

Assignment Handout for HealthStream – Tri-County Technical College

This handout includes instructions on how to access facility required courses for your clinical rotation(s). Failure to follow these instructions may result in incomplete work, preventing you from starting your clinical(s).

Step #1: Review of Computer System Requirements

- The recommended Internet Browser is Internet Explorer (IE) 7.0 or higher and the recommended Operating System is Microsoft Windows 2000 (or above). HealthStream is not accessible via MAC computers at this time. Sound is required for completion of this training.
- To run this online program, you must have the software below to properly display the courses. The most likely situation that alerts you this software is missing is a white screen that says it's done.
 - Shockwave – To load shockwave, go to google.com and search “free shockwave.” Follow the instructions to download the software.
 - Flash – To load flash, go to google.com and search “free flash.” Follow the instructions to download the software.
 - ActiveX feature – You may be asked to download or enable the ActiveX feature. If so, follow the instructions provided to you on your computer when you get that message.
- It may be necessary to turn your “popup blocker” off to access each course. You should use the option to “Always allow access to this site.” You will most likely get a yellow strip across the top of the screen. If you right mouse click on the bar and select “Always allow access to this site,” that should resolve the popup blocker issue.
- Disable any Yahoo and Google toolbars.
- If you are having problems or wish to “check” your computer to see if it meets the minimal requirements, run a “browser check” by going to <http://www.healthstream.com/browsercheck>.
- Please note that most, but not all, courses do have sound. You may turn the sound off in some courses by selecting the “Mute/Speak” button located at the bottom of the navigation bar.

Step #2: Go to: www.healthstream.com/hlc/ghs

Step #3: Login with your user id and password provided to you by your school representative

User ID: your TCTC email address without the @tctc.edu

Password: your student ID number (use the lower case “t” then the number)

Step #4: The training, *Core Regulatory Curriculum for Clinical Students*, has been assigned for you to complete in its entirety prior to your clinical rotation. If you are in a two year program, these courses will come due one year from the date in which you have completed them initially. In most cases, you are expected to complete the facility specific curriculum in HealthStream for each of the clinical facilities in which you will be doing your clinical rotation. To locate the facility specific curriculum, click on the catalog tab in HealthStream and use the key word search for the particular facility in which you are doing your clinical, i.e. *ghs* for Greenville Hospital System. Select the appropriate curriculum and click the Enroll button found at the top right of the screen. Complete each of the courses within that curriculum prior to coming to the specific facility. Site specific courses are typically due just one time. Should you not find the facility specific curriculum, follow directions from your faculty or school representative.

Each course will provide an online learning activity to complete prior to your clinical rotation(s). In most courses, there is an exam to take online once you have completed the learning activity. Should you not pass on the first attempt, you will be remediated and allowed to review the content again before attempting to retake the exam. Once you have successfully completed the course, it will show completed on the Curriculum. Once the curriculum has been completed, it will move to the Transcript where it will stay if you should ever need to print a certificate of completion.

The actual time to complete each course may vary but plan for approximately 2 hours to complete all of the courses. Each course has a “bookmark” feature. When you leave the online activity for any reason, you may begin where you left off by answering “Yes” to “return to your last visited page” when you access the course again. In some courses, you will have the option to “pause” the test and return to it at a later time.

Some of the courses may have attachments or documents for you to pull up, read, and review. You may find it helpful to print these documents for reference at a later time. You may also return to these or any content after the completion of the course by selecting that course from your “My Transcript” page in HealthStream.

There are routine downtimes the first Friday and the third Thursday of each month from 9pm until 5am EST. Please plan your training time accordingly. Should you have questions or need assistance, please contact your school representative.