

VIRTUAL CLASS INSTRUCTIONS AND SCHEDULE

“Six Rights to Safe Medication Administration,” “Infection Control,” and “Fatal Four”

To access ODHS virtual classes, the individual must have a **Workday Learning (WDL)** account. Go to <https://tinyurl.com/RequestWDLAccount> to request an account. Once a WDL account has been opened, the student can register for classes and access the assigned lessons for each class.

Only the individual needing a Workday Learning (WDL) account may request an account and register for WDL classes. No one else, including the AFH owner, coworker, manager, facility supervisors, spouses, etc., can request a profile or register for virtual classes on behalf of another individual. **WDL is a secure, confidential Oregon State website.**

WDL contains confidential and protected information. The use of WDL is limited to legitimate business purposes as determined by applicable policies, rules, and laws. Users of the system are prohibited from **unauthorized use or disclosure of information** contained in the system. Data in the system will not be disclosed unless required by law.

The student must use their legal name when requesting a WDL account and logging into a virtual class. Nicknames are not allowed. The email address used to request a WDL account must belong to the student and not be shared with coworkers or family members. ODHS only uses the email address found in the student’s WDL account.

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WDL – RESOURCES

The Workday Learning (WDL) webpage has current information, links, and how to use WDL: <https://www.oregon.gov/odhs/providers-partners/Pages/workday-learning-for-partners.aspx>

Request a Workday Account

Go to <https://tinyurl.com/RequestWDLAccount>

The student must request their own WDL account and register for classes themselves. Only use the student's personal email address when requesting a WDL account. Do not use shared email addresses. **Never share your password; ODHS staff will not ask for it.**

It can take three to five business days to approve your request. You will be assigned a username. Write down your username; this is the only way to use the self-serve password reset. For accounts created before June 9, 2023, the username is your EEL account number, for example, "EEL010101." After June 9, 2023, the EEL username is the applicant's email address.

IMPORTANT: It may take up to five business days. For a list of State Holidays, go to: www.oregon.gov/DAS/pages/calendar.aspx

Password Reset

You will need your EEL account number or the email address you used to create your WDL account.

Self-service password reset: <https://www.oregon.gov/odhs/providers-partners/Documents/workday-ja-self-serve-password-reset.pdf>

If you are unable to reset your password, go to: afhtraining.spd@odhsoha.oregon.gov

Do not attempt to create another account if you cannot access it. Your application will be denied. WDL does not allow duplicate accounts.

WDL Support

For WDL account issues, including passwords, go to afhtraining.spd@odhsoha.oregon.gov

Printing Student Transcript

Certificates are not issued. Proof of successful completion is reflected in the student's transcript in WDL: <http://tinyurl.com/ODHS-Transcript>. Test scores are recorded on the transcript's class segment, not the test segment.

VIRTUAL CLASS POLICIES

All virtual classes have lessons assigned that must be completed (required) **before** class. To access the lessons, log into your WDL account and go to the class to view the assigned lessons. Students will not be enrolled into the class test until the lessons are completed. Additionally, each class has a final test that requires a score of 90% or better before the class is marked as completed.

Students cannot register for the Six Rights class until they complete the online prerequisite – C02865H- a self-paced online training. The student must score 90 percent or better.

When students join the class, they enter the “lobby.” Admission to the class begins 15 minutes before the start of class. If a student tries to join the class 15 minutes or more after the start of class, they will not be admitted. **Morning classes start at 9 a.m., with admission closing at 9:15 a.m. Afternoon classes begin at 1 p.m., with entry closing at 1:15 p.m.**

The student cannot provide resident care during class. The facility is responsible for ensuring adequate coverage for all resident needs while the student is in class.

The student is responsible for providing proof of class completion to their employer. ODHS cannot release information regarding a student’s class status to anyone other than the registered student and ODHS’ licensing authority. Transcripts can be found in the student’s WDL account. **WDL transcript is the only accepted proof of completion.**

Missed class and ODHS’ “No Show” Policy

It is the responsibility of the student to cancel their registration once they become aware they cannot attend. WDL does not allow for canceling class enrollment on the day of class. If you cannot participate in the day of class, email spd.hsu@odhsoha.oregon.gov.

Students who are “no shows” within 12 months from the date of the missed class may be removed from future classes if:

- There is a waitlist for the class.
- Will not be counted if there is low enrollment (a minimum of 15 students is required.)
- If removed once, the student will not be removed again unless another no-show occurs within 12 months.

Virtual Class Calendar

- Registration for classes will be available approximately **60 days** from the class date.
- The last day to register for a class is **ten days** before class by 5 p.m.
- The last day to cancel a registration is the day before class by Noon.
- **If a class and the waitlist is full, the class will not be visible.**
- Automatic reminders will be sent to the email address found in the student's WDL profile. The student is responsible for tracking when class is scheduled once registered. Reminders have significant links to documents the student should read.
- Class duration - 3 hours, which equals 3 Training Hours.

Class/Class Code	Class Date	Start Time	Registration Open @9AM	Registration Close @5PM	Class Drop @Noon
2024 Classes					
Six Rights (C02865)	2/7/2024	9 AM	12/01/2023	02/02/2024	2/6/2024
Six Rights (C02865)	2/7/2024	1 PM	12/01/2023	02/02/2024	2/6/2024
Fatal Four (C01237)	2/8/2024	9 AM	12/01/2023	02/02/2024	2/7/2024
Six Rights (C02865)	2/8/2024	1 PM	12/01/2023	02/02/2024	2/7/2024
Six Rights (C02865)	5/1/2024	1 PM	3/1/2024	4/26/2024	4/30/2024
Infection Control (C01532)	5/2/2024	9 AM	3/1/2024	4/27/2024	5/1/2024
Six Rights (C02865)	5/2/2024	1 PM	3/1/2024	4/27/2024	5/1/2024
Six Rights (C02865)	6/12/2024	1 PM	4/12/2024	6/7/2024	6/11/2024
Fatal Four (C01237)	6/13/2024	9 AM	4/12/2024	6/8/2024	6/12/2024
Six Rights (C02865)	6/13/2024	1 PM	4/12/2024	6/8/2024	6/12/2024
Six Rights (C02865)	8/7/2024	1 PM	6/3/2024	8/2/2024	8/6/2024
Infection Control (C01532)	8/8/2024	9 AM	6/3/2024	8/2/2024	8/7/2024
Six Rights (C02865)	8/8/2024	1 PM	6/3/2024	8/2/2024	8/7/2024
Six Rights (C02865)	10/30/2024	1 PM	8/1/2024	10/25/2024	10/29/2024
Infection Control (C01532)	10/31/2024	9 AM	8/1/2024	10/26/2024	10/30/2024
Six Rights (C02865)	10/31/2024	1 PM	8/1/2024	10/26/2024	10/30/2024
Six Rights (C02865)	12/4/2024	1 PM	10/1/2024	11/30/2024	12/3/2024
Fatal Four (C01237)	12/5/2024	9 AM	10/1/2024	12/1/2024	12/4/2024
Six Rights (C02865)	12/5/2024	1 PM	10/1/2024	12/1/2024	12/4/2024

GETTING READY FOR CLASS

BEFORE CLASS

One week before class, verify your email address in WDL. Update if it has changed and notify spd.hsu@odhsoha.oregon.gov (ODHS' Virtual Class mailbox) of your email address change.

Print the student slides before the start of class. Student slides can be found at:

Six Rights: <https://tinyurl.com/ODHS-SixRightsSlides>

Infection Control: <https://tinyurl.com/ODHS-InfectionControlSlides>

Fatal Four: <https://tinyurl.com/ODHS-FatalFourSlides>

All lessons must be completed before class. The test contains questions from the lessons.

Equipment must be set up before joining the class. It is your responsibility to know how to use your equipment. ODHS has no control over your equipment or internet service.

To join the class, you must log into your WDL account and join the class through WDL. DO NOT use the URL sent in the automatic email when you registered. This bypasses the WDL system.

EQUIPMENT REQUIREMENTS

- Must use a laptop or desktop computer. Landline Phones, Smart Phones, Tablets, and Notebooks are not supported.
- Must have a computer with the Microsoft Windows operating system, a monitor with a resolution above 1024x786 pixels, and a high-speed internet connection. No microphones are needed, headphones only. Questions on the material are asked using the meeting chat.
- Household Internet services typically do not have enough capacity to accommodate more than one person accessing Virtual classes using MS TEAMS. ODHS does not have control over the setting or facility internet service. **Connect the computer or laptop directly to your internet service for best results. Wi-Fi connections can result in lost audio or a “black” screen.**
- **You cannot share a computer with multiple people. Each person must use their own computer or laptop.**
- You must use a compatible browser. It is recommended that you use Firefox. Other browsers include Microsoft Edge or Google Chrome. **Do not use Internet Explorer (IE).**

- If using a MAC (Apple product), it is the user’s responsibility to know how to turn off security features and pop-blockers before the start of class.

Class participation requires the use of the ‘chat’ feature. You are responsible for ensuring your equipment and browser allow you to use this feature. Failure to participate during class will make you ineligible to take the test and require that you repeat the class.

Contact afhtraining.spd@odhsoha.oregon.gov for WDL account issues including password. Assistance may take three to five business days. **Do not request a new account.** Requesting another account could create delays and result in the duplicate account being inactivated, resulting in the student losing class enrollment and class history.

DAY OF CLASS

Log into your WDL account to access the virtual class 15 minutes before the start of class time. Class starts promptly at the top of the hour. Essential instructions for class participation and other information are covered at the beginning of the class and will not be repeated.

Additionally, if you try to log into the class more than 15 minutes late, you will not be admitted. If you miss more than 15 minutes of the class for any reason, you will not be eligible to take the test and will need to repeat the class. No exceptions.

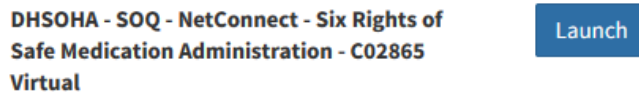
When joining the class, log in through your WDL account. **Do not use the URL link in the email sent to you.** Once you log in, it will take you to your home page.

Select the “Learning” button.

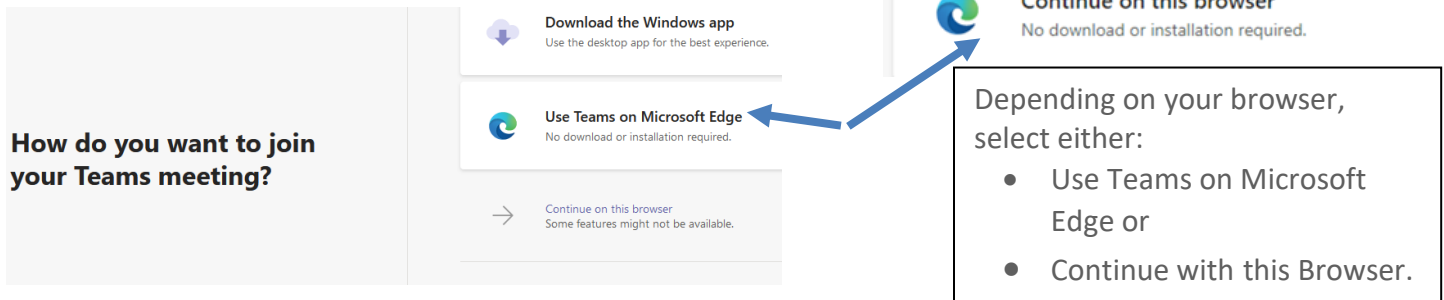


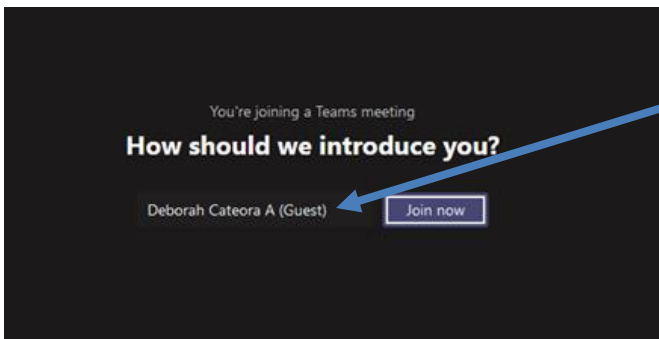
Scroll down until you see the class title.

Then select the “Launch” button.



Another screen will appear:

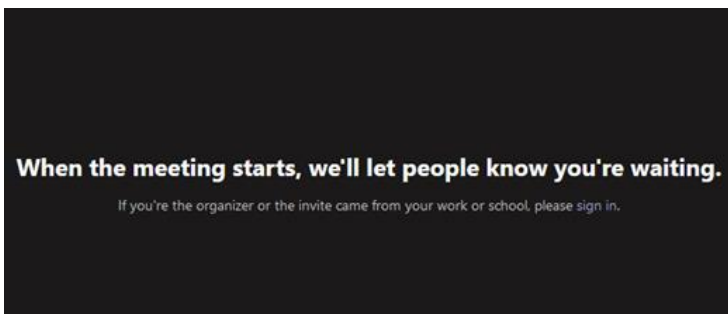




List your first and last name. If it auto fills with a partial name, nickname or someone else's name be sure to clear the information and enter your first and last name. Then select "Join Now". If your name in the webinar does not match your name exactly as it appears in WDL, you will not get credit for attending class.

You may be given an option to join via phone. **Do not select "join by phone." There is no phone option for this class.**

After selecting the join button, you will wait in the Lobby until students are admitted, approximately 15 minutes before class begins.

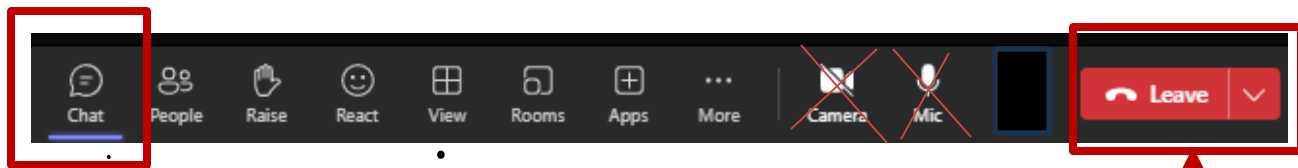


The Host will start letting people into the training 15 minutes before the start of class. Login at:

- 8:45 a.m. for 9 a.m. classes and
- 12:45 p.m. for 1 p.m. classes.

It may take a few minutes to admit everyone to class.

- Students do not use microphones. Only the instructor and host use microphones.
- Cameras will not be used.
- If using headphones or external speakers, you may have to check the computer sound settings **and** the headphone/external speaker settings to verify the sound volume. Make sure any external equipment being used is "recognized" by your computer. You must have your equipment set up before joining the meeting.
- **ODHS cannot** provide technical assistance for your computer or internet systems.



Open the meeting chat and select the message icon.

Enter your questions or other information requested by the instructor – here.



When class is dismissed, select the red tab labeled "Leave" at the top right side of the screen.

If you lose audio, log out, log back into Workday Learning, and relaunch the class.

Participation during class is required. During class, you will be directed to enter information into the chat box or respond to a poll. If you fail to type in the information requested or respond to polls during class, you may not be eligible to take the test.

TESTING

To complete the virtual class, each student must take a final test. Testing for each class is done through WDL. Eligible students will be enrolled in the test by 5 p.m. the day **after** class. The test is accessed through WDL. Students who did not attend the entire class or didn't participate in the polls during class are not eligible to take the test. Lessons must be completed before the student receives a link to the test. Students have seven calendar days after class to complete the test.

Students are encouraged to use their class notes and slides during the test. Have materials ready before starting the test. Once the test is started, you cannot stop and return to complete. Plan for about 30 minutes to complete the test. The student may not seek assistance from others or assist others when taking the test.

The student must score a minimum of 90 percent on the test. **The student cannot retake the test without retaking the class.** You must retake the class to take the test.

The equipment and internet requirements for the class are the same for taking the test. Refer to the Equipment Requirements section of this document. If you cannot open the test, ensure your computer is directly connected to the internet. The use of Wi-Fi has been associated with difficulties opening the test. Firefox browser is the most reliable.

The score is entered in the virtual class transcript and not on the test segment of the transcript.

ODHS' Virtual Class mailbox address is spd.hsu@odhsoha.oregon.gov

Account Issues, including password issues? Contact afhtraining.spd@odhsoha.oregon.gov

It may take three to five business days. Do not request a new account.