

IF YOU HAVE NEVER USED PIXALERE BEFORE

STEP 1. Ensure your Health Authority and Learning Hub accounts are set up.

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| <input type="checkbox"/> | <p>Health Authority Network ID
 You must have your Health Authority Network Account/User ID (S-number) with you when you arrive on site for your first day of practicum. The ID is not required for the online training completion.</p> <p>Receive your Health Authority Network Account/User ID and an Activation Code from User Access Services uas@hssbc.ca</p> <ul style="list-style-type: none"> • They are sent to your academic email (e.g. name@student.ubc.ca) within 4 weeks of your placement start date • On your first day of practicum, activate your account at activate.healthbc.org <ul style="list-style-type: none"> ➤ Received an email from uas@hssbc.ca, but it did not include an activation code? <ul style="list-style-type: none"> ▪ If you did not receive an activation code, your account is already activated ▪ Set your account password using the Self-Service Password Reset tool ➤ Didn't receive any email from uas@hssbc.ca within 4 weeks of your placement start date? <ul style="list-style-type: none"> ▪ Contact VCH Service Desk at 604-875-4334 or 1-888-875-4334. |
| <input type="checkbox"/> | <p>Learning Hub Account
 If you already have a LearningHub account:</p> <ul style="list-style-type: none"> • Ensure it is associated with your legal name and academic email address (e.g. name@student.ubc.ca) and update it if necessary • Ensure you choose "Vancouver Coastal Health" as your organization. You can update in manually in My Profile <p>If you do not have a LearningHub account:</p> <ul style="list-style-type: none"> • Sign up for a LearningHub account with your legal name and academic email address at LearningHub.phsa.ca • Ensure you choose "Vancouver Coastal Health" as your organization |

STEP 2. Ensure you have necessary information about your placement

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| <input type="checkbox"/> | <p>Prior to starting the online training, ensure you have the following information ready:</p> <ul style="list-style-type: none"> ✓ your legal name ✓ your school email address |
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STEP 3. Complete Pixalere online training (no earlier than 30 days and no later than 3 business days prior to placement start date)

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| <input type="checkbox"/> | <p>Log in to your LearningHub account to complete the module (no earlier than 30 days and no later than 3 business days prior to placement start date):</p> <p style="margin-left: 20px;">A. VCH Pixalere Foundations – Nursing Students</p> <p><u>To complete the e-Module:</u></p> <ol style="list-style-type: none"> 1. Use the link provided to access the modules 2. Register yourself for the course 3. Start the course and complete the required modules <p><u>Optional:</u> The following online course is not required but <i>encouraged</i> for pre-learning:</p> <p style="margin-left: 20px;">A. Wound Management for Nurses – Provincial Curriculum (Online)</p> |
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STEP 4. Complete the Pixalere Confidentiality Form

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| <input type="checkbox"/> | <p>Upon completion of the main modules, you will need to complete the Confidentiality form where you will need to enter your legal name, and school email address. The form is located on the main course page, below the main modules. You will then receive an automatic email advising of the course registration and completion.</p> |
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STEP 5. Receive your Pixalere login information

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| <input type="checkbox"/> | <p>After completion of the course, you will shortly receive an email from the Pixalere team with your login details and instructions. Please ensure to bring it with you on your first day of practicum.</p> |
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STEP 5. Activate your Pixalere account (on your first day of practicum)

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| <input type="checkbox"/> | <p><u>On your first day of practicum</u>, log into a VCH network computer and access the Pixalere icon. Once on the Pixalere login page, use the login credentials provided to you by the Pixalere team to sign in.</p> |
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| <input type="checkbox"/> | <p>If you have used Pixalere in the past 6 months prior to the <u>start date</u> of your placement:</p> <ul style="list-style-type: none"> • Complete Step 1 only. You do not need to complete Steps 2-5. • Email Pixalere.Support@vch.ca to notify of the existing account, and provide your legal name, start and end dates of your placement, • The Pixalere team will update your existing account based on confirmed placement details in HSPnet and will email you the Pixalere account details and temporary password. |
| <input type="checkbox"/> | <p>If you last used Pixalere more than 6 months prior to the <u>start date</u> of your placement:</p> <ul style="list-style-type: none"> • Complete Steps 1-5. |