

NURSING SCHOOL INSTRUCTORS COMPUTER CLASS REGISTRATION REQUEST INFORMATION

If you have previously been trained in MyPractice/EPIC, including eMAR and fingerprinting, you will not be required to go to training again, unless you would like to attend another class for review. However if you have an employee log-in, you will need to get a log-in that is for instructor use only and please contact your site coordinators of students.

For the Fairview, Lakewood and Lutheran Hospitals: ALL logins, whether new or reactivated, must be requested by completing the excel spreadsheet and the SAR Form and sending the excel via email to cindy.willis@cchswest.org and providing copies of the SAR Forms to Cindy Willis at West park or fax to my attention to 216-476-2647.

A full week should be allowed for obtaining your logins. If the trainer in your class has not received the logins by the time you attend class, you will not be fingerprinted or receive your logins. This will further delay your ability to use the computer to perform your job.

Class Registration:

Below is a listing of class dates/times. In order to register for a class, please call the Scheduling Voice Mail at (216) 476-4068 and leave the following information:

- Your Name
- State that you are a Nursing Instructor
- Your School of Nursing
- Your Affiliating Hospital
- Affiliation start date
- Date, time, and location of requested class
- Phone Number where you can be reached (or left a message) during the day

Date	Time	Location
1/4/10	8:30 – 11:30 am	Fairview Annex 3 classroom
1/4/10	1:30 - 4:30 pm	Hillcrest Erie classroom
1/8/10	9:00 – 12:00 pm	Marymount Trudell Center classroom
1/12/10	8:30 – 11:30 am	Fairview Annex 3 classroom
1/15/10	1:00 – 4:00 pm	South Point classroom
1/19/10	9:00 – 12:00 pm	Marymount Trudell Center classroom
1/21/10	1:30 – 4:30 pm	Fairview Annex 3 classroom
2/2/10	8:30 – 11:30 am	Fairview Annex 3 classroom
2/2/10	9:00 – 12:00 pm	Marymount Trudell Center classroom
2/12/10	1:00 – 4:00 pm	Hillcrest Erie classroom

Confirmation: You will be called within a few days to confirm your registration.

Cancellation: If you need to cancel, please call the Scheduling Voice Mail number above.

Locations:

The **Fairview Annex 3** building is at 17525 Lorain Avenue, about two blocks east of Fairview Hospital on the south side of the street. The most direct entrance to the Training Center is on the east side of the building through the side door with the teal awning.

South Pointe training room is on the fourth floor in the B Building of South Pointe Hospital. Park in employee parking and enter through the main entrance. Bear left and follow the hallway to the gift shop. Take the elevators across from the gift shop; to the fourth floor. Turn left when exiting the elevators - the training room is straight ahead.

Marymount Trudell Center is in Marymount Hospital – follow the signage or ask at the Information Desk for directions to the Trudell Center. Take the elevators to the second floor; the classroom is right across from the elevators.

Hillcrest Erie Training Room is across the street from Hillcrest Hospital – Parking is right outside of the building. Once inside the door swipe your badge to gain entrance. If your badge does not work please pick up the phone and dial security. Let them know you are there for training and they will let you in. The names of the classes are on the outside of the door.