Clinical Orientation Guide

Wellstar

Keys to Success

➢ Use this resource throughout your clinical orientation experience

➢ Complete Orientation Modules in Workday

Inside:

Hello Clinical Team Members and Welcome to Wellstar!

Clinical Orientation consists of online self-led learning modules in **Workday**. Your clinical orientation modules will be accessible on your Workday **My Learning** list. **These assignments must be completed by** <u>Wednesday at 5 p.m. during your onboarding week</u> and *before performing patient care* on your unit. Carefully review all instructions below to ensure successful completion of Clinical Orientation.

Step 1 – Ensure OneID and MFA are active

Confirm your *OneID* and *MFA* accounts are active.

➢ You should have activated these accounts on or before your first day at Wellstar.

➢ **If you need assistance with activating your accounts, please contact the Wellstar IT Service Desk at (470) 956-6000.**

Step 2 – Complete Online Modules in Workday

Follow these three steps to begin your modules in Workday:

- **Step 1** Find a quiet area for your Virtual Clinical Orientation—Remember, you are responsible and accountable for the information.

- **Step 2** Set your browser to **Google Chrome** and login to **Workday**. Next, click on the My Learning link and locate your required clinical orientation assignment, which begins with these three words: "*Virtual Clinical Orientation."* If you do not see your assignment, contact the **HR Service Center** for assistance at 470-267-1234.

- **Step 3** After logging in and locating your required assignments in **Workday,** you are ready to begin completing your assigned modules. Please remember to complete your **required TMCO and Clinical Orientation (VCO)** assignments **FIRST** and then move on to other onboarding assignments.
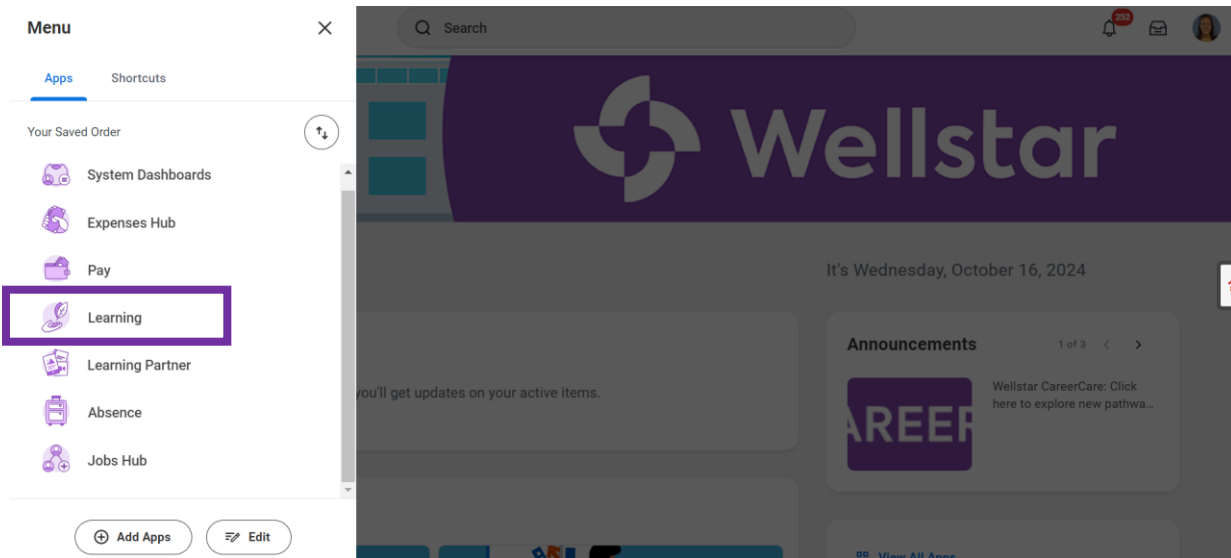
Required Courses

# Learning Management System: Workday

Courses will be assigned to you—It is not necessary for you to assign them to yourself.

Workday is accessible from a Wellstar workstation by going to the eSource homepage and clicking on the Workday link.

Locate your required modules by clicking on the "**Learning**" tab. See the **purple** box below.

Your Learning History (Learning Transcript) can also be viewed from your My Learning page (red box) below. When you click on this link, it will take you to your transcript, which also provides a view of your started, in-progress and completed items **(green box)**.
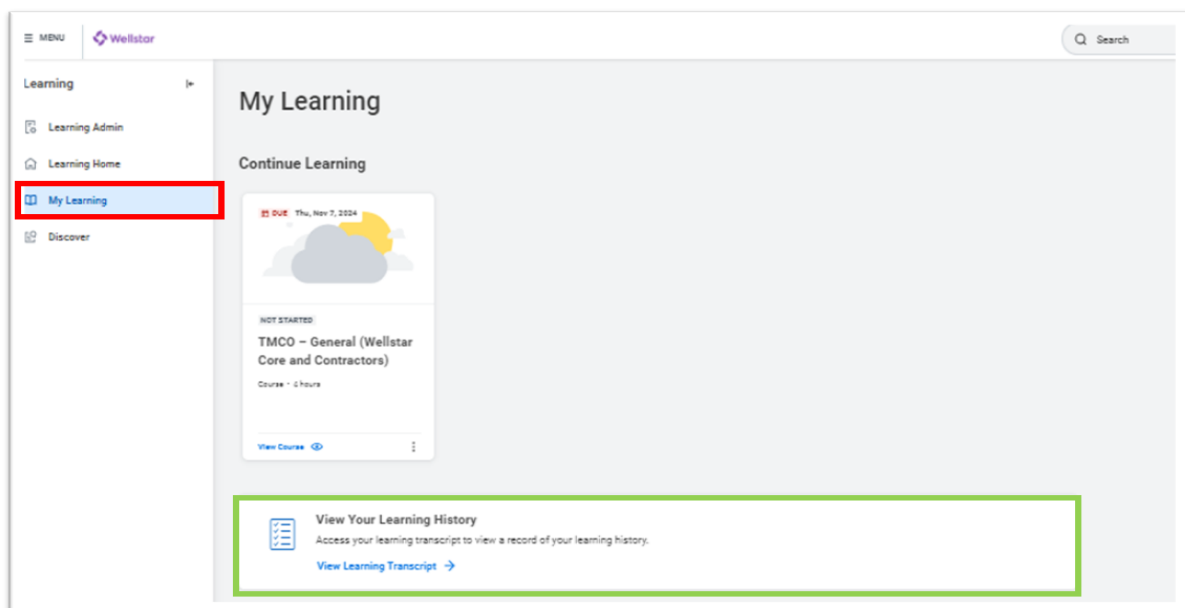
Finishing Up

> ➢ Remember to complete all lessons in a module set, 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 at a later date. You can complete learnings prior to the due date.

> ➢ Note: It is good practice to check your Workday My Learning list periodically, as new learnings are often added.

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 in Workday as designated on your Learning List or Your Journey dashboard

2

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

3

Check out the "Your Career" tab by clicking on the Talent Management & Learning tab on eSource to support your career growth & development. It's never too soon to create an Individual Development Plan

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 and use Google as an internet source.
> ➢ 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.
> ➢ Clear Cookies and Cache

> ➢ Access the New Hire Welcome Portal at welcometowellstar.com for additional help.

Welcome to Wellstar!

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