Annual Hospital Training 2019 (AHT19)

The following employees are required to take Annual Hospital Training 2019 (AHT19):

- All NYP employees hired **before 9/1/2019**.
- Staff credentialed through the Medical Staff Office (including physicians) must take AHT19 *regardless of date of hire*.

Attending and resident physicians who took AHT18 as part of their onboarding education prior to 9/1 are not required to take AHT19.

AHT19 must be completed through the NYP Learning Center during work hours. The version you are required to complete has been assigned to your transcript. Following are instructions for accessing and completing AHT19.

Getting Started

- Open your internet browser; Google Chrome is strongly recommended.

- Access the NYP Learning Center by going to **https://nyp.sabacloud.com** or through your hospital Infonet/intranet.

- Log in with your 7-digit username ("CWID") and password used to access hospital systems including email.

- The AHT19 curriculum required for your role can be found assigned to your transcript:
  - Click on the **Me** tab
  - Scroll down to **Learning & Certifications** to find all training that is active and in progress for you
  - Click on **2019 Annual Hospital Training**

- Click **Register** and **Complete Registration**:

- You will see an on-screen confirmation message:
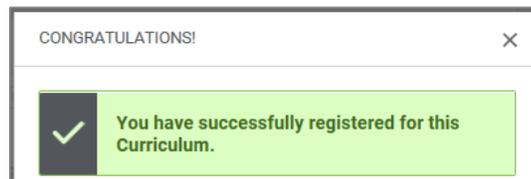
How to Complete the Non-Clinical Version of AHT19

- All the AHT19 modules are listed in the curriculum detail; start each module by clicking **Launch**.
  - Most modules include quiz questions to test your knowledge.

- If you must stop, click the **X** in the upper-right corner of the content player. The course will bookmark where you left off.

- At the end of each module, you must agree to the attestation statement. Then click **Submit** and **Exit** to close the module and record your completion.

- AHT19 is not complete until each module has a status of "Successful." You can confirm that you have completed the entire AHT19 curriculum by viewing your status within the **My Status** box located on the right side of the curriculum detail:

## How to Complete the Clinical or Provider Versions of AHT19

Employees, Graduate Staff and Medical Staff who have been assigned '2019 Annual Hospital Training - Clinical for NYP Employees (AHT19)' and '2019 Annual Hospital Training - Providers for NYP Employees (AHT19)' may earn CME credits if desired. This activity has been approved for *AMA PRA Category 1 Credit™*.

To complete AHT19 for CME credits:

The system defaults to the CME path. If you want to receive CME credits, follow the steps below under "How to Continue AHT19 for CME Credit."

If you *do not* want CME credits, you must opt out by following these steps:

- Click on the **Path** drop-down menu.
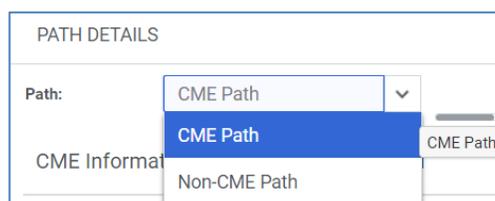
- Select **Non-CME Path** and click **Set as Default Path**. A list of the AHT19 modules will appear. Click **Launch** next to the first module to begin. At the end of each module, click **Submit** and **Exit**. When you have completed all modules, view the 'My Status' box to check that you have completed the entire AHT19 curriculum. You should see 'Progress 100%'.

How to Continue AHT19 for CME Credit

- To complete AHT19 for CME credit, you must start by clicking **Launch** next to the 'AHT19 CME Information Page' module. The CME Information Page will appear in a pop-up window. Read the entire document and click the **X** at the top right corner to close the content player.

- Another pop-up window will ask, "Are you sure you have read and understood the content of AHT19 CME Information Page?" Click **Yes** or **No.**

- Upon clicking **Yes**, the module status will change to "Successful."

- Continue AHT19 by clicking **Launch** next to the first AHT19 module listed.
  - Most modules include quiz questions to test your knowledge.
  - If you must stop, click the **X** in the upper-right corner of the content player. The course will bookmark where you left off.

- At the end of each module, you must agree to the attestation statement. Then click **Submit** and **Exit** to close the module and record your completion.

CME Evaluation and Certificate of Completion

- When all the modules are complete and have a status of "Successful," users <u>must</u> complete the final module, 'CME Evaluation and Certificate'.
- Click **Launch** next to 'AHT19 CME Evaluation'.
- After completing the evaluation, launch and view your certificate.
- To print the certificate, click the **Print Your Certificate** button in the lower left corner. You may have to use the scroll bar to see this option.

Compliance Status

- You can confirm that you have completed AHT19 by viewing your status within the 'My Status' box located in the upper right-hand corner:

Progress 100%

ACQUIRED