

IF YOU HAVE NEVER USED PROFILE EMR WITHIN VCH BEFORE

STEP 1. Ensure your Health Authority and Learning Hub accounts are set up.

<input type="checkbox"/>	<p><u>Health Authority Network ID</u> You must have your Health Authority Network Account/User ID (S-number) with you when you arrive on site for your first day of practicum. The ID is not required for the online training completion.</p> <p>Receive your Health Authority Network Account/User ID and an Activation Code from User Access Services uas@hssbc.ca</p> <ul style="list-style-type: none"> • They are sent to your academic email (e.g. name@student.ubc.ca) within 4 weeks of your placement start date • On your first day of practicum, activate your account at activate.healthbc.org <p>Received an email from uas@hssbc.ca, but it did not include an activation code?</p> <ul style="list-style-type: none"> • If you did not receive an activation code, your account is already activated • Set your account password using the Self-Service Password Reset tool <p>Didn't receive any email from uas@hssbc.ca within 4 weeks of your placement start date?</p> <ul style="list-style-type: none"> • Contact VCH Service Desk at 604-875-4334 or 1-888-875-4334.
<input type="checkbox"/>	<p><u>Learning Hub Account</u></p> <p>If you already have a LearningHub account:</p> <ul style="list-style-type: none"> • Ensure it is associated with your legal name and academic email address (e.g. name@student.ubc.ca) and update it if necessary <p>If you do not have a LearningHub account:</p> <ul style="list-style-type: none"> • Sign up for a LearningHub account with your legal name and academic email address at LearningHub.phsa.ca

STEP 2. Ensure you have necessary information about your placement

<input type="checkbox"/>	<p>Prior to starting the online training, ensure you have the following information ready:</p> <ul style="list-style-type: none"> ✓ your legal name ✓ start and end dates for your placement* ✓ location of your placement* ✓ <i>for preceptorship students:</i> your assigned preceptor's name* <p>*You can obtain this information from your school placing coordinator or instructor.</p>
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STEP 3. Complete Profile EMR online training (no earlier than 30 days and no later than 3 business days prior to placement start date)

<input type="checkbox"/>	<p>Log in to your LearningHub account to complete the following online course (no earlier than 30 days and no later than 3 business days prior to placement start date):</p> <p style="margin-left: 20px;">A. VCH Profile EMR Clinical Training</p> <p><u>To complete the online training:</u></p> <ol style="list-style-type: none"> 1. Use the link provided to access the course 2. Register yourself for the course by clicking on Register 3. Start the course and complete the required modules
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STEP 4. Complete the Profile EMR Confidentiality form and submit a new account request

<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Upon completion of the training modules, you will be required to sign the Profile EMR Confidentiality Form (which can be found in the same training course) and submit a new EMR account request. 2. You will need to enter the following information, electronically sign the pledge and click "Finish": <ul style="list-style-type: none"> ➤ your legal name ➤ your school email address ➤ your role/profession (e.g. Student RN) ➤ location of your practicum ➤ <i>for preceptorship students:</i> your assigned preceptor's name 3. You will then receive an automatic email advising of the course completion. <p>Important: If you do not submit the Profile EMR Confidentiality Form with the information required, your EMR account will not be created and your application access may be delayed. Please make sure you go back to the course and submit the form.</p>
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STEP 6. Receive your Profile EMR login information

- After completion of the course, you will shortly receive an email from the Profile EMR team with your login details and instructions. Please ensure to bring it with you on your first day of practicum.

STEP 7. Activate your Profile EMR account *(on your first day of practicum)*

- On your first day of practicum, log into a VCH network computer and access the Profile EMR icon. Once on the Profile EMR login page, use the login credentials provided to you by the Profile EMR team to sign in.

IF YOU HAVE USED PROFILE EMR WITHIN VCH OR ANOTHER HEALTH AUTHORITY BEFORE

- If you have used Profile EMR within VCH in the past 12 months prior to the start date of your placement:
 - Contact VCH Service Desk at 604-875-4334 or 1-888-875-4334 to reactivate your account
 - OR
 - Submit the EMR Access Request Form on the intranet (please note that it is only accessible from a VCH network computer)
- If you last used Profile EMR within VCH more than 12 months prior to the start date of your placement:
 - Complete Steps 1-5
- If you have used Profile EMR within another Health Authority (e.g. Providence Health Care)
 - Complete Steps 1-5