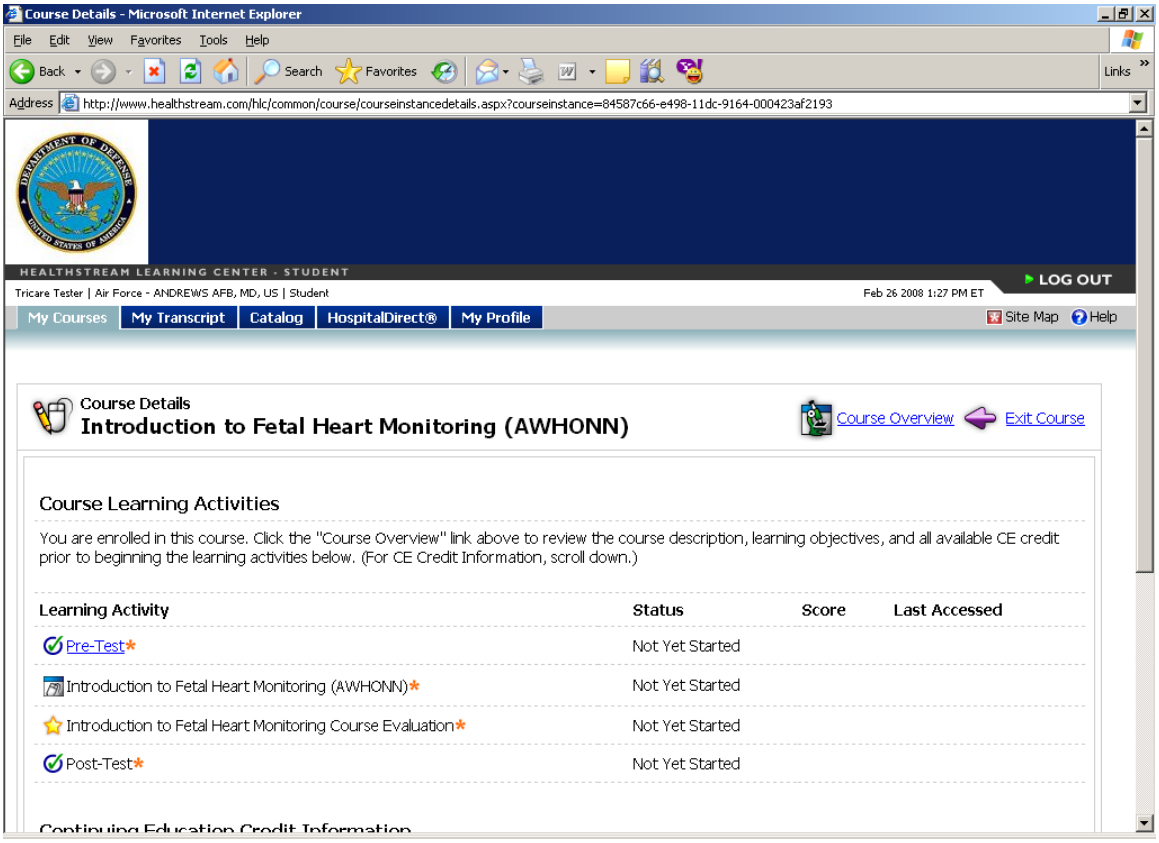

Pre-Test

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.

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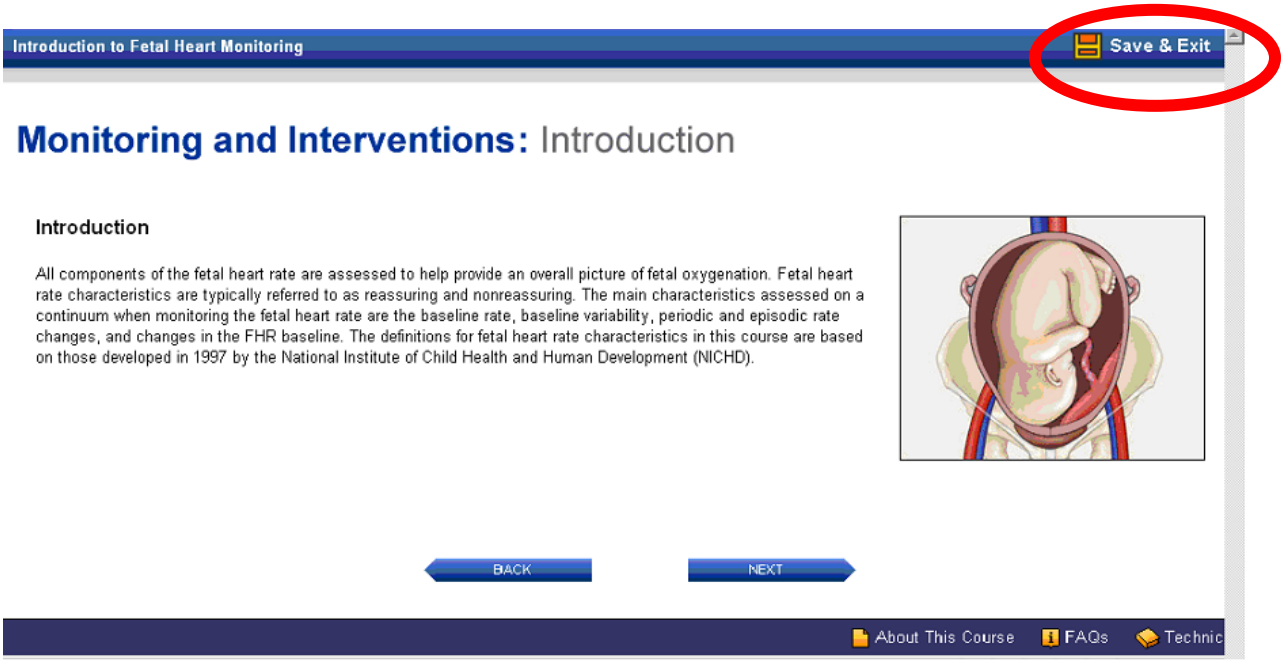
Course Navigation

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"



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.

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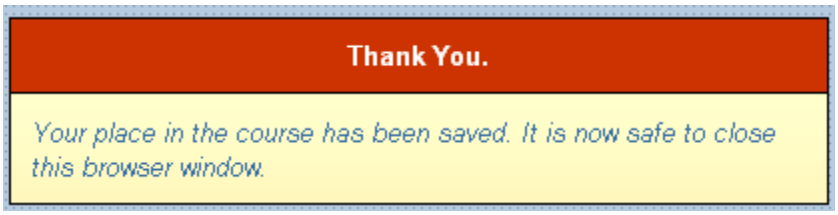

Restart a Course

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.

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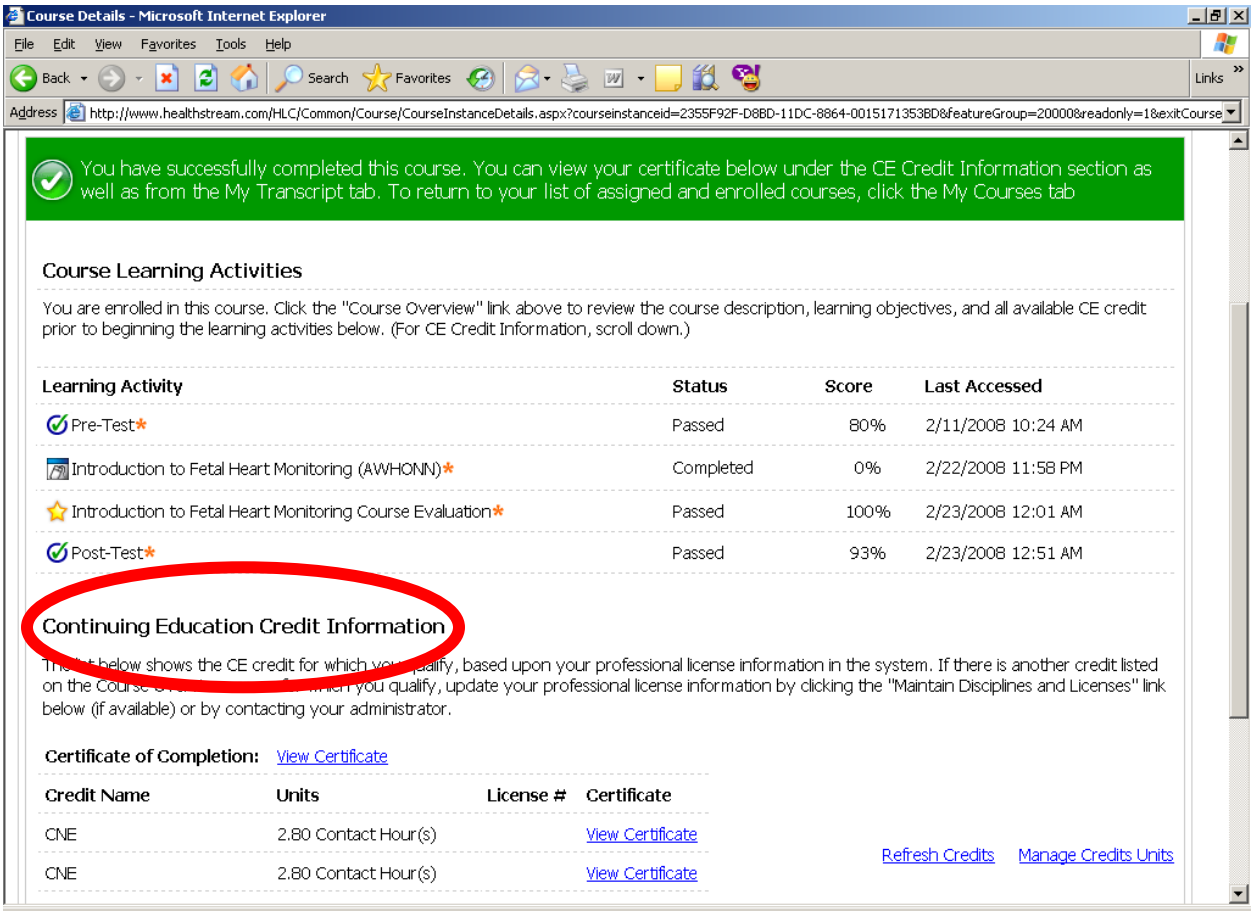

Student Transcripts

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

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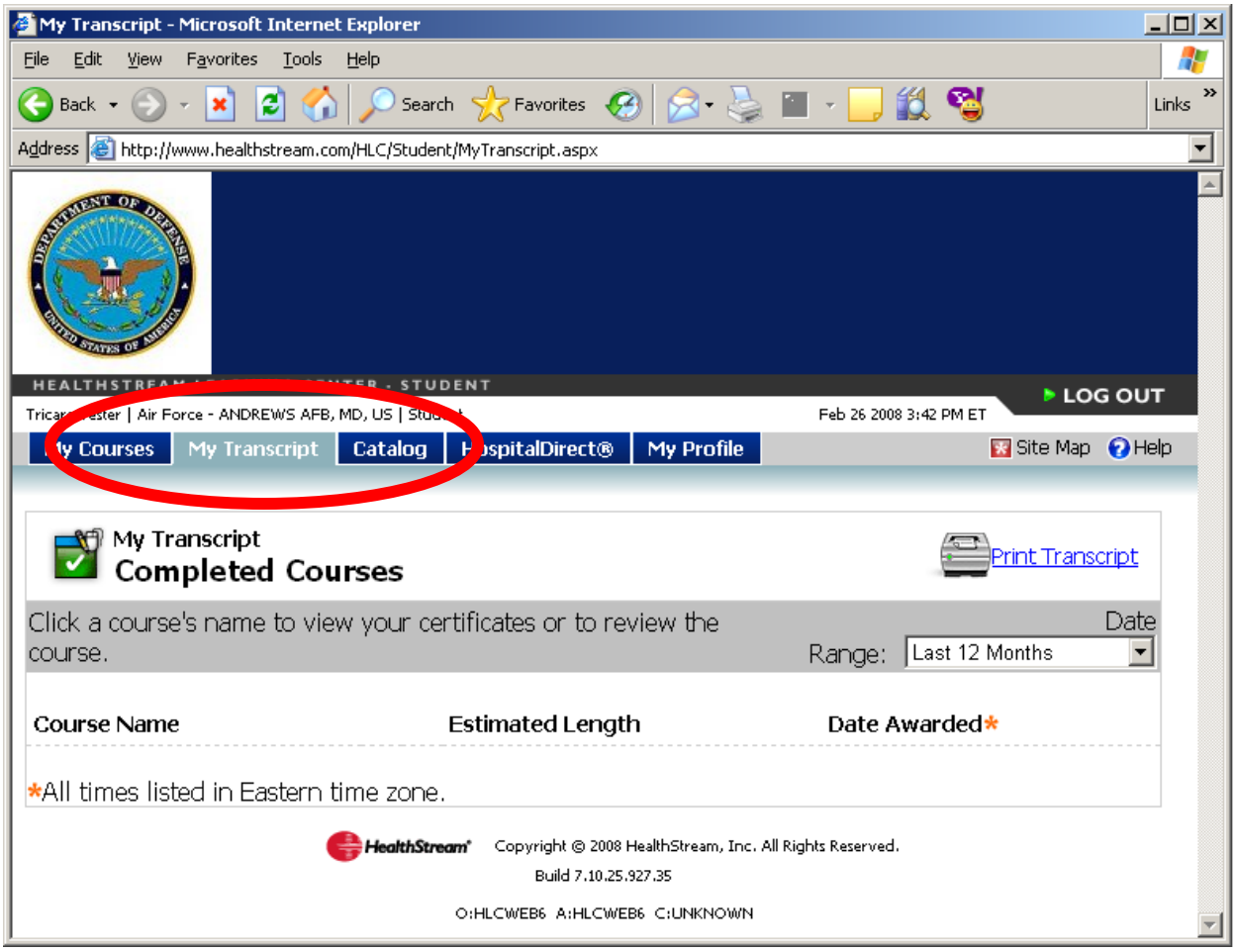

Seeking Additional Assistance

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.

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