

Clinical Orientation Guide



Keys to Success

- Use this resource throughout your clinical orientation experience
- Complete Orientation Modules in SuccessFactors

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Hello Clinical Team Members and Welcome to Wellstar!

Clinical orientation consists of online self-led learning modules in **SuccessFactors**. Your Clinical Orientation modules will be accessible on your Success Factors **My Learning Assignments** list. **These assignments must be completed by the due date listed on your Onboarding schedule and prior to performing patient care** on your unit. Carefully review all instructions below to ensure successful completion of Clinical Orientation.

Step 1 – Complete Today

Confirm your **MyID** and **VIP access** accounts are active.

- You should have activated these accounts on your first day at Wellstar.
- If you need assistance with activating your accounts, please go to www.WelcometoWellstar.com to access your Day 1 New Hire Guide for additional instructions.
- If you anticipate any computer issues with completing your assignments remotely, you are welcome to come to the Wellstar Development Center (WDC) to complete your assignments.

Step 2 – Access and Complete Online Modules in Success Factors

1. Review the **Clinical Orientation Guide** for more detailed instructions on accessing Success Factors. The modules will be assigned for you.
2. The link for **SuccessFactors** can be found on page 3.
3. Required **SuccessFactors** courses include those identified on page 4 of your Clinical Orientation Guide. Completion of the **survey is required for** assignment completion.

Getting Started

Use this link to find your assignments for Success Factors [Success Factor Login](#)

- **Step 1** Find a quiet area for your Clinical Orientation—Remember, you are responsible and accountable for the information. **If you do not have access to a computer with high-speed internet, or anticipate issues being able to complete your assigned learning modules remotely, you may come to the WellStar Development Center (WDC) if needed to complete them.**
- **Step 2** Set your browser to Google Chrome and login to Success Factors using the link above. Next, click on the Learning tile and locate your required clinical orientation assignment, which begins with these three words: “**Virtual Clinical Orientation**” as referenced on page 4. If you do not see your assignment, contact the HR Service Center for assistance. For additional instruction refer to page 5.
- **Step 3** After logging in and locating your required assignments in **Success Factors**, you are ready to begin completing your assigned modules. Please remember to complete your **Success Factors** assignments **FIRST** and then move on to other onboarding assignments e.g. Epic CBLs, additional CBLs with due dates after orientation week, etc.



Technical Challenges/Questions?

- Sign out and sign back in. If this does not resolve your issue, restart your computer.
- Be sure to use a desktop or laptop computer.
- If a specific course is not closing when completed, clear the browsing history, delete the cache & cookies, then close the browser and try again. You may also want to try opening the course in a browser other than Google Chrome. Click the link below for a tipsheet on clearing the browser. [Clearing Browser History Guide](#)
- Access the New Hire Welcome Portal at welcometowellstar.com for additional help.

Required Courses

SuccessFactors (Courses will be assigned to you—It is not necessary for you to assign them to yourself)

Required Content	*Care Partner/ ED Tech MHA - CNA & PCT	*Inpatient- RN/LPN/ Paramedic/EMT	Respiratory Therapy Allied Health/PT/OT/ST	WMG	NGOC	Safety Sitter
Locate your Assigned Module in Success Factors	Virtual Clinical Orientation CP-ED Tech- MHA	Virtual Clinical Orientation- Inpatient RN <u>or</u> Virtual Clinical Orientation- Inpatient LPN <u>or</u> Virtual Clinical Orientation Paramedic/EMT <u>or</u> Virtual Clinical Orientation Field Paramedic/EMT SR	Virtual Clinical Orientation Respiratory Therapy <u>or</u> Virtual Clinical Orientation Respiratory Therapy Extern <u>or</u> Virtual Clinical Orientation Allied Health	Virtual Clinical Orientation WMG	Virtual Clinical Orientation NGOC	Virtual Clinical Orientation Safety Sitter

** For Roles requiring blood glucose monitoring, in addition to the appropriate CBL, you will be required to complete a hands-on competency check-off on your unit with a Super User.*

Once you have done your assignments, you can check your completions in the **Learning History** (next to your assignment list).

Click on **“View All”** to see all your completions


The screenshot shows a user interface for 'Learning History'. At the top, there is a purple header with the text 'Learning History'. Below the header, there are two buttons: 'View All' and 'Add'. The main content area displays the message: 'No history records were added in last 30 days.' To the right of the main content is a 'Links' sidebar with several menu items: 'My QuickGuides', 'Add to Learning His...', 'Approvals', 'External Learning R...', 'Options and Settings', 'Org Learning Website', and 'Reports'. At the bottom of the interface, there is a 'Find Learning' section with a search bar containing the text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a link that says 'Browse all courses >'.

Appendix

Learning Management System

Wellstar SuccessFactors

Locate your Clinical Orientation Assignments. See the example below.



8/26/2021 | OPTIONAL

[START COURSE >](#)

Virtual Clinical Orientation Inpatient RN-w-Inform
COURSE 2155641

Accessing SuccessFactors

1. SuccessFactors is accessible from a Wellstar workstation by going to the eSource homepage, and clicking on the SuccessFactors link:



2. SuccessFactors is also accessible directly from anywhere by browsing to the web URL below:

[Success Factor Login](#)

Note: Set your browser to **Google Chrome**.

3. If accessing while not on VPN, you will see the same login page as you do for logging into Lawson Employee Self Service or Wellstar Connect. You will be prompted to log in with either your Wellstar email address or WHS\Employee ID (or Login ID for “C” users) and your network password that was created when activating MyID.

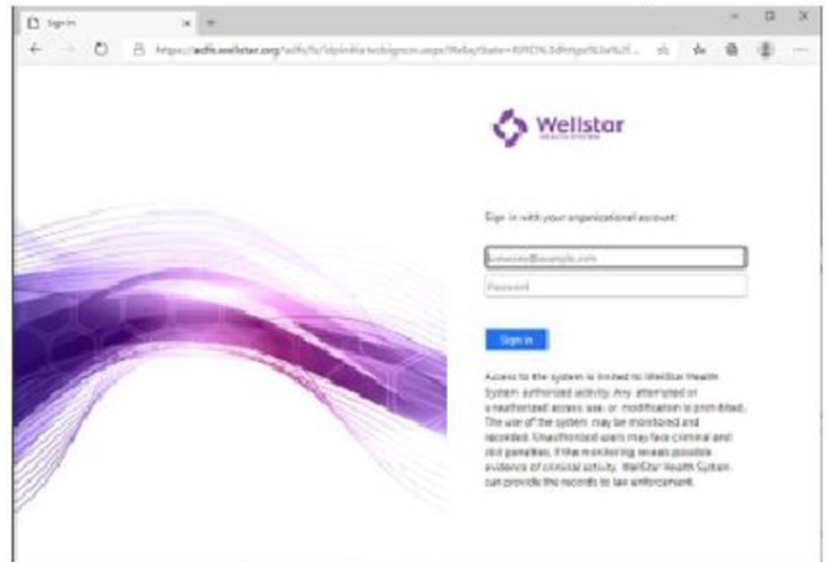
Appendix

For example: Email jane.doe@wellstar.org or WHS\12345 for username

If you have trouble logging in, [click here](#)

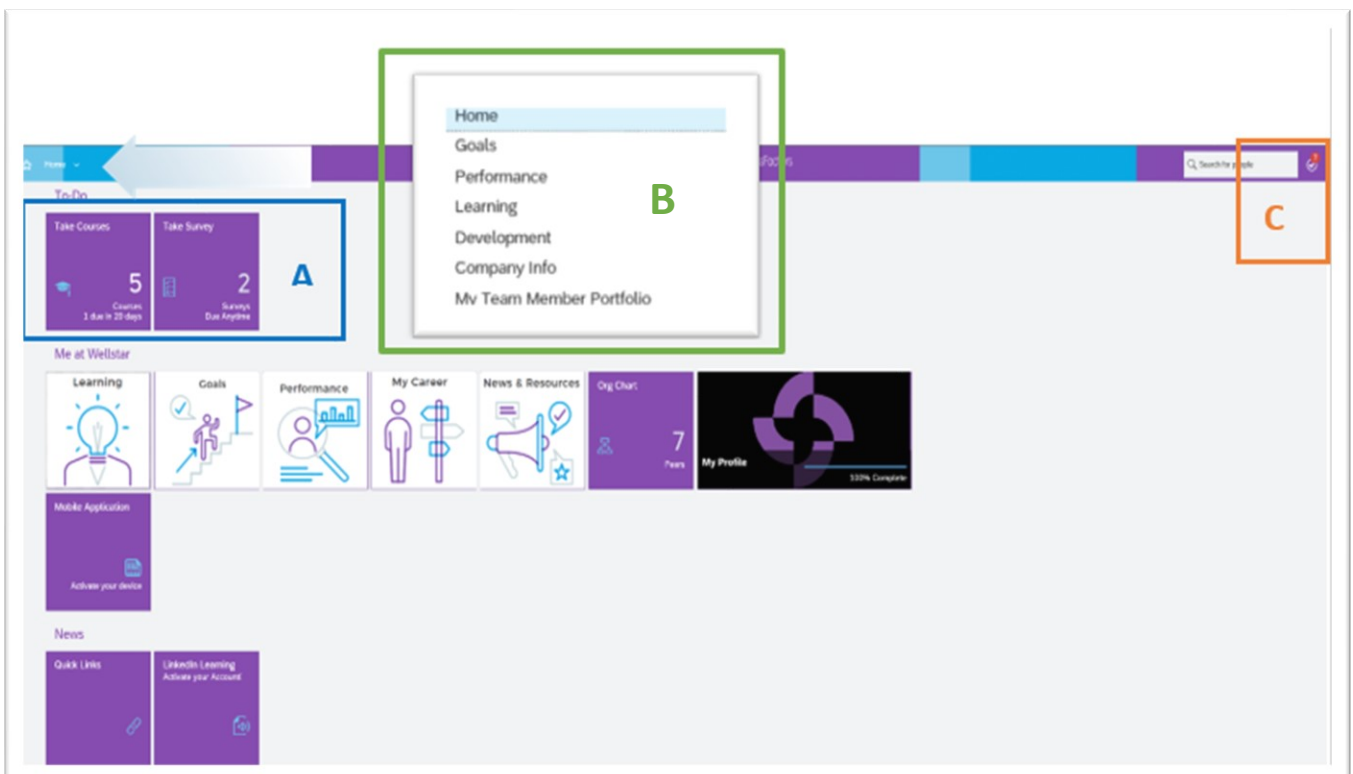
Additionally, if you receive a “missing credentials” note when you try to access the browser, close the browser and relaunch SuccessFactors

If further help is needed, please call 470-956-6000



- Next, check your “To-Do” list (**Box A**) to view your assignments. There are several ways to review the complete list of assigned items: From the drop-down menu (**Box B**), select “Learning” or click on your notifications (**Box C**). **Remember to complete all lessons, including the survey, to receive full credit.**

Please pay special attention to the due dates on your learnings, as some will be due the first week of orientation and others will be due in the next month. Note: It is good practice to check your SuccessFactors “To-Do” list periodically, as new learnings are added often.



Appendix

Important Reminders:

Please see below a brief list of steps to help ensure your success as you begin your new role at Wellstar:

1

Complete Clinical Orientation Modules (SuccessFactors) as designated on your Onboarding Schedule

2

Be on the look-out for additional system and/or clinical specialty assignments in Success Factors (appropriate to your role)

3

Check out the Your Career tab on the Organizational Learning page (eSource) to support your career growth & development

* You can access the WelcometoWellstar.com site by using the QR code available here.



**Welcome to
Wellstar!**

