

All trainees are required to actively participate in processes that improve patient safety and the quality of care. The courses from the Institute for Health Care Improvement are a component of your formal education in this area.

You are required to complete the below assigned courses by September 1, 2018:

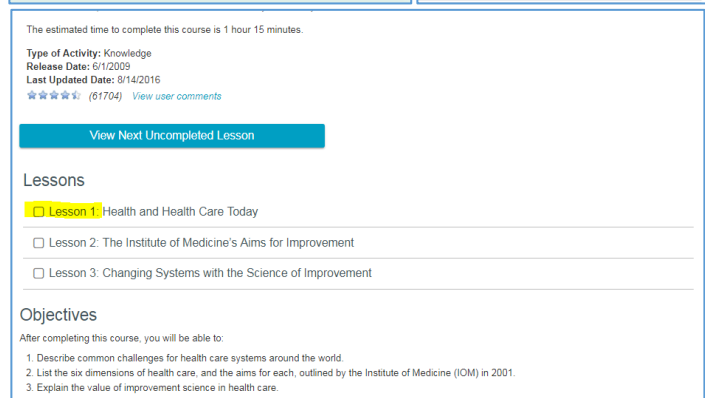
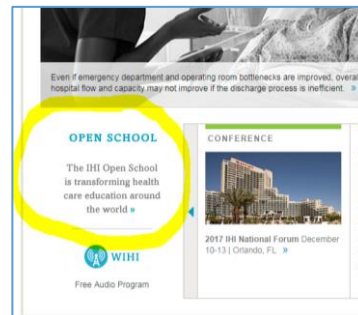
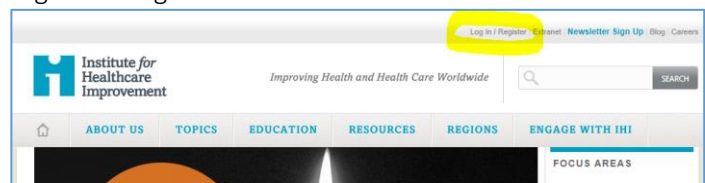
- 1) PS101: Introduction to Patient Safety (3 lessons included in the course)
- 2) PS102: From Error to Harm (3 lessons included in the course)
- 3) PS103: Human Factors and Safety (3 lessons included in the course)
- 4) PS104: Teamwork and Communication in a Culture of Safety(3 lessons included in the course)
- 5) QI101: Introduction to Healthcare Improvement (3 lessons included in the course)
- 6) QI102: How to Improve with the Model for Improvement (5 lessons included in the course)
- 7) QI103 Testing and Measuring Changes with the PSDA Cycles(3 lessons included in the course)
- 8) QI104: Interpreting Data, Run Charts, Control Charts and Other Measurement Tools (3 lessons included in the course)

Prior to training, new users will need to register and current users will need to update affiliation

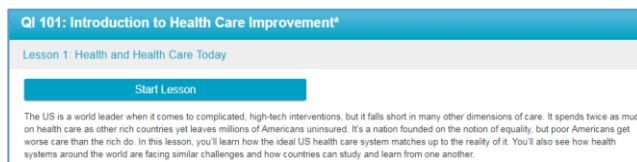
Refer to supplemental instructions for (1) IHI New User Registration or (2) Instructions for Current Users to Change Affiliation.

Once your profile is up-to-date, follow the below steps to begin training:

- 1) Log In to your account at www.ihl.org
- 2) Click on IHI open School to access courses
DO NOT START TRAINING until after you have updated your affiliation and/or completed registration.
- 3) Click “Take a Course” under the Quick Links at the bottom left toolbar
- 4) Select the course you are taking by clicking on the box to the left of the course, the uncompleted lessons will be displayed for that course
- 5) Click on the Lesson that you want to take from that course by clicking on the box to the left of the lesson name and number
(You can also select the Next Uncompleted Lesson in each course)



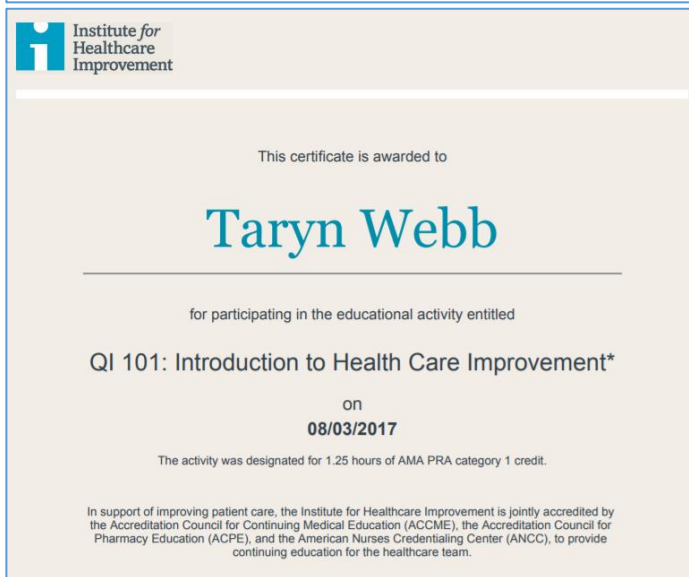
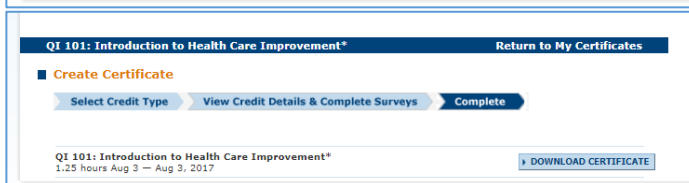
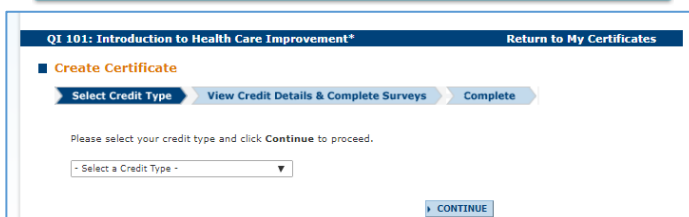
- Click on Start lesson after reviewing the Objectives



****Group Code is no longer required**

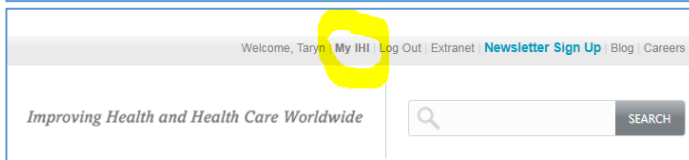
You MUST list your primary role on your personal profile as "Resident/Intern" to access the courses

- When you have completed all lessons in each course, click Claim Certificate
- Select Credit Type, View Details, and Download Certificate

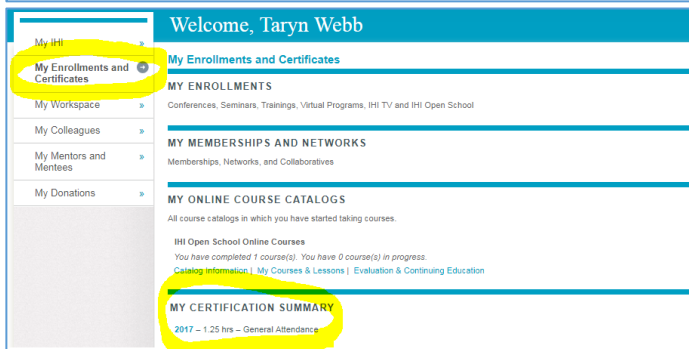


- After completing all required training, send course certificates or full transcript to your program coordinator.

To access your certificates/transcript, click on My IHI



- Click "My Enrollments and Certificates" under the toolbar on the left side of the screen



- Click appropriate certification summary
- Print
- Change Print Destination to "Save as PDF"
- Save as:
IHI Certificate_2018_LastName_FirstName
- Email summary to program coordinator