How to Earn CE for Elsevier Clinical Skills

- **Go to the Elsevier Clinical Skills (formerly Mosby's)**
- **Click on Login (located in upper right-hand corner of page)**
    - **Sign In box will appear**
        - **Login: enter your VUMCID**
        - **Password: hello**

- ******If you wish to change your password, do the following:**
    - Click on your name in the upper right corner of the Home Page.
    - Select '*Profile*' from the menu choices. The My Profile screen displays.
    - Click '*Change Password*'. The Change Password screen displays.
    - Enter the password you are presently using in the Current Password
    - Enter the password you want to use in the New Password and Confirm Password
        - Passwords must contain at least eight characters, with both letters (lowercase or capital) and at least one number.
    - Click '*Submit*'. The Change Password screen refreshes. A confirmation message displays at the top of the screen.
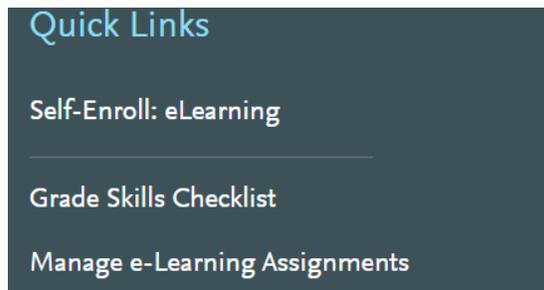
- **Access desired lesson(s)/skill(s) one of the following ways:**
  - Click on **eLearning tab** (located at top of page)
    - **Select 'Self-enrollment'** from the eLearning tab drop down box of menu items.

      Create an Assignable Module
      Edit Existing Modules
      Assign Training
      Publish Modules for Self Enrollment
      My eLearning Lessons
      Self Enrollment
      Calendar

    ### *OR*

  - Click on **Quick Links** (located in column on left of page)
    - **Select 'Self-Enroll: eLearning'**

      Quick Links

      Self-Enroll: eLearning

      Grade Skills Checklist

      Manage e-Learning Assignments

- The '**Assigned Items' screen appears**

  o **Select 'eLearning Self Enroll' tab**
  o **To enroll** in a course **or view** available CE lessons
    - **click 'Enroll'** for 'All Users—Elsevier CE Skills'
    - **A 'Self Enroll' screen will appear**

- **Select item(s)** you want to enroll in by checking boxes to left of lesson name(s)
- **Click 'Add Lessons'** at bottom of page

Self Enroll

Close Window

Select the items you want to enroll in by checking boxes to the left of the lesson name(s) or check the **Select all** box, then click **Add Lessons**.

Select all	Assignable Item Name
☐	Hand Hygiene - CE
☐	Hand-off Report: Nursing Report - CE
☐	Head Circumference Measurement (Maternal-Newborn) - CE
☑	Hearing Aid Care - CE
☐	Heat Lamp - CE

Self Enroll

☐	Splinting: Knee Immobilization - CE
☐	Splinting: Pelvic - CE
☐	Splinting: Plaster and Fiberglass - CE
☐	Splinting: Traction Splints - CE
☐	Splinting: Vacuum Splints - CE
☑	Staff Stress and Resilience - CE
☐	Staff-Splitting Patient Behaviors - CE
☐	Staple and Suture Removal - CE
☐	Sterile Field Preparation - CE
☐	Sterile Gloving - CE
☐	Sterile Gown and Gloves (Closed Gloving) - CE
☐	Sterile Speculum Examination (Maternal-Newborn) - CE
☐	Sterile Vaginal Examination (Maternal-Newborn) - CE
☐	Streptokinase for Acute Myocardial Infarction - CE
☐	Suctioning: Nasotracheal - CE
☐	Suctioning: Oropharyngeal - CE
☐	Suicide Assessment and Precautions - CE
☐	Superior Vena Cava Syndrome Management (Oncology) - CE
☐	Support Surfaces - CE

Add Lessons

- The Self Enroll screen will refresh displaying a **confirmation message.**

- **Click 'Close Window'** to return to the **'Assigned Items'**

- **On 'Assigned Items' screen**

  - **Select 'Assigned items' tab**

  - Your self-enrolled lesson/skill will appear in a table as **'Assigned Item'**

  - **Click on desired item** to begin your lesson

    - **Read the skill information**

    - **Click on 'TEST'.**

      - **Answer** the questions and **submit**.

    - When test is submitted for grading, **test results will populate.**

      - You must pass the online test with at least 80% to earn contact hours.

    - **Click on 'Claim Certificates'** (located in upper right corner).

Test Results   ⊗ Claim Certificates

Percentage Correct: **100%**

    - New screen will appear. **Click on: **Complete Lesson Evaluation to access certificate**.**

Date Earned	Certificate Earned	Contact Hours
06/30/2020	**Complete Lesson Evaluation to access certificate**	

    - New screen will appear. **Complete/submit the CE evaluation survey.**
      - **Demographics**: Provide the information for your learner and demographic profile. The information is required to award you CE credits and store your records. Fields marked with an asterisk(*) are required.
      - **Evaluation**: Complete the evaluation of the CE activity in order to be eligible for a certificate
      - **Certificate of Completion:** Print option in upper right-hand corner

- **Go to Clinical Skills 'Home' tab > My Activities Overview** (located left hand column of page)
  - o **Transcript** (click and shows all Contact Hours earned with status)
    - ▪ **Click on 'eLearning' tab**
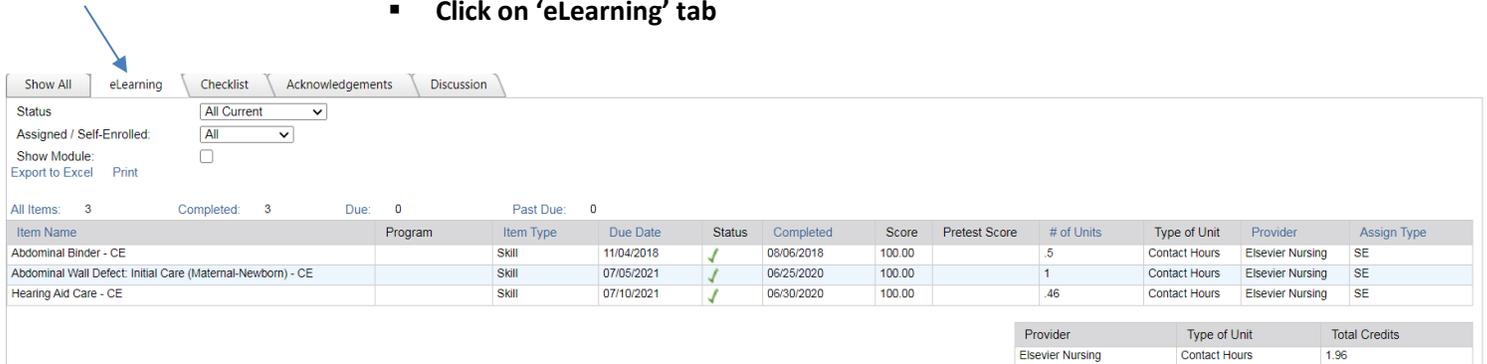
Show All	eLearning	Checklist	Acknowledgements	Discussion

Status: [All Current ▾]
Assigned / Self-Enrolled: [All ▾]
Show Module: ☐
Export to Excel   Print

All Items: 3   Completed: 3   Due: 0   Past Due: 0

Item Name	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
Abdominal Binder - CE		Skill	11/04/2018	✓	08/06/2018	100.00		.5	Contact Hours	Elsevier Nursing	SE
Abdominal Wall Defect: Initial Care (Maternal-Newborn) - CE		Skill	07/05/2021	✓	06/25/2020	100.00		1	Contact Hours	Elsevier Nursing	SE
Hearing Aid Care - CE		Skill	07/10/2021	✓	06/30/2020	100.00		.46	Contact Hours	Elsevier Nursing	SE

Provider	Type of Unit	Total Credits
Elsevier Nursing	Contact Hours	1.96

  - o **Credits Earned** (click and shows all Contact Hours earned and <mark>access to certificate</mark>)
    - ▪ **Click on 'Show All' tab'**
    - ▪ **Click on Provider name** in table in order to access/print a copy of the certificate
    - ▪ Follow instructions that appear to access the certificate.
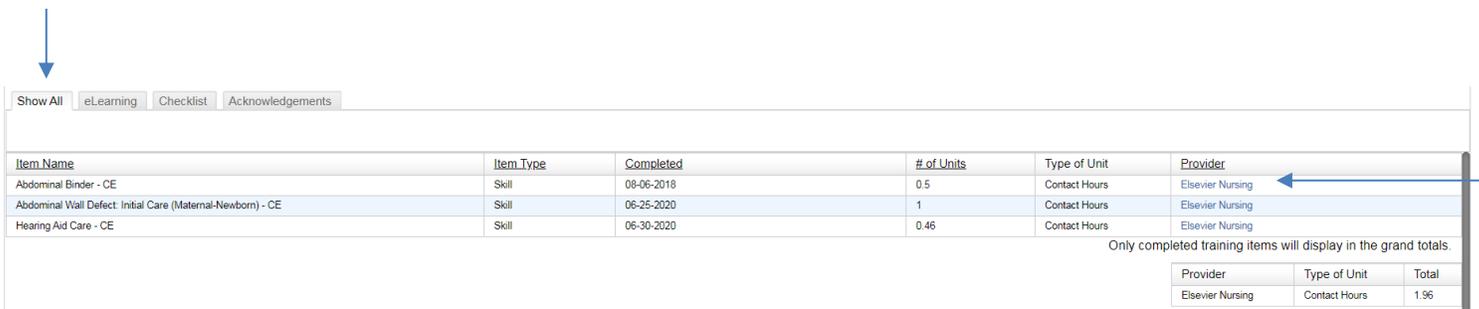
Show All	eLearning	Checklist	Acknowledgements

Item Name	Item Type	Completed	# of Units	Type of Unit	Provider
Abdominal Binder - CE	Skill	08-06-2018	0.5	Contact Hours	Elsevier Nursing
Abdominal Wall Defect: Initial Care (Maternal-Newborn) - CE	Skill	06-25-2020	1	Contact Hours	Elsevier Nursing
Hearing Aid Care - CE	Skill	06-30-2020	0.46	Contact Hours	Elsevier Nursing

Only completed training items will display in the grand totals.

Provider	Type of Unit	Total
Elsevier Nursing	Contact Hours	1.96

Information source: **Elsevier Resources: Clinical eLearning.**