*U.S. Department of Defense*
# Patient Safety Program

# Online Registration Center (ORC)
## Instructor Profile (for Course Coordinators)

08/03//2015

"Medically Ready Force...Ready Medical Force"

# Instructor Bio/Disclosure

- Before you gain access to the online bio/disclosure system, you must have from permission from your Service Lead. The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com.

- Everyone who is in a position to control the content of a CME/CE activity is required by our CE provider partner, Postgraduate Institute of Medicine (PIM) to disclose all relevant financial relationships with any commercial interest.

- Should it be determined that a conflict of interest (COI) exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity.



- Access the secure PIM disclosure system at URL: https://disclosure.pimed.com/
- Login using the following credentials:
  - Email: <Enter your email address>
  - Password: patientsafety
- For data security, you will be asked to create a new, unique password upon entering the site. Please keep this password so that you are able to access this database in the future should your disclosure information change.
- Login using your email and *new* password.
- Complete the form (please note, if you check "I have no real or apparent conflicts of interest to report." then no further information is needed in the chart), insert a short Bio (required) and Submit.

# ORC Instructor Profile Access

- Before you gain access to the ORC, you must have from permission from your Service Lead
- The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com
- You will receive an email from PSP COURSES with a link to your Instructor Profile
- Click on the link to get to the Instructor sign on page
- You sign on with your email address as your Instructor ID  and the password in the email
- Link to the Instructor Profile Logon: https://www.onlineregistrationcenter.com/trainer_login.asp?m=250
- **SAVE THIS LINK AS A FAVORITE as it is how you access all your modules**

# Instructor Profile

- To access your personal profile, click My Profile at the top of the screen

- Information denoted with an ✸ is mandatory

- Company is the name of the Military Treatment Facility (MTF) where you work

- Enter the State of the MTF

- Enter the Country of the MTF

- Your email is your logon ID

- Biography is NOT the format for your bio/disclosure, that is addressed in a separate document sent to our accreditation partner

- Click Save to save your update

# My Modules

- After entering your email and password, you will be directed to the My Modules/Events page. From this page and you can access all the modules you have been added to.

- The Registered column shows how many students have registered. E.g. 0 of 50 means in that no one has registered for any of the 50 available seats.

- Click on the icon to the far right to access module management controls. If there is no icon shown for a line, there are no registrations in the module yet and thus no registrant data to access.

- Click on a module name to access that modules' registration page

- We do not use Confirmed mode so you won't see courses under the confirmed section

# Sign In Sheet

- The sign in sheet is printed and used daily to track attendance on-site.

- Click on Sign-In Sheet.

- Attendance must be verified by someone on-site each day of training with name, date and time attendance was taken

- To print: right click and select print

- Attendees must verify their information and, if necessary, make updates on the sheet and return to the Course Coordinator

- The email is where their CE certificate will be sent so it MUST be correct

# Track Attendance

- **Attendance must be tracked within 48 hours of course closure, failure to do so will make the course ineligible for CE credit**

- From the home screen, click on the icon to the far right to access module management controls and, once in the module, click on the Track Attendance tab on the left

- Check the box in the Attend. column for any attendee who was present at all contact hours (did not leave early, did not arrive late)

- Click Update Attendance to save all tracked attendance

# View, Download, or Resend Certificates

- Once a course has closed and all attendance tracked, you may resend certificates to your attendees.
  - If they have completed all triggers (e.g. attended all contact hours, completed an evaluation, selected an appropriate CE type and provided any additional information) they will receive a CE certificate.
  - Of they have attended all contact hours but not completed the evaluation, they will get an attendance certificate.



- Click on the magnifying glass icon to download, view, print, or save the certificate.
- Click on the envelope icon to resend the certificate directly to the attendee at the email they registered with.
- If you do not see an envelope or magnifying glass, they were not tracked as attending all contact hours.

# Final Roster

- Click on the Final Roster tab
- This will show you a final roster including:
  - – Registrant Name
  - – Email
  - – Credit type
  - – Service Affiliation

# Final Roster by Credit

- Click on the Final Roster by Credit tab
- This will show you a final roster including:
  - – Registrant Name
  - – Email
  - – Credit type
  - – Service Affiliation
  - – MTF
  - – Email address
  - – Attendance
  - – Date of evaluation
  - – Type of CE credit



Event Registration Management Since 1996

My Modules/Events    Feedback    Instructor Enrollment    My Profile

*My Tools*

🏠 Return to Main
💲 Billing Information
📇 Track Attendance
📄 ACPE Credit Report
📄 CE Audit Report
📄 Custom Field Report
📄 Dukes Report
📄 Evaluation Response
📄 **Final Roster by Cred**
📄 Final Roster
📄 Sign-In Sheet

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

**CE AUTOMATION TEST**   Module ID: **2846**   Event ID: **CEAutoTest**

Monday, July 21, 2014

| Registrant Name | | Service | MTF | Email | Attended | Evaluation | Type of CE Requested |
|---|---|---|---|---|---|---|---|
| Andrews | Michael | Navy | Navy - Naval Hospital Camp Lejeune - Camp Lejeune | dawall039@mac.com | Y | | ANCC CNE (Nurses - Nurse Practitioners) |
| Andrews | Michael | Air Force | Air Force - 31 Medical Group - Aviano AB | nhmichael.andrews@gmail.com | Y | 7/23/2014 7/23/2014 | ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners) |
| Dickson | Sue | Not Applicable (I do not work with any of the above services) | Not Applicable (I do not work at an MTF) | suellen.dickson@gmail.com | Y | | ACHE (Healthcare Executives) |
| Dickson | Suellen | Not Applicable (I do not work with any of the above services) | Army - Kirk ACH - Aberdeen Proving Ground | dickson_sue@bah.com | Y | 7/23/2014 7/23/2014 | ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners) |
| Dorsey | Michael | Army | Not Applicable (I do not work at an MTF) | michael.dorsey.ctr@dha.mil | N | | ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners) |
| Dorsey | Michael | Army | Not Applicable (I do not work at an MTF) | dorsey_michael@bah.com | N | | ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners) |
| Houser | Sean | Navy | Air Force - 31 Medical Group - Aviano AB | sean.houser.ctr@dha.mil | Y | 7/23/2014 7/23/2014 | ADA CERP (Dentists -Dental Technicians) |

# CE Report

- CE compliance audit
- To export the data in this report, click on Generate Report and then an Export File will pop up
- Eval 1/Eval 2 columns show the date the evaluation(s) were completed
- Attended column shows a (1) if they attended all contact hours
- **Only registrants who have been tracked as having attended all contact hours of the course and have completed the evaluation will be eligible for the CE they selected**

# Custom Field Report

- Shows responses to all custom fields used at the time of registration
- Feedback column shows the date the evaluation was completed
- Attended column shows a (+) if they attended all contact hours of the training
- Only registrants who have been tracked as having attended all contact hors of the course and have completed the evaluation will be eligible for the CE they selected
- To export the data in this report, click on Generate Report and then an Export File will pop up

# CE Audit Report

- Verify compliance on the mandatory CE requirements

- Select the date range of your module (e.g. the start date to 14 days after the course end date) to allow for submission of all evaluations

- Click filter to show the data on screen

- Click Generate Export to produce a CSV file

# Evaluation Response

- Shows the status of evaluation submissions and provides an opportunity to send out the post-activity evaluation to all registrants or one by one
- There are usually two columns as there are two opportunities to complete an evaluation
  - If the registrant has submitted an evaluation, a checkmark will show in the column
  - If the registrant has NOT submitted an evaluation, an envelope icon will show in the column
- To send evaluations to all registrants
  - Click the header box in the Feedback column
  - A confirmation will popup asking you if you want to send to ALL registrants
  - Click OK to send
- To send an evaluation to an individual registrant
  - Click the envelope icon in the person's row
  - A confirmation will popup asking you if you want to send to the one registrant
  - Click OK to send

# Evaluation Report

- To access the evaluations from the modules you manage, click on the Feedback option at the top of the screen

- Click the report icon to the far right to access the report screen

- Using the dropdown menu, select your course name from the list of all your modules. Only the modules you have access to will be seen.

- Select the date range (e.g. the start date to 14 days after the course closes to allow for all results to be in)

- To export the data into an CSV file, click on the Export Results button. You can then save it to an Excel file.

- Click View Report to see the results. The report is an anonymous summary report; no identifying names/data will be shown.

# Questions?

Contact the Patient Safety Program CE Team at

# **pspcourses@bah.com**