
“Need to Know” Learning Series for Hospital Clinical Staff and Leaders Website User Guide

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Thank you for joining the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders

The “Need to Know” Learning Series for Hospital Clinical Staff and Leaders will allow you to print or save Certificates of Participation after each self-paced e-class. Please visit www.hospital-learning.org to view the videos at a time that works for you.

You can bookmark www.hospital-learning.org in your web browser to review the e-classes you have completed and print or save your Certificates of Participation.

Questions? Email hqichospitallearning@thebizzellgroup.com.

How do I start using the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders?

From the website

1. Visit www.hospital-learning.org using your Internet Explorer, Chrome, Firefox or Safari internet browser. A **landing page** appears.
2. Click **Register** at the bottom left of the landing page. You only need to register once.
3. The **Register for the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders** screen appears.
4. Complete the **First Name** and **Last Name** fields. This is your **Username**. This name will appear on any Certificates of Participation.
5. Enter your business email address in the **User Email** field. This field is required.
6. Please enter a password of your choice in the **User Password** field. This field is required.
7. Please enter your **City, County, State, Zip Code, Name of Organization or Hospital, Address of Organization or Hospital** and **CMS Certification Number (CCN)** for your facility.
8. Click the **Register** button. A **Post-Assessment** screen appears with your personal information pre-filled. Complete the 14-question assessment and click the **Submit** button.
9. A **registration confirmation** will be emailed to you from the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders .

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The screenshots illustrate the registration process:

- 1**: Landing page with the "Register" button circled in red.
- 2**: Registration form with fields for First Name, Last Name, User Email, User Password, Confirm Password, City, State, and County.
- 3**: "Post-Assessment" screen with pre-filled information and a "Register" button circled in red.
- 4**: "Universal PPE Best Practices & Role of a Trained Observer | Pre-Assessment" screen with a "Submit" button circled in red.

How do I print or save a Certificate of Participation?

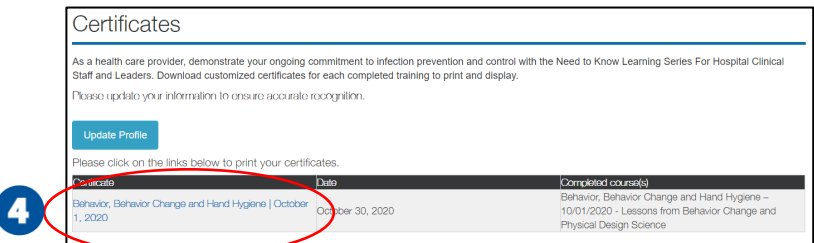
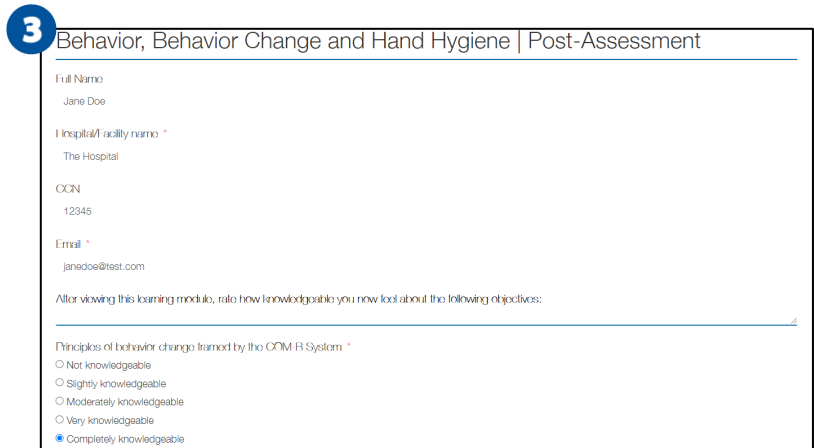
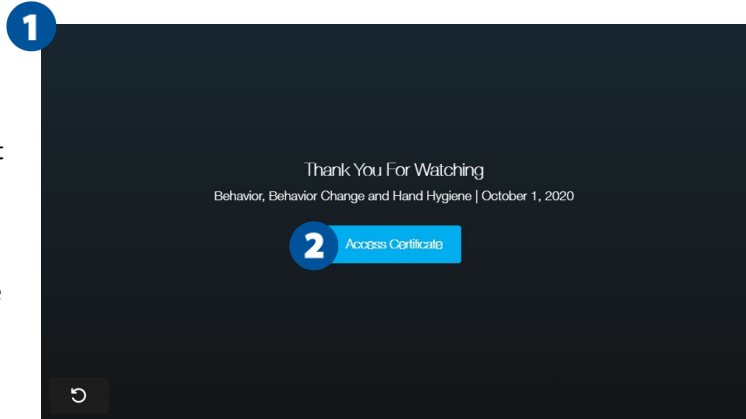
After you’ve registered for the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders, you can check your progress and print or save Certificates of Participation.

After viewing an e-class

1. View any of the e-classes housed on <https://www.hospital-learning.org>. Wait until you see the **Thank You For Watching** screen after the video ends. Please be patient - this could take up to one minute.
2. Click the **Access Certificate** button.
3. A **Post-Assessment** screen appears with your personal information pre-filled. Complete the 14-question assessment and click the **Submit** button.
4. On the **Certificates** page, any completed e-classes appear on this screen. Click any of the blue links in the **Certificate** column to print a certificate. Right-click the certificate to save the certificate to your computer.

Questions? Email

hqichospitallearning@thebizzellgroup.com.



From the website

1. Visit www.hospital-learning.org using your Internet Explorer, Chrome, Firefox or Safari internet browser. A landing page appears.
2. Click **Login** at the bottom left of the landing page.
3. A **Login** screen appears.
4. Enter the **Username or Email Address** you used to register for the “Need to Know” Learning Series for Hospital Clinical Staff and Leaders.
5. Enter the **Password** you selected during registration.
6. Click **Login**.
7. A **Login** screen appears. At the top left of that page, click the **HQIC logo**.
8. On the next page, click the **Certificates** button on the lower-right corner of the screen.
9. Any completed e-classes appear on the **Certificates** screen. Click any of the blue links in the **Certificate column** to print a certificate. Right-click the certificate to save the certificate to your computer.

Questions? Email hqichospitallearning@thebizzellgroup.com.

The screenshots illustrate the following steps:

- 1**: Landing page with navigation buttons: Register, Courses, Certificates. The **Login** button is circled.
- 2**: Login form with fields for Username or email address and Password. The **Login** button is circled.
- 3**: Login form with fields for Username or email address and Password. The **Login** button is circled.
- 4**: Login form with fields for Username or email address and Password. The **Username or email address** field is circled.
- 5**: Login form with fields for Username or email address and Password. The **Password** field is circled.
- 6**: Login form with fields for Username or email address and Password. The **Login** button is circled.
- 7**: Login form with fields for Username or email address and Password. The **HQIC logo** is circled.
- 8**: Landing page with navigation buttons: Register, Courses, Certificates. The **Certificates** button is circled.
- 9**: Certificates table with a row circled.

Certificate	Date	Completed course(s)
Behavior, Behavior Change and Hand Hygiene October 2020	October 30, 2020	Behavior, Behavior Change and Hand Hygiene – 10/01/2020 - Lessons from Behavior Change and Physical Design Science