



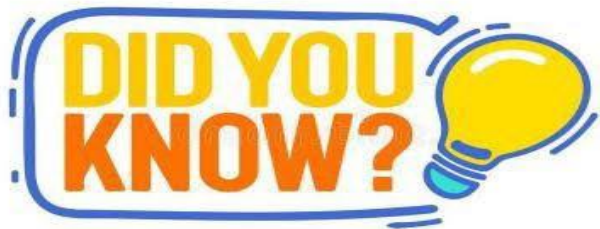
# Professional Development Catalog

# The Association of Medicine

Freeman Health System recognizes that preparing healthcare professionals to share a common vision across the health professions centered on a commitment to, first and foremost, meeting patients' needs as envisioned in the Quality Chasm Report (Institute of Medicine, 2001), is essential for all our programs and education provided to Freeman staff. We agree that "all health professionals should be educated to deliver patient-centered care as members of an interdisciplinary team emphasizing evidence-based practice, quality improvement approaches, and informatics" (IOM, 2006). As such, you can review the definitions of each core competency as they have been integrated into all educational offerings to ensure that we are focusing on educational efforts based on the recommendations from the National Association of Medicine.

## Core Competency Definitions:

- ***Provide patient-centered care*** identify, respect, and care for patients' differences, values, preferences, and expressed needs; relieve pain and suffering; coordinate continuous care; listen to, clearly inform, communicate with, and educate patients; share decision making and management; and continuously advocate disease prevention, wellness, and promotion of healthy lifestyles, including a focus on population health.
- ***Work in interdisciplinary teams*** cooperate, collaborate, communicate, and integrate care in teams to ensure that care is continuous and reliable.
- ***Employ evidence-based practice*** integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible.
- ***Apply quality improvement*** identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; design and test interventions to change processes and systems of care, with the objective of improving quality.
- ***Utilize informatics*** communicate, manage knowledge, mitigate error, and support decision making using information technology.



Freeman employees receive more than  
\$2,500 worth of FREE courses  
depending on the requirements of their  
job description!

### Course fee information

- Course costs are always \$0 for regular Freeman employees who have the requirement listed in their job description.
- PRN employees who work 72 hours or more in a six-week period will be eligible to receive their required unit education for free.
- PRN employees who work 71 hours or less in a six-week period will be required to pay the "Non-Required Employee/Community Cost" as listed in each of the course descriptions in this catalog and will be eligible to take the course with paid hourly time.
- All employees without the course listed in their job description will pay the "Non-Required Employee/Community Cost" as listed in each of the course descriptions in this catalog, as well as take the course with unpaid hourly time.



## INFORMATION

Professional Development Department  
Central Office – East Campus 2nd Floor (across from Radiology)  
Department Hours  
Monday-Friday 7:30am - 4:00pm;  
Closed Daily 12:30pm - 1:00pm  
932 E. 34th Street  
Joplin, MO 64804  
417.347.5830 ph. 417.347.2520 fax

## CLASSROOM LOCATIONS:

### East Locations:

PDA 1: Annex building, lower level on East side  
PDA 2-3: Annex building, lower level on West side  
Break Room: Annex building, top level  
PDC 4-9: East hospital, 2nd floor, across from Radiology  
PDC Conference Room: East hospital, 2nd floor, across from Radiology  
PDC Simulation Lab: East hospital, 2nd floor, across from Radiology  
Conference Rooms 1 E-3E: East hospital 1st floor by Dialysis Computer  
Lab 4E: East hospital 1st floor

### West Locations:

Professional Development Computer Training Room: West Campus,  
1st floor between the cafeteria and the conference rooms

## INSTRUCTIONAL METHODS:

### *Blended*

Also known as hybrid or mixed-mode courses, these are classes where a portion of the traditional face-to-face instruction is replaced by web-based learning. Computer skills are necessary in this type of learning environment.

### *Instructor Led*

These courses deliver classes in a traditional, classroom style focusing instruction in a face-to-face learning method.

### *Online*

These courses deliver a series of lessons to a web browser or mobile device, to be conveniently accessed anytime, anyplace. Computer skills are necessary in this type of learning environment.

## BOOK CHECK-OUT LOCATIONS:

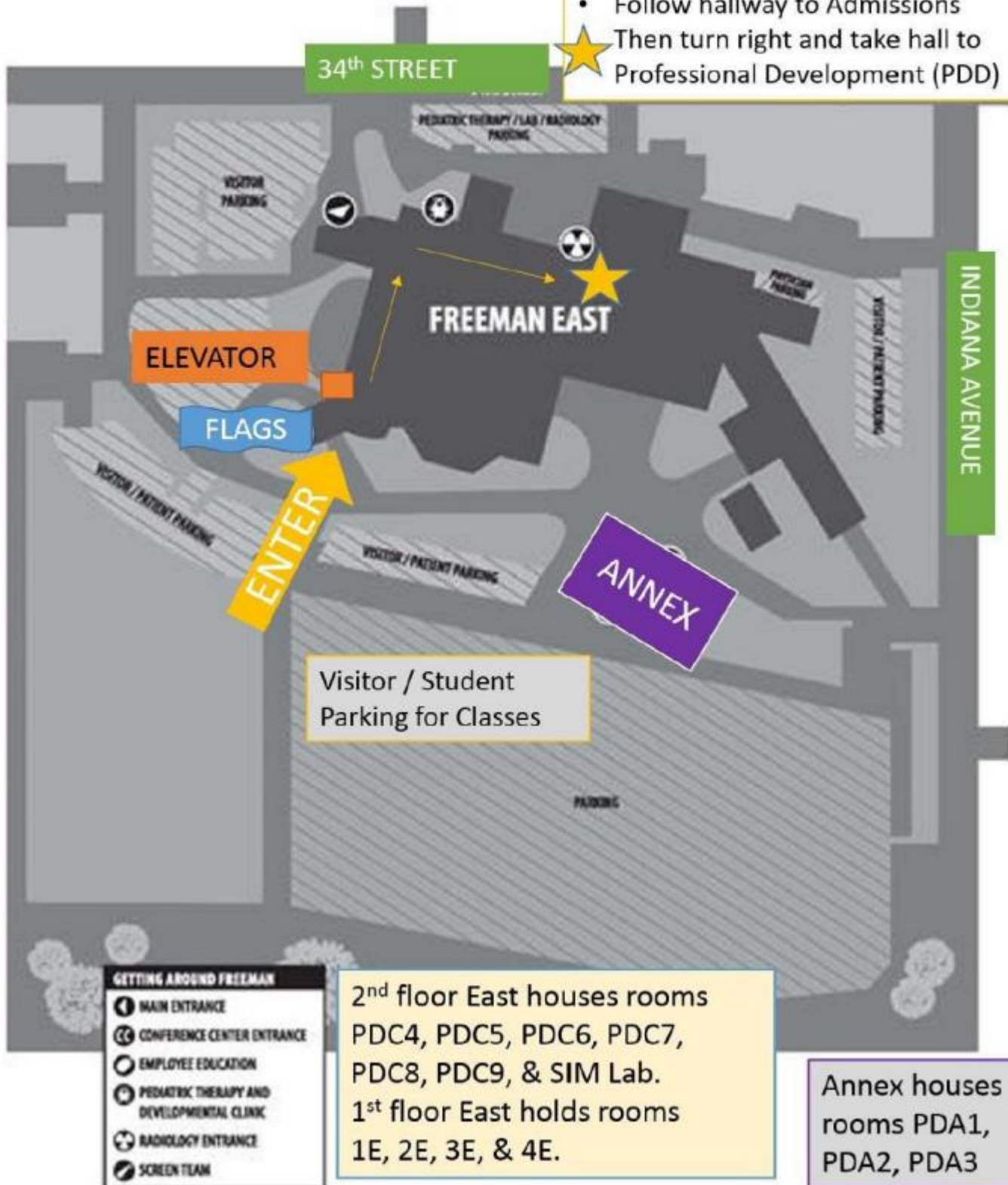
East campus (central library): Located in the Professional Development Central Office. Hours are Monday-Friday, 7:30 am to 4:00 pm. All books are available at this location.  
West campus: Located in HR – Human Resources. This location keeps the following books in limited supply: BLS for Healthcare Providers, ACLS, PALS, NRP and STABLE.  
Neosho campus: Located in the Administrative offices. Please check with Neosho staff for days and hours of availability. This location keeps the following books on demand: BLS for Healthcare Providers, ACLS, and PALS.  
\*\*\*If a location is out of a book, please come to central library for book checkout.



# FREEMAN EAST CAMPUS

932 E. 34<sup>th</sup> Street, Joplin, MO 64804

- Park in South Visitor Parking,
- Enter at Flags (yellow arrow)
- You will be on 1<sup>st</sup> floor
- To your left, take elevator to 2<sup>nd</sup> floor
- Follow hallway to Admissions
- ★ Then turn right and take hall to Professional Development (PDD)



# General Criteria for Freeman Course Participants

The general criteria listed below are the same for all mandatory and non-mandatory sessions.

- The participant must be available to attend the training on the given dates.
- The participant must contact their unit director for any course-related absence, as course scheduling is considered equal to any scheduled shift. Absences will follow the Course Agreement and Attendance Policy.
- Course Attendance must be approved by an individual's unit director or designee.
- No fees will be charged for Freeman Health System employees if it is written in their continuing education requirements per job description.
- All participants must be up to date with all their mandatory requirements i.e., e-learning and/or practical assessments, unless approved by their Manager or Team Leader.

## LEARNING FACILITIES

- The campus offers comfortable training facilities that are conducive to learning. Participants need to dress for an air-conditioned environment.
- East Cafeteria and surrounding restaurants are available and provide refreshments at a reasonable cost.
- Freeman is a smoke-free site. Smoking is not permitted anywhere within hospital grounds. This includes all garden and car park areas.

## TRAINING DELIVERY & ASSESSMENT

- All services offered are based on the principles of adult learning.

- All trainers hold relevant teaching/assessing qualifications and/or industry experience.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL may be applicable for certain programs; please contact the Professional Development office to discuss.

## CERTIFICATION

Certificates of attendance will be issued on request and kept in employee file in the Professional Development for all current FHS employees.

## DELINQUENT CERTIFICATION

Employees are responsible for tracking and maintaining current certification in all job required certifications. Employees who are delinquent in their certifications may be subject to administrative leave and/or appropriate level of corrective action. Current certification is determined by the certifying body and indicated on the card issued to the employee, as well as updated on employee transcripts.

## GRIEVANCE

Customer complaints, appeals and grievances in relation to education and training will be handled by the Professional Development director.

## Professional Development Scoring Rubric

Scoring Term	Definition	Reflection on Participants Transcript
Passed	Participant functions independently without supporting cues and successfully completes all learning objectives and skill requirements of the course. Attendance is followed per FHS policy & procedure.	Learning history shows "passed"
Failed	Participant fails to meet any and all criteria to successfully pass the course. Attendance is followed per FHS policy & procedure.	Learning history shows "failed"

# PAYROLL DEDUCTION

Once you have enrolled in a course, you will be directed to review course and pass quiz regarding the "Education Course Agreement & Attendance" policy. This course aligns with Freeman Policy *only if you do not attend or are late to the class for which you are currently enrolled*. **Unexcused absences and late arrivals for courses will result in a \$65.00 fee.** Unreturned books and materials will result in a \$65.00 fee.

Please note that excused absences from primary supervisors must adhere to the attendance policy: The following list reflects examples of absences that are considered to be excused:

1. Approved Leave of Absence
2. Medical Leave
3. Family Medical Leave
4. Bereavement (funeral) Leave
5. Workers Compensation approved time off
6. Scheduled and approved Paid Time Off (PTO)
7. Jury Duty

## GENERAL OPEN LAB OFFERINGS

1. The following **COURSES** are available during General Open Lab:

- BLS, ACLS, PALS online
- S.T.A.B.L.E. online

2. The following **PRE – COURSE MODULES & ASSESSMENTS** are available during General Open Lab:

- TNCC
- NRP
- AWHONN
- CPI
- ASLS
- Instructor – Led ACLS, PALS

## GENERAL OPEN LAB ENROLLMENT

General Open Lab may be used for completion of the items previously listed. Online courses *may not be completed* outside of the open lab classroom. Students may also complete transcript requirements in addition to optional courses, such as Microsoft Excel, with the approval of the employee's manager.

General Open Lab classes are a come and go session during the open hours of the classroom, allowing for completion of job required education. If you enroll in a General Open Lab class, it is your responsibility to provide yourself enough time to complete the course or pre – course assessment prior to the end of the classroom hours.

**Please email the instructor listed on the General Open Lab session you enrolled in and provide the name of the course or pre – course assessment you plan to complete to ensure it is available on the day you attend.**



### Courses Related to Behavioral Health

#### Non – Violent Crisis Training Skills (CPI)



With a focus on prevention, our core training program equips staff with proven strategies for safely defusing anxious, hostile or violent behavior at the earliest possible stage. It's been setting the standard for crisis prevention and intervention training for over 35 years and can help staff to reduce the risk of injury, comply with legislative mandates, meet regulatory/accreditation standards, improve staff retention, minimize exposure to liability and promote care, welfare, safety and security.

**Comments:** CPI renewal must be completed every 3 years.

**Prerequisite:** Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

**Note:** This course must be taken within 2 weeks of the online pre-course modules.

**Instructional Method:** Blended

**Non-Required Employee:** \$50

Must be currently employed by Freeman or Ozark Center. Course is not available for Community.

**Supplies:** Book with certification card

#### Non – Violent Crisis Training Skills (APS)

Do you work with exceptionally aggressive, violent or difficult-to-manage individuals? Applied Physical Skills™ is an intensive program designed to enhance your ability to teach physical intervention strategies to staff within your organization. Taught within the context of the CPI philosophy of Care, Welfare, Safety, and Security™, the program teaches that physical intervention should be used only as a last resort when an individual presents an imminent danger to self or others.

**Comments:** This course instructs in a hands-on technique. Strong physical stamina is required for this course.

**Prerequisite:** CPI Certification, Online Portion to be completed in a General Open Lab class prior to this class.

**Instructional Method:** Blended

**Non-Required Employee:** \$50

\*\*\*Must be currently employed by Freeman or Ozark Center. Course is not available for community

**Supplies:** Book with certification card

**Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the course.**

**If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence. Employees are encouraged to email [professionaldevelopment@freemanhealth.com](mailto:professionaldevelopment@freemanhealth.com) or text 417-347-6208 to notify Professional Development if they will not be in attendance.**

## Courses Related to Emergency Medicine

### Helicopter Safety (1 hour)

In this seated class, students will tour both Helipad locations at Freeman West Campus and will learn about proper protective gear, how to approach the aircraft, location of emergency gas shut off and fire extinguishers. Students will have the opportunity to question/answer with the air medical crew and will have an opportunity to meet the Medflight Medical team and pilot.

**Note:** This class is required of any new staff to Freeman Health System: All new or transferred Emergency Room Registered Nurses, Nurse Technicians and Student Assistants. All new security staff, all new Cath lab staff, and all new ICU Charge Nurses.

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Non-Required Employee/Community Cost:** N/A

**Supplies:** N/A

### Trauma Nursing Core Course (TNCC) (2day)

This 2-day course sponsored by the Emergency Nurses association is the premier course for hospitals and trauma centers worldwide, empowers nurses with the knowledge, critical thinking skills and hands-on training to provide expert care for trauma patients. At successful completion of the course, participants will be able to perform rapid identification of life-threatening injuries, comprehensive patient assessment and enhanced intervention for better patient outcomes.

**Comments:** Successful completion of the course requires 80% or greater on the multiple-choice exam and 70% or greater on the skill station evaluation. Renewal of this course must be completed every four (4) years.

**Prerequisite:** Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$385

**Supplies:** Per ENA guidelines, books are to be picked up at least 30 days prior to the class date.

**Per ENA guidelines, TNCC books must be picked up 30 days or more in advance of your scheduled class. Books are available at the East Library. See page 3 for details and library hours.**

**Books may be reserved by calling 417.347.5830 prior to pick up.**

### AHA Advanced Stroke Life Support (ASLS) Hands on Session

The Advanced Stroke Life Support (ASLS) Blended Learning Course will educate healthcare professionals to identify, evaluate, and manage patients with stroke.

Blended Learning means this course consists of an online, self-directed portion, followed by an in-person skills testing session with an ASLS Instructor.

In the online portion (which is done in a General Open Lab prior to coming to this hands-on session), learners follow a continuously adapting learning path that is personalized by their own inputs for their performance and their self-reported confidence levels.

In-person skills tests will challenge learners to apply the skills and knowledge obtained from the online portion to correctly perform neurologic exams, diagnose, and manage patients with strokes.

**Comments:** Renewal of this course must be completed every two (2) years.

**Prerequisite:** Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$250

**Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the course.**

**If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence. Employees are encouraged to email [professionaldevelopment@freemanhealth.com](mailto:professionaldevelopment@freemanhealth.com) or text 417-347-6208 to notify Professional Development if they will not be in attendance.**



### AWHONN Intermediate Fetal Heart Monitoring

This comprehensive 2-day instructor-led course is critical for enhancing and validating nurses and physicians' ability to interpret and respond to fetal heart monitoring tracings. Skills taught and knowledge assessed include maternal and fetal physiology, interpretation of fetal and uterine monitor tracings, evaluation of auscultated fetal heart sounds, Leopold's Maneuvers, placement of fetal spiral electrodes and intrauterine pressure catheters, and evaluation of and strategies for enhancing communication. The course is presented to approximately 15,000 clinicians a year and may be used as a competency assessment to validate the knowledge and skills of perinatal clinicians who utilize fetal monitoring and includes a post-test to assess participant knowledge.



**Comments:** This course assumes that the participant has completed entry-level fetal monitoring education and is designed for clinicians who utilize fetal heart monitoring in the intrapartum setting. Course will be held at East Campus.

**Note:** Basic computer skills are necessary to complete this training. Must successfully pass pre-course exam prior to attending the course. The pre-course exam takes approximately 3.5 hours. All pre-course exams must be completed prior to the day of your scheduled course.

**Prerequisite:** Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$320

**Supplies:** Online access code and certification card, books and materials – given in General Open Lab Prior to class.

### The S.T.A.B.L.E. Program (Online)

Based on a mnemonic to optimize learning, retention and recall of information, S.T.A.B.L.E. stands for the six assessment and care modules in the program: Sugar, Temperature, Airway, Blood pressure, Lab work, and Emotional support. A seventh module, Quality Improvement stresses the professional responsibility of improving and evaluating care provided to sick infants.

**Comments:** Online only

**Note:** Basic computer skills are necessary to complete this training.

**Prerequisite:** None

**Instructional Method:** Online

**Non-Required Employee/Community Cost:** \$250

**Supplies:** Online access code and certification card, books and materials.



### Neonatal Resuscitation Program (NRP) Instructor – Led

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team based care for healthcare professionals who care for newborns at the time of delivery. NRP utilizes a blended learning approach, which includes online testing, online case-based simulations, and hands-on case-based simulation/debriefing that focus on critical leadership, communication, and team-work skills.

**Comments:** This is the hands-on portion of the course. Courses will be held at East Campus.

**Prerequisite:** Successful completion of Pre-Course Modules. All pre-course modules must be completed in a General Open Lab class prior to the day of your scheduled course.

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$140

**Supplies:** Manual



**Neonatal Resuscitation Program®**

**Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the course.**

**If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence. Employees are encouraged to email [professionaldevelopment@freemanhealth.com](mailto:professionaldevelopment@freemanhealth.com) or text 417-347-6208 to notify Professional Development if they will not be in attendance.**

## Annual Competency Events as required by ACHC

### NT/SA Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses learning the material before class, with classroom time used to deepen the understanding through skill demonstration. In order to prepare yourself, your competency day transcript items must be completed prior to attending the event. Failure to complete the required in-services prior to the event will prevent admittance into the event as outlined in FHS policy.

**Comments:** Due to space limitations, participants must be scheduled in advance for their appropriate day and time slot to complete skill station assessments. If you cannot attend during your designated day and time slot, immediately contact your Unit Director and the Professional Development Department.

**Prerequisite:** Successful completion of assigned in-services related to event

**Instructional Method:** Instructor – Led with skills demonstration

**Non-Required Employee/Community Cost:** N/A

**Supplies:** Appropriate work attire is required. All supplies will be provided for return skill demonstration.

### RN/LPN Competency Day– Annual Requirement (1hour)

Competency events utilize a flipped classroom approach which focuses learning the material before class, with classroom time used to deepen the understanding through skill demonstration. In order to prepare yourself, your competency day transcript items must be completed prior to attending the event. Failure to complete the required in-services prior to the event will prevent admittance into the event as outlined in FHS policy.

**Comments:** Due to space limitations, participants must be scheduled in advance for their appropriate day and time slot to complete skill station assessments. If you cannot attend during your designated day and time slot, immediately contact your Unit Director and the Professional Development Department.

**Prerequisite:** Successful completion of assigned in-services related to event

**Instructional Method:** Instructor – Led with skills demonstration

**Non-Required Employee/Community Cost:** N/A

**Supplies:** Appropriate work attire is required. All supplies will be provided for return skill demonstration.

## Courses for Risk & Patient Safety Education— Free CEUs

### Med-IQ (Formerly ELM Exchange)

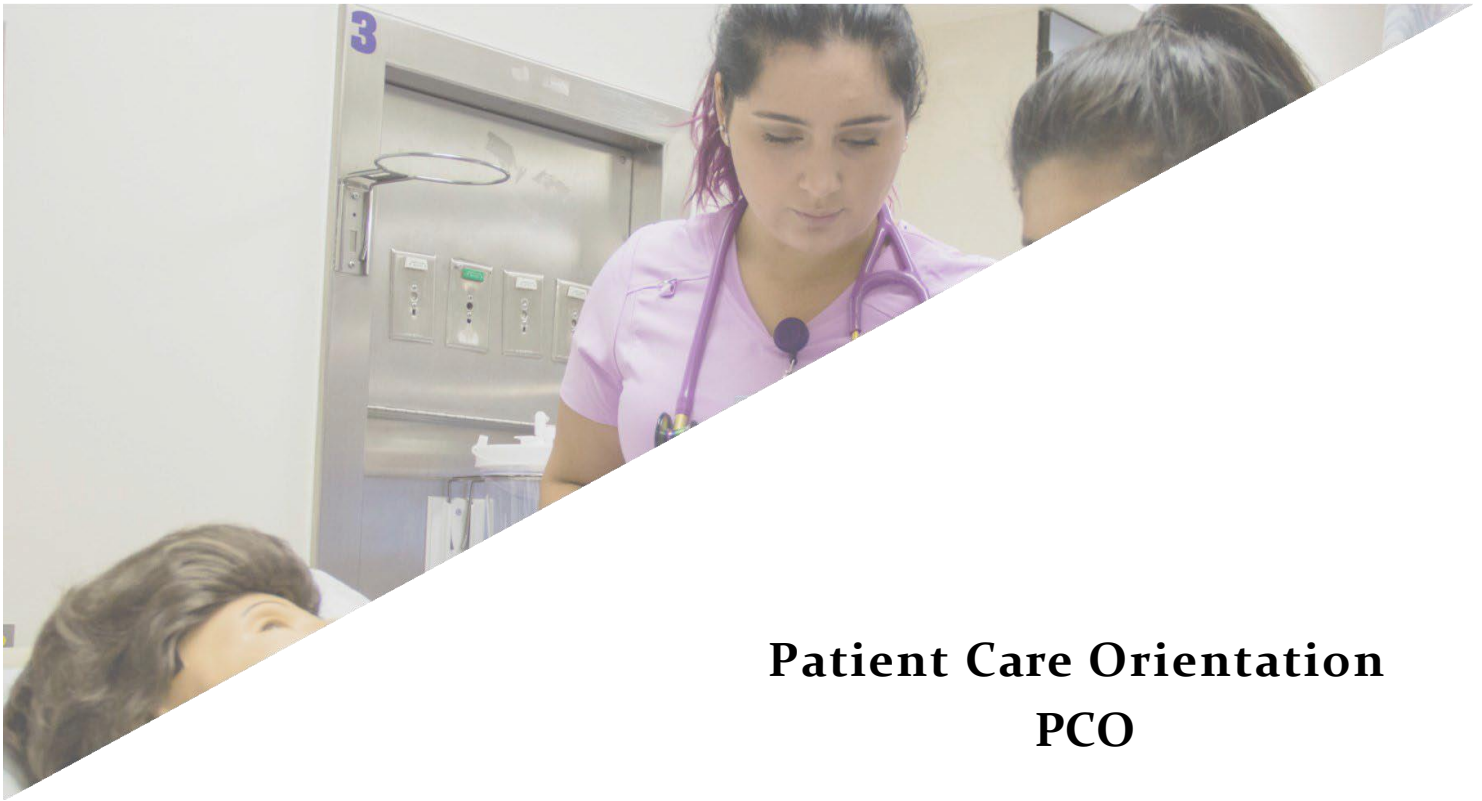
Med-IQ online courses are designed to provide Physicians/ Surgeons, Allied Healthcare Professionals and Registered Nurses a convenient opportunity to improve risk management and patient safety practices, while earning continuing education credit. To access a library of courses related to risk and patient safety, visit the website below.

**Link:** <https://hsg.med-iq.net/Security/Authentication/Login>



**Remember: If you fail to un-enroll from a course, you may be required to pay the course agreement fee. Timeframe for un-enrollment is 48 hours prior to the course.**

**If you are unable to make it to a class you are scheduled to attend, please contact your manager to address the absence. Employees are encouraged to email [professionaldevelopment@freemanhealth.com](mailto:professionaldevelopment@freemanhealth.com) or text 417-347-6208 to notify Professional Development if they will not be in attendance.**



# Patient Care Orientation

## PCO

### Patient Care Orientation (PCO)

#### **Meditech™ Documentation Training Part I**

Training of the Meditech™ documentation system used in the Electronic Health Record (EHR) of patients at Freeman Health System. Participants will learn and practice logging into Meditech, recognize and use the status boards to build patient lists, open the patient chart and review chart information, enter patient data on the worklist routine, write a note in the patient chart, and supply ordering for unit and patient needs.

**Comments:** This is a combined course instructing US, NT, SA, GN, LPN and RN positions.

**Note:** Basic computer skills are necessary to complete this training.

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Supplies:** PCO participant handbook will be provided.

**Dates:** Dates coincide with FHS new employee orientation.

#### **Meditech™ Documentation Training Part II**

Training of the Meditech™ documentation system used in the Electronic Health Record (EHR) of patients at Freeman. Participants will learn and practice new orders from the status board, place written, verbal and telephone orders; enter new admission patient data in the summary routine; enter new admission patient data in the worklist routine; document and edit interventions and assessments at admission. Participants will understand and document on the following: end of shift summary; 24-hour chart review; medication review; transfusion administration recording; Foley care; Stroke care; MAR; plan of care; any transfer orders; and discharge processes.

**Comments:** This course is designed for US and RN positions only.

**Note:** Basic computer skills are necessary to complete this training.

**Prerequisite:** Meditech Training Part I

**Instructional Method:** Instructor – Led

**Supplies:** PCO participant handbook will be provided.

**Dates:** Dates coincide with FHS new employee orientation.

### **Safe Patient Handling and Use of Lift Equipment**

Students will observe and discuss the indications for use, and usage of hydraulic lift equipment including, but not limited to, Opera™, Tenor™, Encore™, Steady™, Maxi-Slide™, and Med-Sled™.

### **Providing Care for Specific Patient Populations**

Caring for patients who have specific physical, emotional, spiritual, and social needs requires special training in these individual needs. This course addresses care of the patient through the continuum of life as well as addressing the need for sensitivity and compassion in certain populations (examples: ethnicity, race, religion, gender identity, sexual preference, abuse victims, cognitive impairment, or behavioral health).

### **Administration of Medications**

All policies and procedures for administering medications are introduced and practiced through simulation with mannequins in the Clinical Simulation Lab.

### **Caring for Patients with Infections and Isolation Precautions**

This course provides education and training of policies and procedures from the Freeman Health System Infection Prevention Guidelines. Students will provide care to mannequins in the simulation lab with identified infections that necessitate various types of personal protection wear, ranging from standard precautions to droplet protections. Students will engage in selecting the appropriate type of protective wear including gowns, mask, gloves, etc.

### **Care of the Patient in Seclusion or Restraints**

This learning session introduces the policy for restraints and/or seclusion in Freeman Health System. The objective of this session is to ensure patient safety by defining the interdisciplinary team's roles and responsibilities in the care of the patient in the restraints.

### **Teamwork in Patient Care**

Students will participate in scenarios in the Clinical Simulation Lab and use of video playback review to examine interpersonal skills in communication and compassion. This course focuses on building a teamwork system to improve collaboration and communication. Communication and teamwork skills are essential to the delivery of quality health care and to preventing and mitigating medical errors, patient injury and harm. Group discussions regarding patient engagement and peer to peer communication will be conducted based on video review. There will be some didactics, but mainly this course will be interactive and engaging.

Note: Participant performance will be evaluated using the Freeman 5 Star Promise.

### **Patient Safety in the Hospital Environment**

Using Clinical Simulation, patient safety measures are identified and reviewed. Students will be guided to locate and understand potential safety risks to patients and visitors via simulation learning through use of clinical simulation scenarios.

### **All components of PCO:**

**Comments:** This is a combined course instructing NT, SA, GN and RN positions

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Supplies:** PCO Participant workbook will be provided.

**Dates:** Dates coincide with FHS new employee orientation.

## FREEMAN POLICY ALERT

All clinical staff from the following units will attend PCO: ICU (Joplin and Neosho); CVICU; Cardiology: Transitional Care unit; Cardiac Medical Unit; General Surgery; Ortho/Neuro; Emergency Department (Joplin and Neosho); Medical; Adult-Geriatric Behavioral Services; Float Pool; Acute Rehab Unit; Maternal Child; Admit Discharge Lounge, and Neosho Acute Care. Staff must attend all four consecutive days of PCO. Exceptions will be made when the standard work week is interrupted by a recognized holiday. Other exceptions may be made by the Director of Professional Development.



## Unlicensed Assistive Personnel (UAP)

### ***Nursing Assistant (Unlicensed Assistive Personnel-UAP)***

This course meets the CMS requirements for hospital unemployed Unlicensed Assistive Personnel. When completed, students will have earned 75 hours of classroom experience and 100 hours of clinical practicum.

**Essential skills for basic patient care:** Participants will participate in the training of basic patient care needs including, but not limited to, hand hygiene, bathing, oral care, and personal care of the hospitalized individual. Participants will be taught essential skills in a simulation-based scenario utilizing mannequins for learning and practice. Participants will perform a bed bath, oral care, shampoo hair, and change the linen of a bed-ridden patient.

**Nutrition and elimination:** Participants will participate in learning activities that focus on assisting patients with feeding, meal-set up, accurate measurement of intake, and importance of nutrition and special diets in the hospital. Participants will be taught how to care for patients with catheters and other elimination devices used in healthcare settings. Simulation-based learning will demonstrate various needs and forms of elimination, specimen collection, and appropriate hygiene and skin care surrounding elimination needs.

**Providing care for specific patient populations:** Participants will participate in the care of the patient through the continuum of life as well as addressing the need for sensitivity and compassion in certain populations (example: ethnicity, race, religion, gender identity, sexual preference, cognitive impairment, psychiatric needs, and end of life care). Care of the patient requiring specific infection control needs (infectious disease isolation, reverse isolation in immunocompromised, use of appropriate personal protective equipment) is provided and participants will demonstrate the appropriate use of personal protective equipment.

**Caring for the hospitalized patient:** Participants will participate in the instruction on specific care that is provided to hospitalized patients including, but not limited to, hourly rounding, turning and positioning, skin care, measurement of vital signs, care of the patient with an IV, placement of telemetry lead wires, oxygen therapy, and specialty beds and equipment.

**Patient safety in the hospital environment:** Utilizing the Sim Lab, participants will observe for potential safety risks for all hospitalized patients. Simulation based learning and policy review involving patients on continuous observation, suicidal patients, confused patients, and patients experiencing emergencies will be demonstrated and practiced.

**Teamwork and communication:** This course uses video recording and playback of clinical patient scenarios in the Simulation Lab that focus on communication skills. These attributes will be evaluated in the simulation lab in scenarios dealing with patients, families, visitors, and other staff members. Participants will be evaluated on demonstration of compassion, communication, teamwork, professionalism, and ownership.

**All components of UAP Course:** will be eligible to challenge Missouri State CNA exam on completion of course

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Supplies:** Participant workbook will be provided.

**Dates:** Please contact Human Resources for available course dates

## Courses for Students & Graduate Nurses

### ***Freeman Health Academy Finale Program (4th Semester)***

The Freeman Health Academy (FHA) Finale Program is an externship in which nursing students who are currently in their fourth semester of nursing school can work under the direct supervision of a registered nurse preceptor. Finale participants will have the opportunity to complete up to seven 12-hour shifts with a registered nurse preceptor. In this role, participants are exposed to the everyday tasks and responsibilities of a professional nurse. In the Finale role, participants can carry out tasks under the direct supervision of a registered nurse preceptor as outlined per policy. FHA Finale program participants are encouraged to complete simulation-based education on the unit in which they are employed as a SA. Simulation based educational opportunities will be based on common diagnoses and situations within the facility to assist participants with the management of care. Participants seeking employment in a specific unit as a graduate nurse should complete the FHA Finale Program within that unit.

**Program Instructor:** Unit Onboarding Specialist

**Date and Time:** This nursing student opportunity is offered year-round. Apply today!

### ***Freeman Health Academy ICU Finale Program (4th Semester)***

The Freeman Health Academy (FHA) ICU Finale Program is an externship in which nursing students who are currently in their fourth semester of nursing school can work under the direct supervision of a registered nurse preceptor within the ICU. ICU Finale participants will have the opportunity to complete up to seven 12-hour shifts with a registered nurse preceptor within the ICU. In this role, participants are exposed to the everyday tasks and responsibilities of a professional nurse within the ICU. ICU Finale participants may carry out tasks under the direct supervision of an ICU registered nurse preceptor. Simulation based educational opportunities will be based on common diagnoses and situations within the ICU to assist participants with the management of care of an ICU patient. In order to be considered for an ICU RN Residency position, participants must successfully complete the FHA Finale Program within the ICU.

**Program Instructor:** Unit Onboarding Specialist

**Date and Time:** This nursing student opportunity is offered year-round. Apply today!



American  
Heart  
Association®

**AUTHORIZED**  
**TRAINING**  
C E N T E R

American Heart Association®  
Training

**FREEMAN POLICY ALERT:** Freeman Health System recognizes certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) through the American Heart Association. No other courses will be granted as course completion and/or be accepted for progressing from Basic Life Support to an advanced level

### Basic Life Support (BLS) – 4 class offerings

#### **AHA BLS for Healthcare Providers (Instructor Led)**

AHA's BLS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and Emergency Cardiovascular Care. The BLS course is designed to teach healthcare professionals how to perform high-quality CPR individually or as part of a team. Features: Course uses learning stations for practice of essential skills simulated clinical scenarios that encourage active participation- Hands-on class format reinforces skills proficiency -Classroom-based works well for learners who prefer group interaction and instructor feedback while learning skills

**Instructional Method:** Instructor Led

**Non-Required Employee/Community Cost:** \$165

**Supplies:** Participant Manual to be picked up prior to class.

#### **AHA BLS Instructor Course**

Becoming an American Heart Association instructor is easy after consulting with an American Heart Association Training Center to find out whether the Training Center (TC) is accepting new instructors and the TCC's (Training Center Coordinator) preferred course delivery. The steps are simple – get started today!

1. Be accepted by your local AHA Training Center before enrolling in an Instructor Course and have a completed Instructor Candidate Application on file with that Training Center.
2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline.
3. Successfully complete the discipline-specific classroom Instructor Course.
4. Successfully be monitored teaching your first course within six months of completing the discipline-specific classroom Instructor Course. Training Center Coordinators can require additional monitoring.

**Students must purchase online key prior to coming to this course**

**Prerequisite:** Current BLS Provider Card

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$225, **Instructor Renewal Cost:** \$110

#### **AHA Family and Friends (2 hours, not a certification)**

This American Heart Association course teaches the lifesaving skills of adult hands-on, adult CPR with breaths, child CPR with breaths, adult and child AED use, infant CPR, and mild and severe airway blocks for adults, children and infants. Skills are taught in a dynamic group environment using the AHA's research- proven practice-while-watching technique, which provides participants with the most hands-on CPR practice time possible.

**Comments:** No renewal is required with this course. Per American Heart Association, this course is geared towards administrative staff and/or the general public.

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Non-Required Employee/Community Cost:** \$60

#### **AHA Heartsaver Pediatric First Aid CPR AED (for Freeman Learning Center employees only)**

The Heartsaver Pediatric First Aid CPR AED Course is designed to meet the regulatory requirements for childcare workers in all 50 U.S. states. It teaches child providers and others to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. The course covers child/infant CPR, child/ infant AED, child/infant choking, and pediatric first aid. Adult modules in CPR, AED and choking are optional.

**Prerequisite:** None

**Instructional Method:** Instructor – Led

**Non-Required Employee/Community Cost:** \$165

**Supplies:** Participant Manual



American  
Heart  
Association®

**AUTHORIZED**  
**TRAINING**  
C E N T E R

American Heart Association®  
Training

**FREEMAN POLICY ALERT:** Freeman Health System recognizes certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) through the American Heart Association. No other courses will be granted as course completion and/or be accepted for progressing from Basic Life Support to an advanced level

## Advanced Cardiac Life Support (ACLS)

### **AHA ACLS (Instructor Led-2 day for new or expired certifications)**

AHA's ACLS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and Emergency Cardiovascular Care. This course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

**Comments:** ACLS renewal must be completed every 2 years.

**Prerequisite:** ACLS online pre-test with a score of 70% or higher

**Instructional Method:** Instructor – Led

**Non-Required Employee/Community Cost:** \$225

**Supplies:** Participant Manual to be picked up prior to class.

### **AHA ACLS Instructor Course**

The ACLS Instructor Course is designed to prepare instructor candidates to teach AHA instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA instructor teaching materials, ensure that participants meet learning objectives, offer participant coaching skills, provide an objective skills performance evaluation, and follow AHA instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses. Candidates who successfully complete the ACLS Instructor Course, followed by course monitoring, will receive a ACLS Instructor card, valid for two years.

**Comments:** ACLS Instructor renewal must be completed every 2 years.

**Prerequisite:** Current ACLS Provider certification

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$225

**Renewal Class Cost:** \$110



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**TRAINING**  
C E N T E R

American Heart Association®  
Training

**FREEMAN POLICY ALERT:** Freeman Health System recognizes certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) through the American Heart Association. No other courses will be granted as course completion and/or be accepted for progressing from Basic Life Support to an advanced level

## Pediatric Advanced Life Support (PALS)

### **AHA PALS (Instructor Led- 2-day)**

The AHA's PALS Course has been updated to reflect new science in the 2020 AHA Guidelines Update for CPR and ECC. This classroom, instructor-led course uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

#### **Features:**

Classroom-based courses work well for participants who prefer group interaction and instructor feedback while learning  
Course includes realistic, clinical scenarios that encourage active participation – delivered through actual pediatric patient videos and lifelike simulations  
Course is comprehensive and includes our systematic approach to assess and treat pediatric patients in emergency situations  
Course uses a hands-on class format to reinforce skills proficiency Co-branded with the American Academy of Pediatrics (AAP)

**Comments:** PALS renewal must be completed every 2 years.

**Prerequisite:** Must pass PALS online pre-test with a 70% or higher

**Instructional Method:** Instructor – Led

**Non-Required Employee/Community Cost:** \$225

**Supplies:** Participant Manual to be picked up prior to class.

### **AHA PALS Instructor Course**

The PALS Instructor Course is designed to prepare instructor candidates to teach AHA instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA instructor teaching materials, ensure that participants meet learning objectives, offer participant coaching skills, provide an objective skills performance evaluation, and follow AHA instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses. Candidates who successfully complete the PALS Instructor Course, followed by course monitoring, will receive a PALS Instructor card, valid for two years. PALS instructors are then able to teach PALS Provider and HeartCode PALS Hands-on Sessions, as well as the PEARS Instructor-led Course.

**Comments:** PALS Instructor renewal must be completed every 2 years.

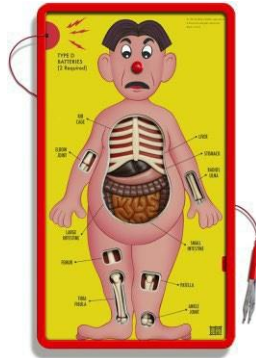
**Prerequisite:** Current PALS Provider certification

**Instructional Method:** Blended

**Non-Required Employee/Community Cost:** \$225

**Renewal Class Cost:** \$110





Life Size Operation Guy



GloGerm Handwash Training, with Lotion

Professional Development has multiple items available for Freeman Health System employees to check out for educational purposes. If you need a manikin or other advanced items, don't hesitate to reach out to us at **347-5830** to see if we have something available to fit your needs.

We are here to help with the education of our staff throughout the health system!

# **THANK YOU!!**

***Thank you to all our preceptors across The System!***

***By providing guidance and assistance, you allow new employees and students a better  
chance at success!***

***We appreciate everything you do!***

## **Preceptor Application is ELECTRONIC!**

The preceptor application is available through the Intranet.

From the Intranet homepage, locate the Resource Section on the top left side of the screen.

Click on “Preceptor Resources”.

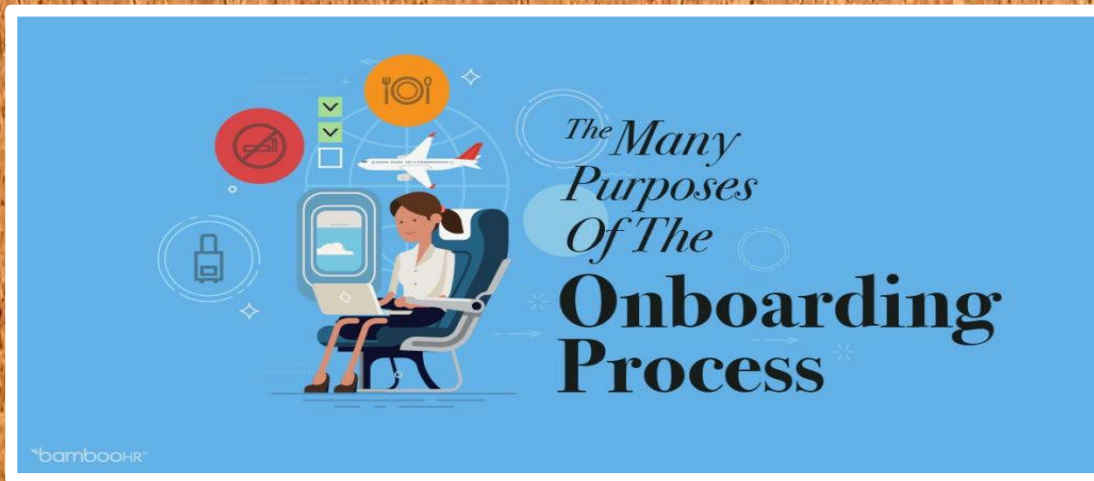
Once the Preceptor Resources page loads, click “Electronic Preceptor Application”. Once this is completed, click “submit” to forward to leadership for further processing.

If you would like more information about the Preceptor Program, please refer to the Preceptor Program Policy (Number 247503) on the Intranet or call the Professional Development Department.

# Professional Development Educators & Staff

## Main Number: 417-347-5830

Name	Number	Title	Email
Esther Adams	417.347.5845	Healthcare Development Specialist	EMadams2@freemanhealth.com
Daniel Belnap, MS	417.347.7311	Educator, Meditech Specialist	DDBelnap@freemanhealth.com
Kelli Blanton, RN, MSN	417.347.5628	Clinical Orientation Specialist	KCBlanton@freemanhealth.com
Kristan Chester, RN, BSN	417.347.4189	Onboarding Specialist II, Gen Surg/Ortho	KRChester@freemanhealth.com
Mistey Eby, MSW	417.347.4425	Behavioral Health Educator & Onboarding Specialist	MLEby@freemanhealth.com
Ashton Eckley, RN	417.347.6819	Onboarding Specialist, CMU/TCU	ACEckley@freemanhealth.com
Susan Garrison, RN, BSN	417.347.2509	Clinical Coordinator	SRGarrison@freemanhealth.com
Courtney Holloway, RN	417.347.3114	Onboarding Specialist, Cardiology	CAHolloway@freemanhealth.com
Janay Jones, RN, BSN	417.347.4435	RN-Onboarding Coordinator, ICU	JMJones@freemanhealth.com
Ashley Jones-Scroggins, MBA	417.347.6608	Professional Development Director	AEJones- Scroggins@freemanhealth.com
Karria Kritikos, RN, BSN	417.347.5865	Onboarding Specialist II, Maternal Child	KAKritikos@freemanhealth.com
Lorraina Porter, RN	417.347.4572	Onboarding Specialist, Emergency	LIPorter@freemanhealth.com
Jordan Whisner	417.347.2554	Education Specialist	JEWhisner@freemanhealth.com
Heather Workman, RN, BSN	417.347.3823	Onboarding Specialist II, Medical	HSWorkman@freemanhealth.com



## The Role of an Onboarding Specialist

### New Staff (New Hires & Transfers)

- Welcoming new staff to unit
- Rounding & working alongside new staff to address needs
- Conducting unit tours
- Assigning preceptors
- Maintaining *Unit Orientation Manual* and ensure distribution
- Overseeing *Orientation Checklists*
- Scheduling orientation & shadowing opportunities
- Interviewing prospective employees
- Assisting with unit recruitment

### All Staff (Unit Secretaries, Nurse Technicians, Registered Nurses, Licensed Practical Nurses)

- Rounding on unit to address urgent patient needs, staff education needs, and identifying opportunities for education
- Conducting 1:1 training as needed with all staff on unit or SIM lab
- Developing a *Unit Learning Plan* for monthly education
- Attending unit meetings to address quick education needs
- Meeting with US, NT, RN, LPN position of *Academic Review* of employee transcript

### Unit Resource For the following:

- Competency Day assignments
- Employee clinical skill development
- Employee soft skill development
- Proactively addressing unit education
- Serving as a mentor and advocate for all staff on unit
- Engaging employees in opportunities
- Addressing needs of employees working all shifts
- Developing & conducting unit FINAL courses for incoming new graduates

Onboarding Specialists are housed on these units: General Surgery/ Orthopaedics, Cardiac Medical Unit/Transitional Care Unit, Medical, Cardiology, Intensive Care Unit, Emergency Department, Maternal Child, and Adult & Geri Psych.

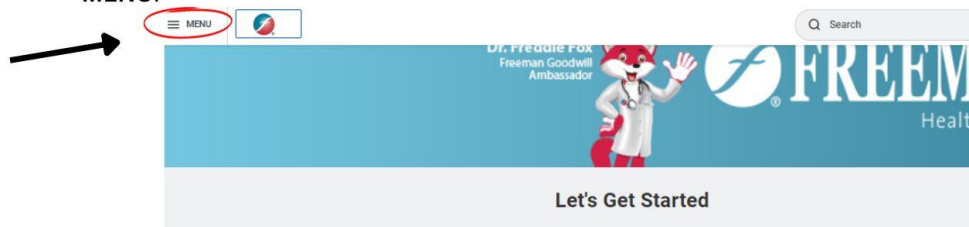


# WorkDay NAVIGATING Learning



## How to Add Learning to your Workday Menu

Step 1: Login to Workday, click **MENU**.



Step 2: Click **ADD APPS**, located at the bottom of the Menu.



Step 3: Type **LEARNING** into the search bar. Click the +.

### Add Apps

Personalize your menu with useful Apps.



Step 4: **LEARNING** has now been added to the Menu. You may reorder your apps by clicking **EDIT**, located at the bottom of the Menu.

### Menu

Apps Shortcuts

Your Saved Order

- Learning Admin
- Learning**
- Learning Trainer
- Time
- Absence
- Benefits and Pay
- Requests
- Directory
- Favorites
- Jobs Hub



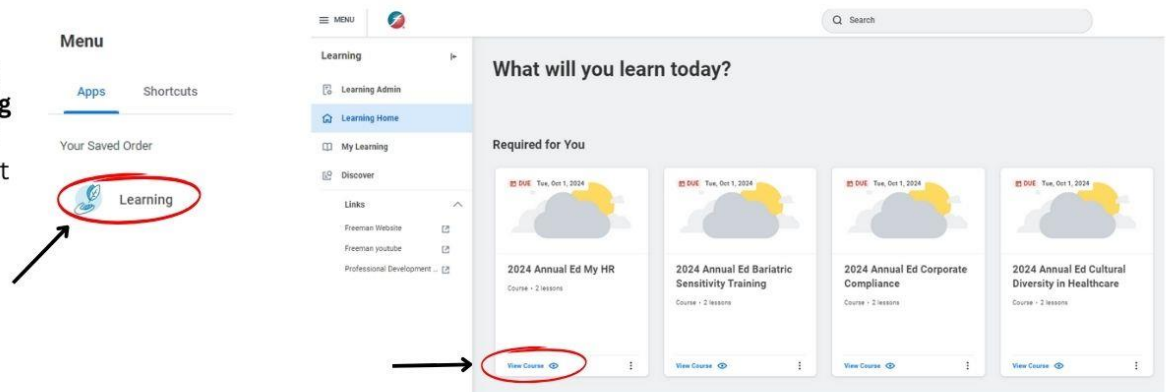


## How to Access and Complete Assigned Learning Courses

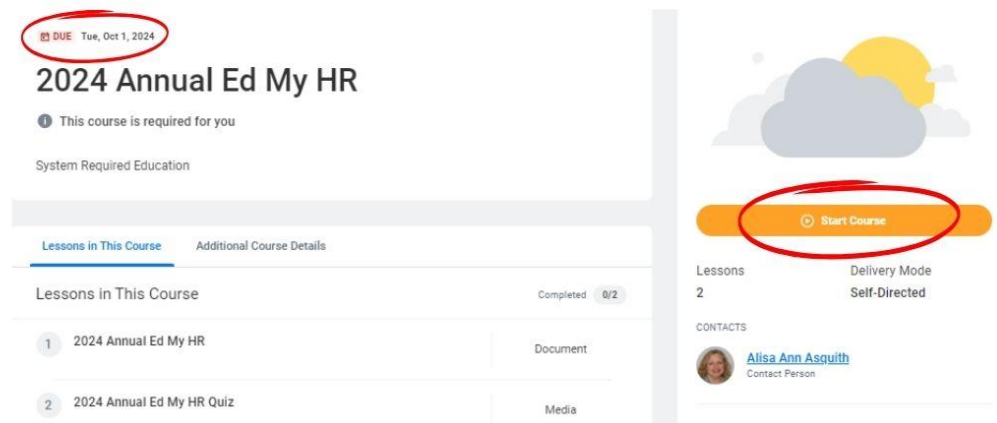
**Step 1:** Login to Workday, select **MENU**.




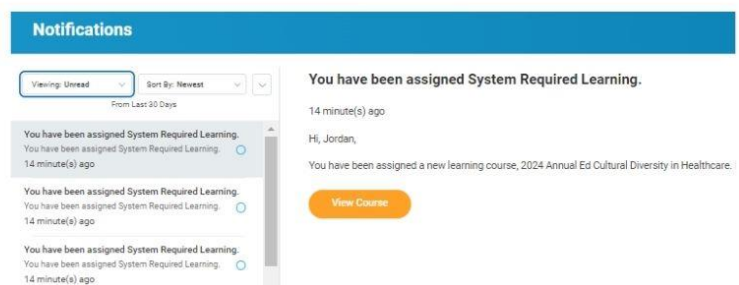
**Step 2:** Select **LEARNING**. Learning Home and My Learning will display **Required for You** courses. Select **VIEW COURSE**.



**Step 3:** The course **due date** will display on the left corner of the screen. To begin the course click **START COURSE**.



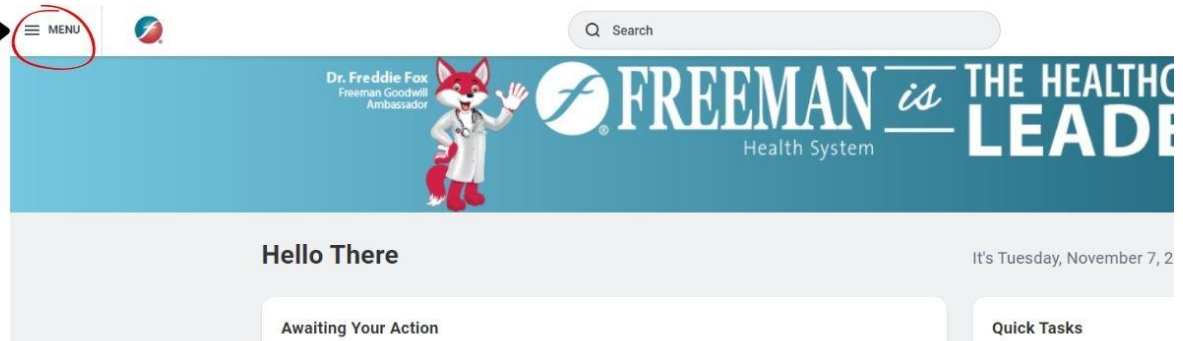
\*You will also be notified through **Workday Notifications**, on top right corner of the screen that **Required Learning** has been assigned to you. Click the  notification. The courses are viewable through notifications as well.\*



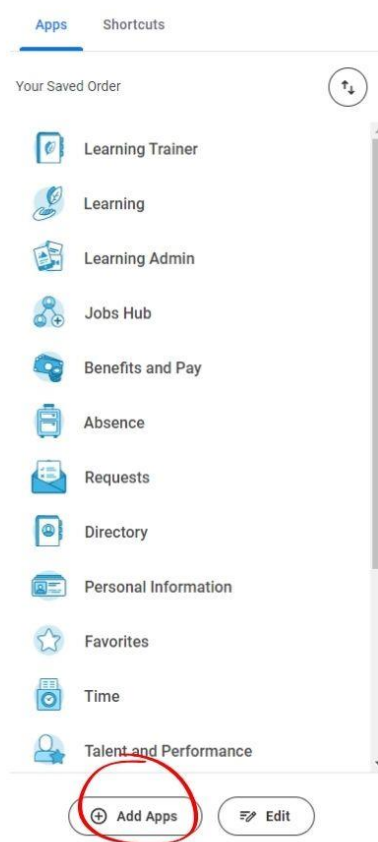
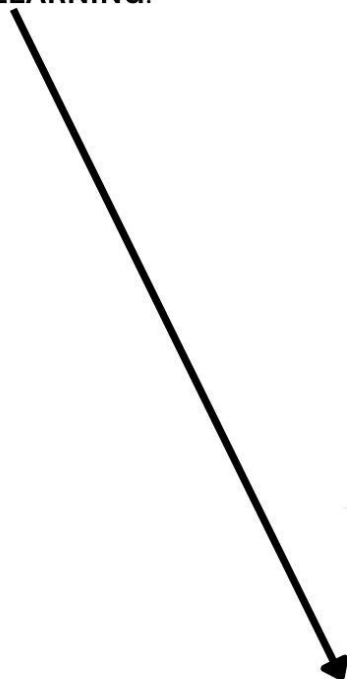


## HOW TO ENROLL IN A GENERAL OPEN LAB & INSTRUCTOR LED COURSES

**STEP 1:** Login to Workday and locate the **MENU**



**STEP 2:** Click **ADD APPS**, type in **LEARNING**, click the + button to save your search. Next you will click on **LEARNING**.



### Add Apps

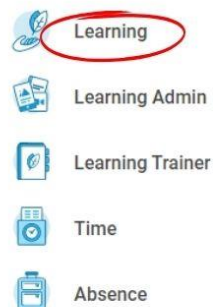
Personalize your menu with useful Apps.

Find Apps

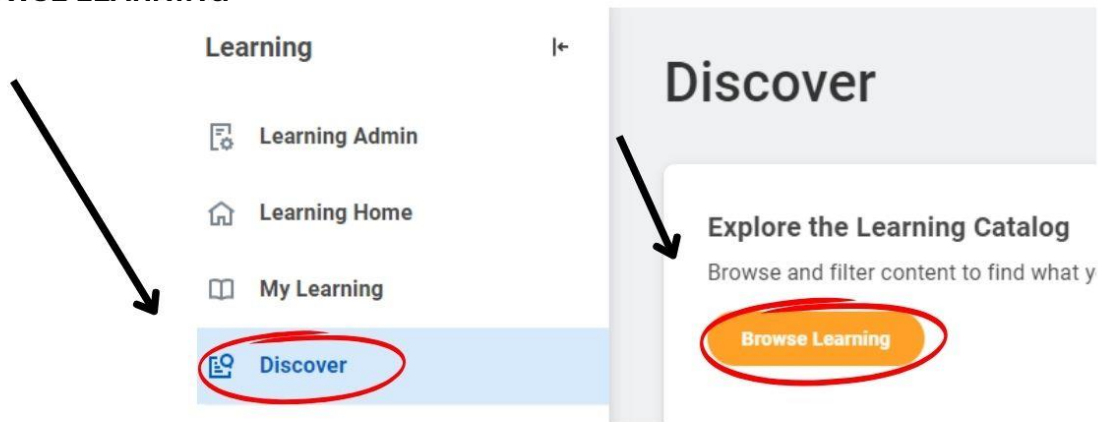
### Menu

Apps Shortcuts

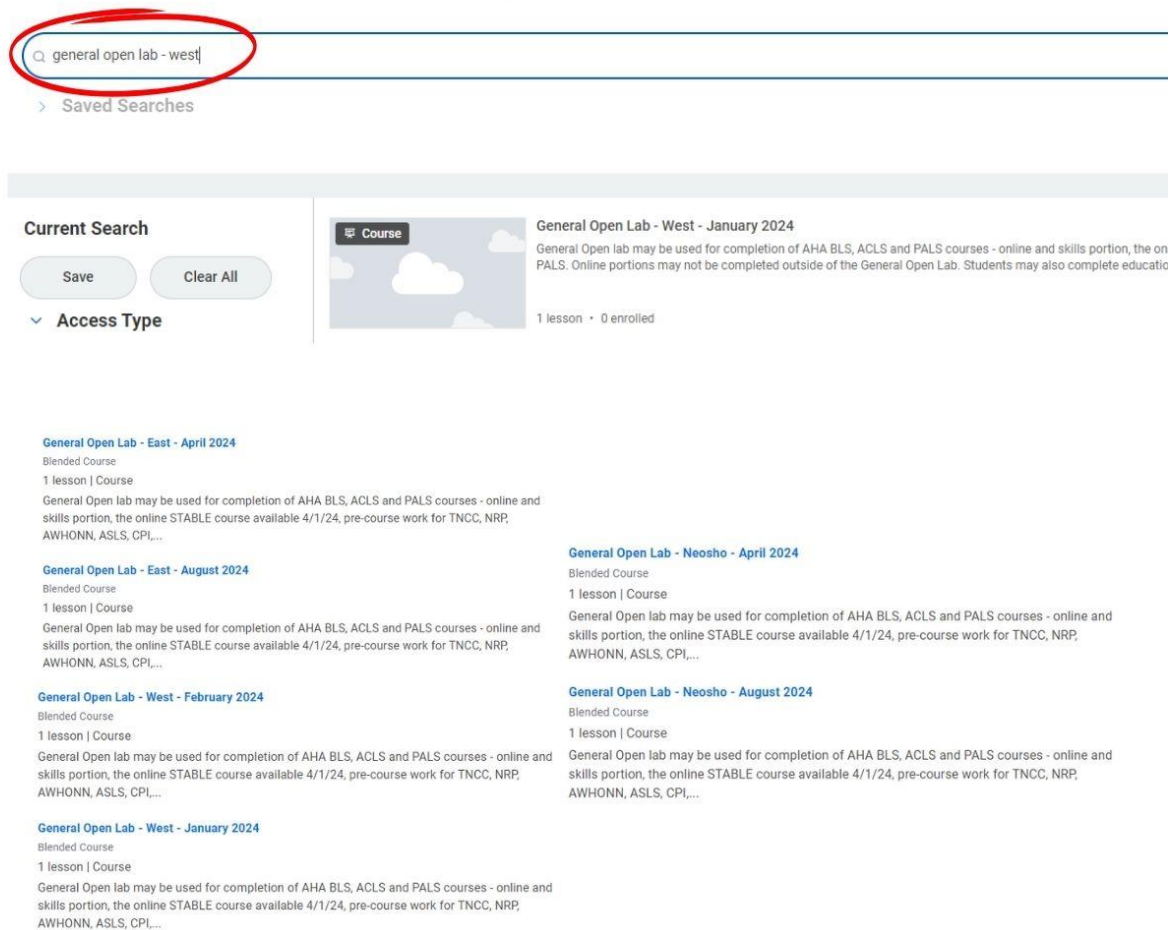
Your Saved Order



**STEP 3:** Click on **Discover** from the learning menu, after this you will select **BROWSE LEARNING**

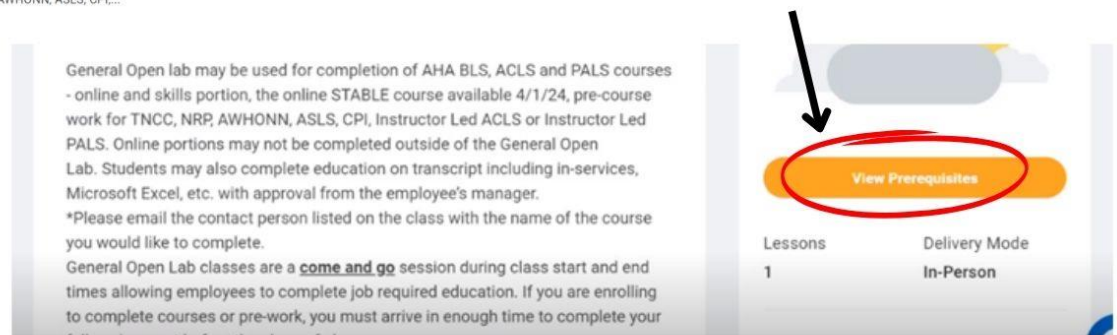


**STEP 4:** Type **GENERAL OPEN LAB - WEST** (or the Instructor Led Course you are searching for) into the search bar, press enter or select the **SEARCH** button on the right side of the screen



**\*General Open Lab will have offerings at each campus for each month of the year\***

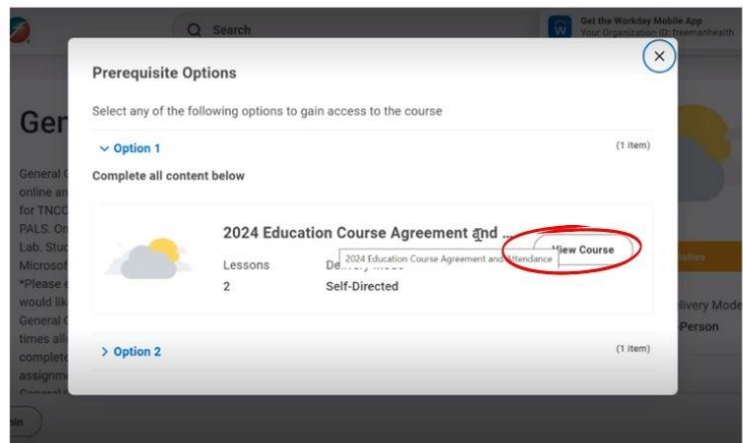
**STEP 5:** Click on **GENERAL OPEN LAB - WEST**, you will be directed to the General Open Lab information page. Click **VIEW PREREQUISITES**.



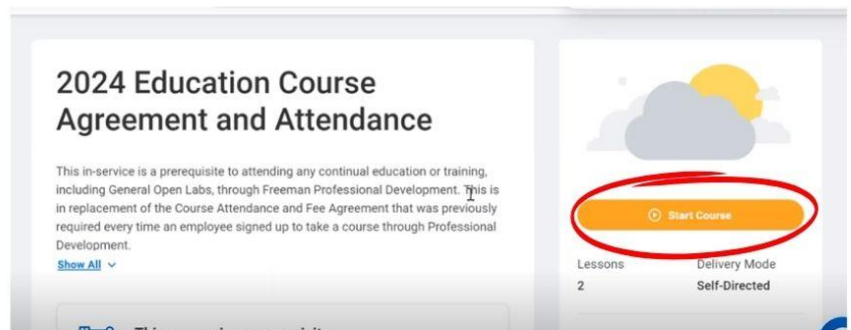


**STEP 6:** Click **VIEW COURSE** and then **START COURSE**

\*The prerequisite will take place of the Electronic Course Agreement that would be signed by the employee on the Intranet, you will not be able to enroll in any courses until this prerequisite is complete.\*



**STEP 7:** Click **OPEN PDF**. The PDF contains information that is needed for the quiz that follows. The quiz must be completed with 100% to pass.

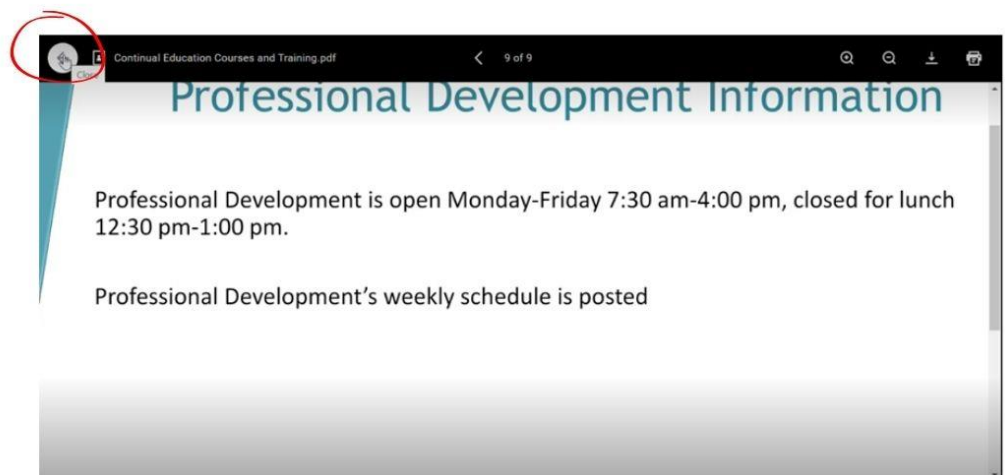


## 2024 Education Course Agreement and Attendance

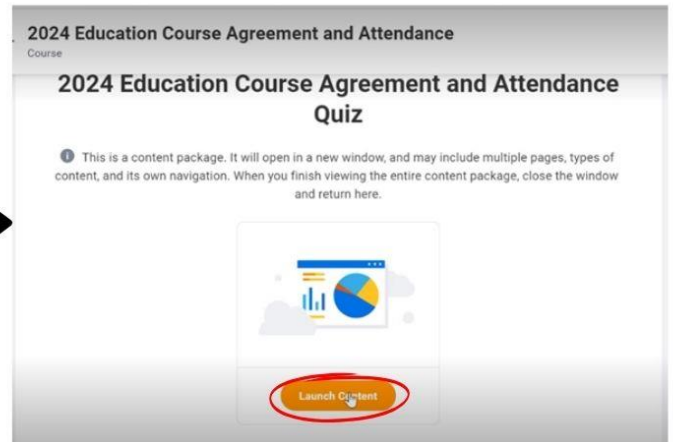
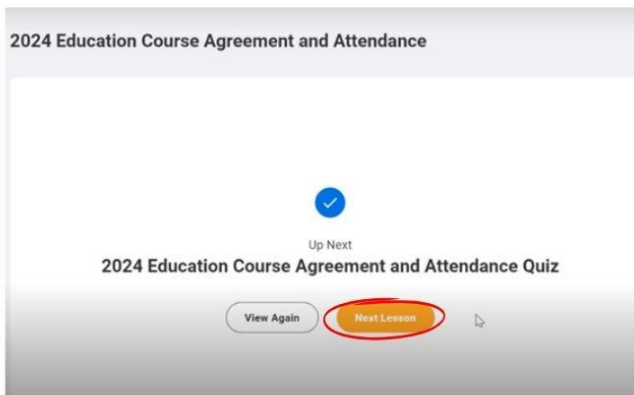
Review file to mark this lesson as complete.



**STEP 8:** After reading through the PDF, click the back arrow on the left side of the screen.



**STEP 9:** After clicking the back arrow, you will be directed to the next lesson. Click **NEXT LESSON**, **LAUNCH CONTENT** will display. Click on **LAUNCH CONTENT**.  
(A pop-up blocker screen may display, if this does, click **LAUNCH CONTENT**.)



**STEP 10:** Take the quiz. **100%** is **REQUIRED** to pass. After passing the quiz, click the **CLOSE** button.

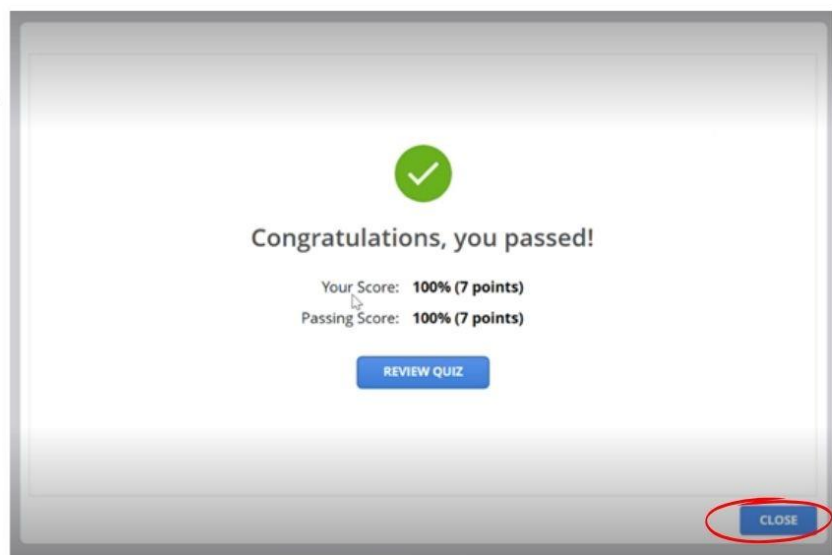
Question 1 of 7

Select all that apply: To attend courses, including General Open Lab for completing courses, at no charge, I am required to:

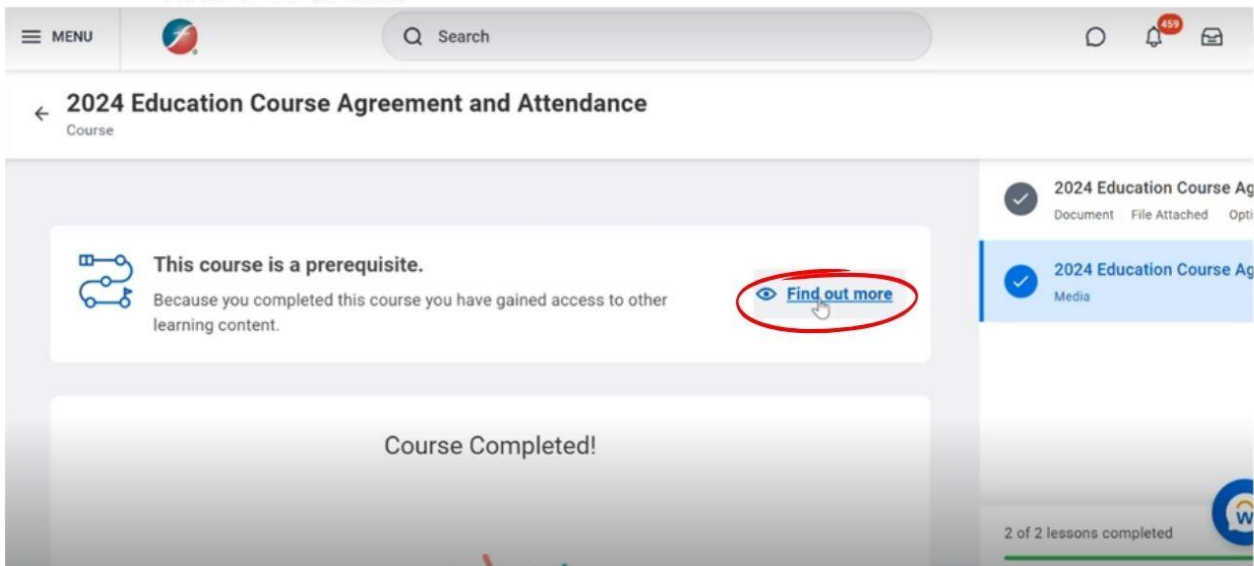
- ☐ No requirements as long as I am employed, I receive all education free of charge
- ☐ If PRN or budgeted less than 40 hours per pay period, I must work 72 hours or more in the 6 week period prior to the course in the position requiring the education
- ☐ I must be employed in a position budgeted 40 hours or more per pay period at the time of the course
- ☐ The course must be a job requirement in my primary and/or secondary positions

SUBMIT ALL

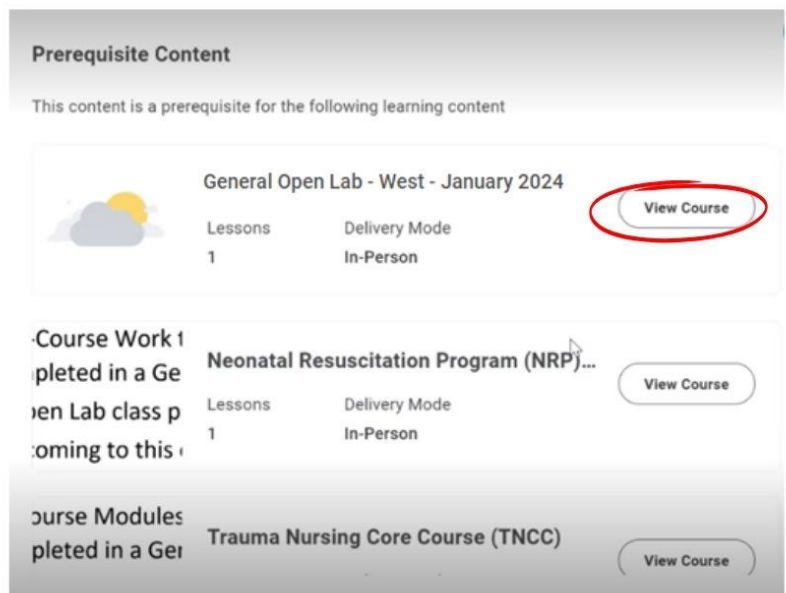
< PREV NEXT >



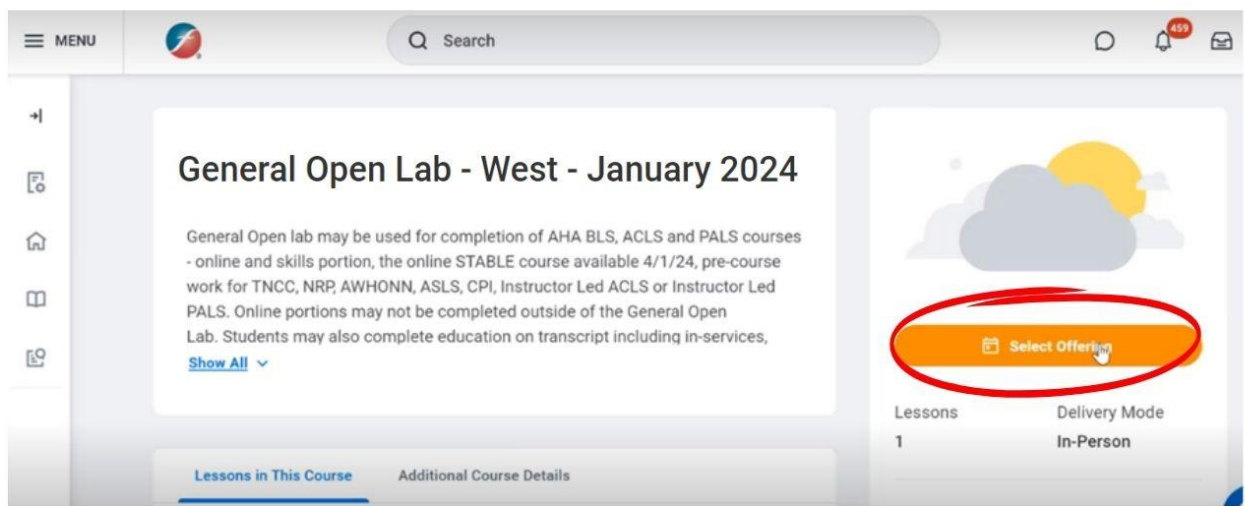
**STEP 11:** You have completed the course, **COURSE COMPLETED!** will display. Above the trophy, you will select **FIND OUT MORE.**



**STEP 12:** The Prerequisite Content is available for viewing. Click **VIEW COURSE** for the course you need to enroll in.



**STEP 13:** Click **SELECT OFFERING**



## STEP 14: Select Offering for the date to enroll in course

### Select Offering

Offerings 3 items

Order	Select Offering	Start Date	End Date	Location	Instructor
1	<input type="checkbox"/>	Tue, Jan 9, 2024, 8:00 AM Central Time (Chicago)	Tue, Jan 9, 2024, 3:30 PM Central Time (Chicago)	Freeman Hospital West	Esther Marie Adams
2	<input type="checkbox"/>	Fri, Jan 12, 2024, 8:00 AM Central Time (Chicago)	Fri, Jan 12, 2024, 3:30 PM Central Time (Chicago)	Freeman Hospital West	Esther Marie Adams
3	<input type="checkbox"/>	Fri, Jan 19, 2024, 8:00 AM Central Time (Chicago)	Fri, Jan 19, 2024, 3:30 PM Central Time (Chicago)	Freeman Hospital West	Esther Marie Adams

## STEP 15: Read through the course information and ensure you selected the correct date. Click **SUBMIT**.

General Open Lab - West - January 2024

Tue, Jan 9, 2024, 8:00 AM Central Time (Chicago) - 3:30 PM Central Time (Chicago)

Location Freeman Hospital West

General Open Lab may be used for completion of AHA BLS, ACLS and PALS courses - online and skills portion, the online STABLE course available 4/1/24, pre-course work for TNCC, NRP, AWHONN, ASLS, CPL, Instructor Led ACLS or Instructor Led PALS. Online portions may not be completed outside of the General Open Lab. Students may also complete education on transcript including in-services, Microsoft Excel, etc. with approval from the employee's manager.

\*Please email the contact person listed on the class with the course you would like to complete.

General Open Lab classes are a **come and go** session during class start and end times allowing employees to complete job required education. If you are enrolling to complete courses or pre-work, you must arrive in enough time to complete your full assignment before the close of the General Open Lab. Students may also complete education on transcript including in-services, Microsoft Excel, etc. with approval from the employee's manager.

Comments: Enrollment and approval by manager is required prior to attending this course.

Note: Basic computer skills are necessary

If you have any questions or concerns, please contact Professional Development at 417-347-5830 or by email at professionaldevelopment@freemanhealth.com.

In the event there are any changes to the course date/time, including inclement weather, employees enrolled will receive an email and/or text with information about the course. Please make sure your personal contact information- cellphone and home email- are updated in Workday.

All other FAQs regarding General Open Labs may be found in the Course Catalog.

Lessons 1 item

Lesson	Type	Date	Instructor	Location	Address
Computer Instructor Courses- No live Instructor	In Person Classroom (Instructor Led)	Tue, Jan 9, 8:00 AM - 3:30 PM Central Time (Chicago)	Esther Marie Adams	Freeman Hospital West	1102 W 32nd Street Joplin, MO 64804

enter your comment

You have submitted Enroll in Content: General Open Lab - West - January 2024

#### Up Next

Ashley Elizabeth Jones-Scroggins

Approval by Manager  
Due Date: 11/22/2023

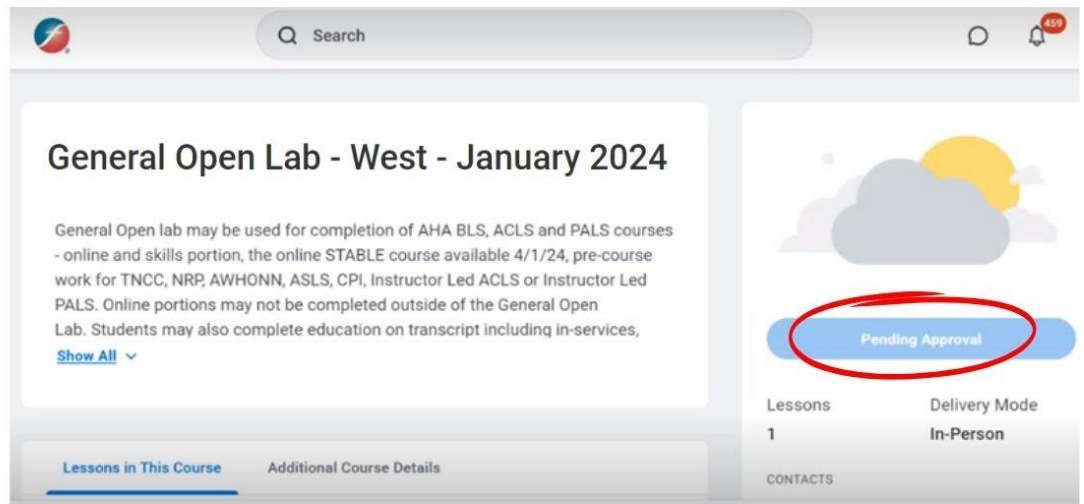
> Details and Process

**STEP 16:** You have submitted to enroll in General Open Lab, your manager must approve. This is the screen that will display. Select **DONE**.

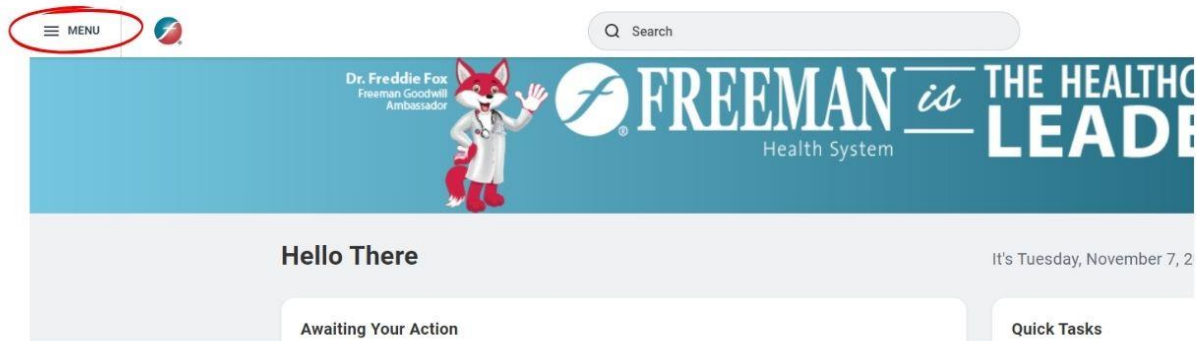
DONE



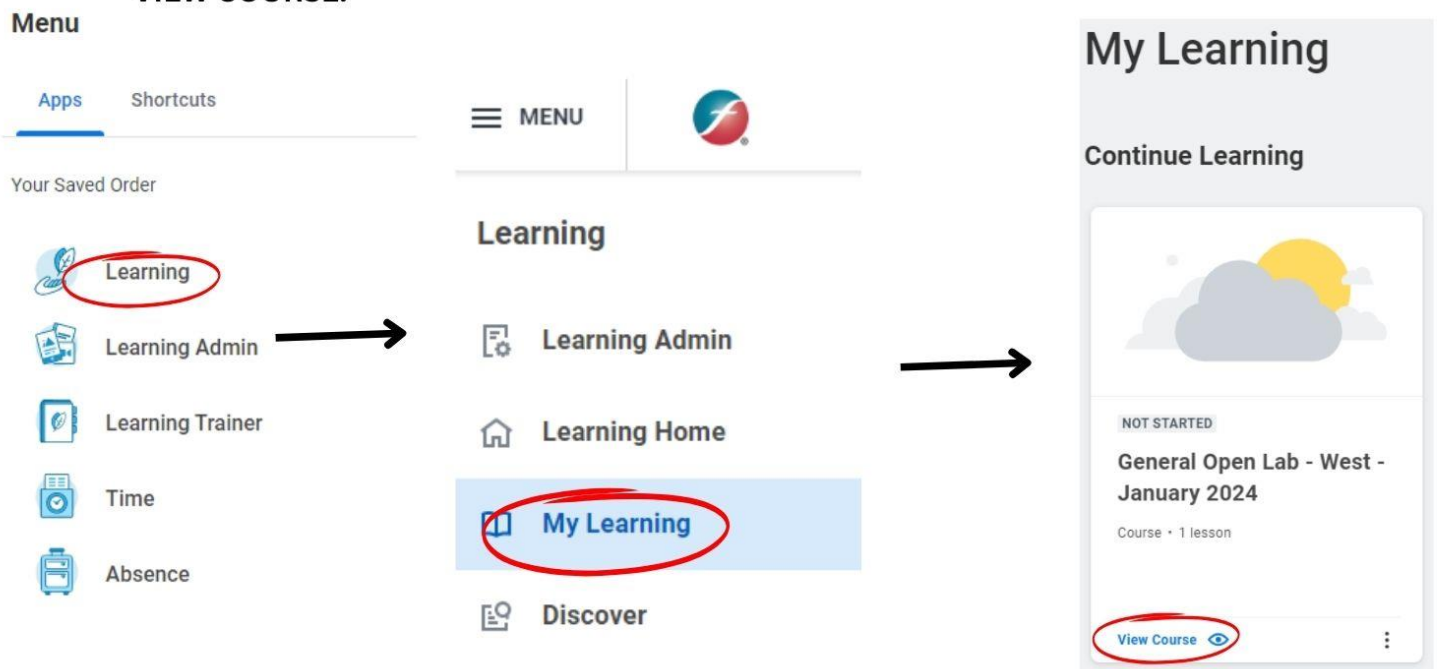
**STEP 17:** While waiting for manager approval, a PENDING APPROVAL will display.



**STEP 18:** Your manager let you know that your enrollment was approved. Login to Workday. Click **MENU**.



**STEP 19:** Click **LEARNING**, then click **MY LEARNING**. Click on **VIEW COURSE**.





**STEP 20:** Add Scheduled Lesson to calendar. This will add the enrolled course to your Freeman Outlook calendar.

#### Upcoming Scheduled Lessons

Download the invitation to your calendar.

Add to Calendar

Date	Time	Classroom
Tue, Jan 9, 2024	8:00 AM CST	<a href="#">Computer Instructor Courses- No live instructor</a> →

## General Open Lab - West - January 2024



Start Course

NOT STARTED

**STEP 21:** Scroll down, select **COMPUTER INSTRUCTED COURSES.** The information will be displayed for the course.

General Open lab may be used for completion of AHA BLS, ACLS and PALS courses - online and skills portion, the online STABLE course available 4/1/24, pre-course work for TNCC, NRP, AWHONN, ASLS, CPI, Instructor Led ACLS or Instructor Led PALS. Online portions may not be completed outside of the General Open Lab. Students may also complete education on transcript including in-services, [Show All](#) ▾

#### CONTACTS

 [Esther Marie Adams](#)  
Contact Person

[Show All \(2\)](#) 👁

[Save](#)

#### Lessons in This Course Additional Course Details

##### Lessons in This Course

Completed 0/1

1 [Computer Instructed Courses- No live](#) →

Classroom  
7 hours 30 minutes

Drop enrollments for others?

[Drop Learners](#)

No longer want to take this course?

[Drop Course](#)

Manage your learners' attendance and grades

[Manage Roster](#)

## Computer Instructor Courses- No live Instructor

Attend this in-person classroom lesson on dates scheduled below.

DATE	TIME	ENDS AT
Tue, Jan 9, 2024	8:00 AM CST	3:30 PM

#### LOCATION

Joplin- West- Professional Development Computer Training Room (Capacity 24 max), Freeman Hospital West

[See Address](#) ▾

#### Computer Instructor Courses- No live Instructor

1 Classroom 7 hours 30 minutes

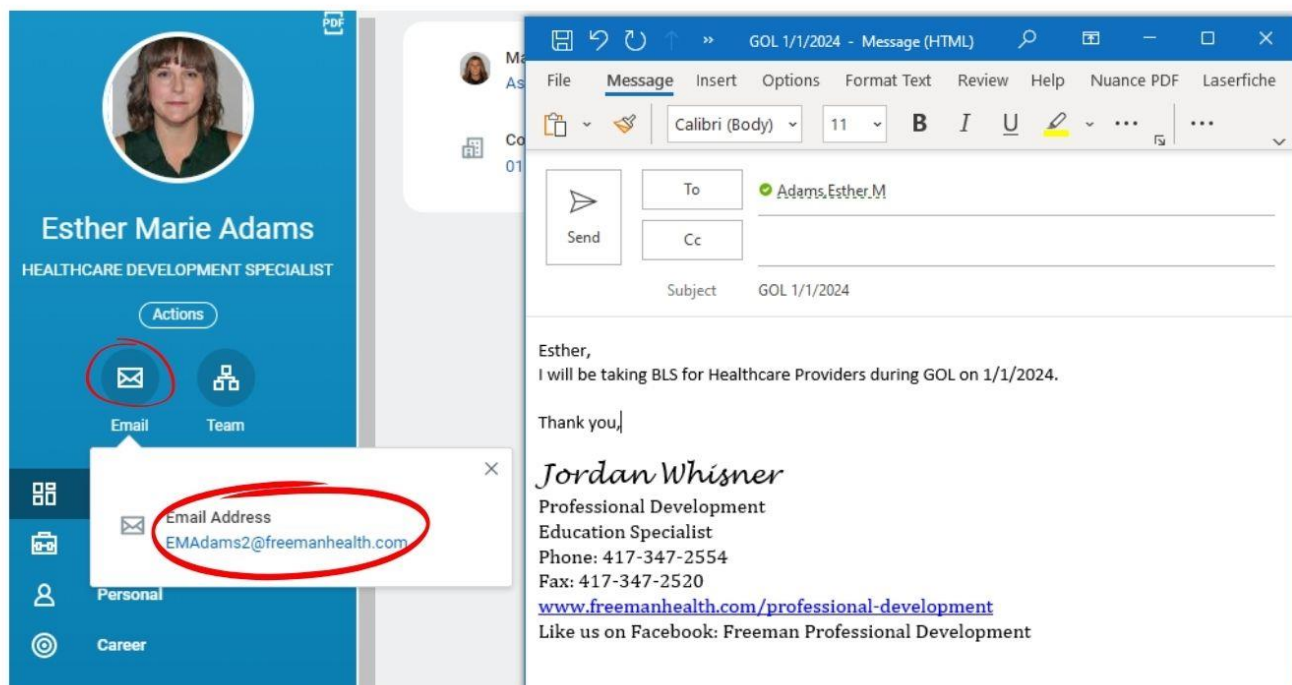
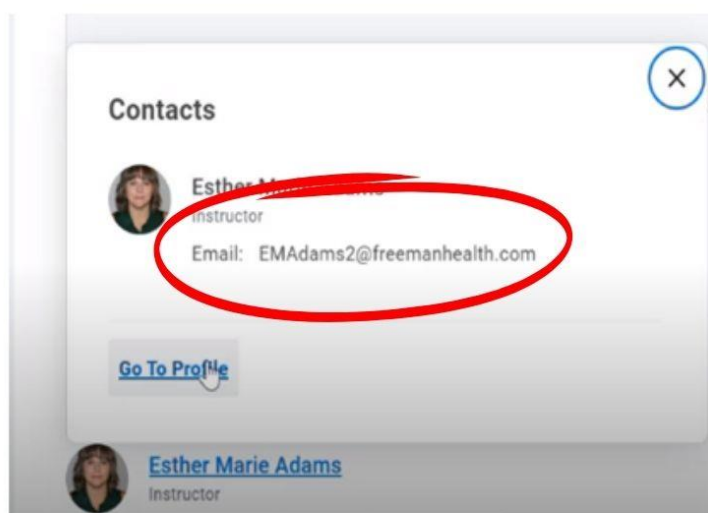
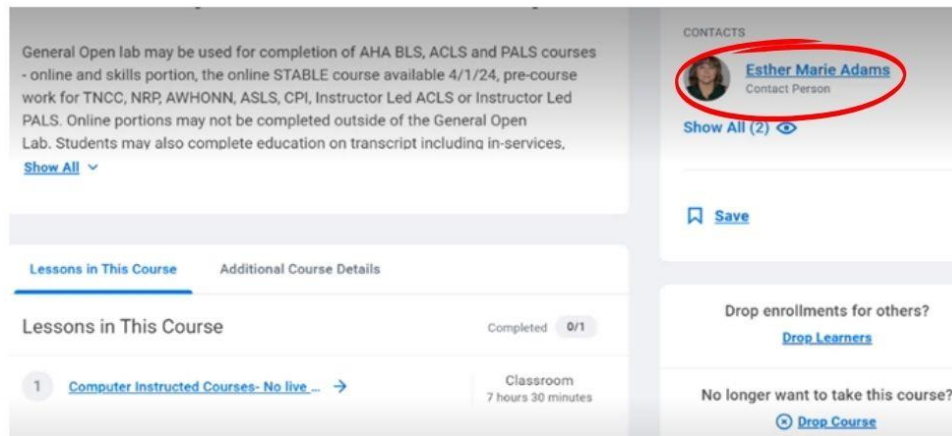
[UPCOMING](#) Tue, Jan 9, 2024, 8:00 AM

## FOR GENERAL OPEN LAB:

**STEP 1:** Locate the **CONTACTS** to the right of the GOL Information box. Click on the contact name.

**STEP 2:** The contact email will display. You will email the Instructor to let them know what you are taking while attending GOL.

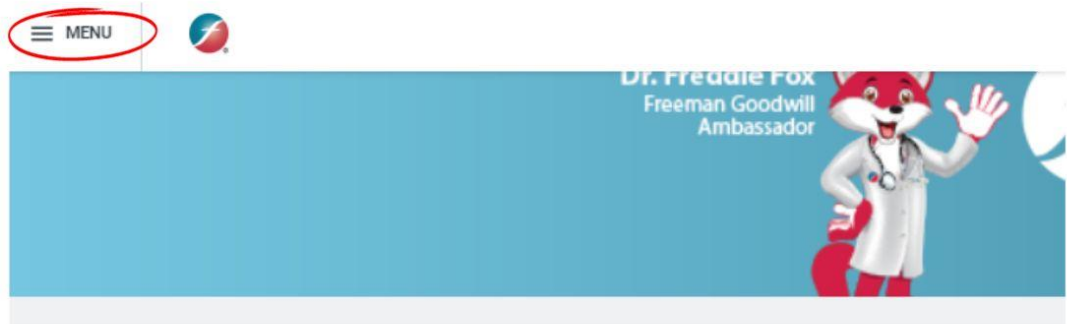
You can also click **GO TO PROFILE**. Click on **EMAIL**. Click on the email link provided and you will be taken directly to your email with the instructor as the recipient.



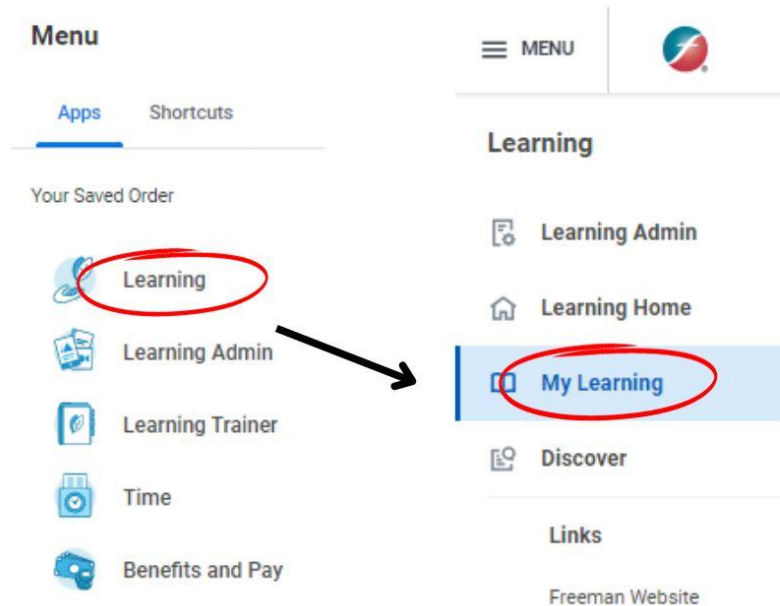


## HOW TO UNENROLL FROM GENERAL OPEN LAB & INSTRUCTOR LED COURSES

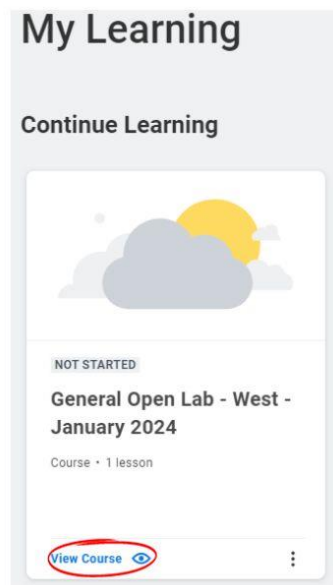
**STEP 1:** Login to Workday, click **MENU**.




**STEP 2:** Select **LEARNING**, from the Learning hub, click **MY LEARNING**.



**STEP 3:** Continue Learning will display, click **VIEW COURSE**.



**STEP 4:** The Upcoming Scheduled Lesson details will display. Towards the bottom right corner of the page, click **DROP COURSE**.

 Upcoming Scheduled Lessons

Download the invitation to your calendar.

Add to Calendar

Date

Tue, Jan 9, 2024

Time

8:00 AM CST

Classroom

[Computer Instructor Courses- No live Instructor](#) →

## General Open Lab - West - January 2024

General Open lab may be used for completion of AHA BLS, ACLS and PALS courses - online and skills portion, the online STABLE course available 4/1/24, pre-course work for TNCC, NRP, AWHONN, ASLS, CPI, Instructor Led ACLS or Instructor Led PALS. Online portions may not be completed outside of the General Open Lab. Students may also complete education on transcript including in-services, Microsoft Excel, etc. with approval from the employee's manager.

Show All ▾

Lessons in This Course

Additional Course Details

Lessons in This Course


Completed 0/1

1

[Computer Instructor Courses- No live Instructor](#) →


Classroom  
7 hours 30 minutes

Comments



Add a comment. Type "@" to tag someone.

Post



Start Course

NOT STARTED


Lessons

1

Delivery Mode

In-Person

CONTACTS



[Esther Marie Adams](#)  
Contact Person

Show All (2) 👁

Save

Drop enrollments for others?

[Drop Learners](#)

No longer want to take this course?

[Drop Course](#)

Manage your learners' attendance and grades.

[Manage Roster](#)

**STEP 5:** The Drop Learning Enrollment agreement will display. Click the 3 dots, drop reasons will populate. Select your reason and then click **OK**.

Drop Learning Enrollment

General Open Lab - East Campus

**Important:** Dropping enrollment from a course within 48 hours of the course occurring will result in a \$65 course fee to be payroll deducted from the employee's next paycheck. To request the fee to be waived, employees must communicate with their Department Leader and the Director of Professional Development the reason for unenrolling in a course within 48 hours. Requests for the fee to be waived must be made prior to the close of the current payroll period. After the payroll period has closed, fees will not be waived or refunded.

Drop Reason

OK

Cancel



## Drop Learning Enrollment

**STEP 6:** One more Drop Learning Enrollment disclaimer will display. Please read through the information. Once you have done so, click **SUBMIT**.

\*You have the ability to Drop Learning Enrollment up to **48 hours** before the course begins.\*

**Important:** Dropping enrollment from a course within 48 hours of the course occurring will result in a \$65 course fee to be payroll deducted from the employee's next paycheck. To request the fee to be waived, employees must communicate with their Department Leader and the Director of Professional Development the reason for unenrolling in a course within 48 hours. Requests for the fee to be waived must be made prior to the close of the current payroll period. After the payroll period has closed, fees will not be waived or refunded.

Are you sure you want to drop the following content?

### General Open Lab - West - January 2024

1102 W 32nd Street, Joplin, MO 64804 United States of America

Dates Tue, Jan 9, 8:00 AM Central Time (Chicago) - 3:30 PM Central Time (Chicago)

General Open lab may be used for completion of AHA BLS, ACLS and PALS courses - online and skills portion, the online STABLE course available 4/1/24, pre-course work for TNCC, NRP, AWHONN, ASLS, CPI, Instructor Led ACLS or Instructor Led PALS. Online portions may not be completed outside of the General Open Lab. Students may also complete education on transcript including in-services, Microsoft Excel, etc. with approval from the employee's manager.

\*Please email the contact person listed on the class with the course you would like to complete.

General Open Lab classes are a **come and go** session during class start and end times allowing employees to complete job required education. If you are enrolling to complete courses or pre-work, you must arrive in enough time to complete your full assignment before the close of class.

General Open Lab may be used for completion of Pre-course work for TNCC, ASLS, NRP, AWHONN, Instructor Led ACLS or Instructor Led PALS. This course is also used to complete AHA BLS, PALS, and/or ACLS courses- online and skills portion. Online portions may not be completed outside of the General Open Lab. Students may also complete education on transcript including in-services, Microsoft Excel, etc. with approval from the employee's manager.

Comments: Enrollment and approval by manager is required prior to attending this course.

Note: Basic computer skills are necessary

If you have any questions or concerns, please contact Professional Development at 417-347-5830 or by email at professionaldevelopment@freemanhealth.com.

In the event there are any changes to the course date/time, including inclement weather, employees enrolled will receive an email and/or text with information about the course. Please make sure your personal contact information- cellphone and home email- are updated in Workday.

All other FAQs regarding General Open Labs may be found in the Course Catalog.

Submit

Cancel

You have submitted



[Drop Learning Enrollment: General Open Lab - West - January 2024](#)

### Up Next



Ashley Elizabeth Jones-Scroggins

Approval by Manager

> **Details and Process**

### Do Another

Drop Learning Enrollment

Done