RCTCLEARN STUDENT GUIDE

Login or Create an Account on RCTCLEARN by clicking on: www.rctclearn.net/login

Returning RCTCLEARN User?

- Enter your username or email and password and click on the green "Login" Button.
- Did you forget your username or password?
    - Click on the "Forgot your username or password?" Link

- **Do you need to redeem a token to extend your access period?**
    - Once logged in, on the My Homepage, enter your token in the "Redeem a Token" box and click on the green "Redeem Token" button

New to RCTCLEARN?

- Create an account by clicking on the green "Create an Account" Button located under "New Users with Tokens"
    - If you don't have a token, please obtain one from your Training Coordinator

- Click on the green "I have a token, let me register" button

Confirmation

Please contact your training coordinator if you don't have either token or a username

Make sure you have a **token** if you want to take courses

Tokens look like ABC-DEF-GH (Eight characters, Letters and Numbers), you can receive them from your training coordinator. Without one, you won't have any courses.

You will be able to enter your token in during registration. You will then pick your own username and password.

[I have a token, let me register] [No, I don't have a token]

- Complete the RCTCLEARN Registration Form by completing the required information
  - o Enter your Token (located on email)
  - o Create a unique username and password
  - o Provide additional required information
  - o Click on the green "Register" button located at the bottom of the screen

RCTCLEARN Registration > Register for Courses

RCTCLEARN Registration

Token: *

Enter the token given by your training coordinator

Username *

Choose a username you can remember easily to use to log in

Password *

Choose a password at least 8 characters in length

Email Address *

Choose an email address you will check often

Address *

[Choose Address]

First Name *

Last Name *

Gender

◯ Female

◯ Male

Congratulations! You have now created an RCTCLEARN Account!

Once you have created an account, you'll see the My Homepage.

To get started with a course, find the course you'd like to take under the "Your Courses" Pod and click on the blue course title.

Paraprofessional Healthcare Continuing Education

Search Your Courses

PARAPROFESSIONAL HEALTHCARE CONTINUING EDUCATION

NAAN - Abuse and Neglect for Health Care Paraprofessionals
Each year, millions of adults and children in the United States are abused and neglected. Many of them are severely assaulted, and thousands are killed. Others are intimidated,...

NAICA - Advance Principles of Infection Control for Paraprofessionals
Preventing and controlling infections is a primary concern for health care workers. Learning infection control principles and common sense work habits is important to meet the goal of...

NAIP - Basic Infection Prevention and Control for the Paraprofessional
Preventing and controlling infections is a primary concern for health care workers. Learning about infection control and common sense work habits is important to meet the goal of...

NACV - Cardiovascular System Review for Health Care Paraprofessionals
The cardiovascular system is vital to the health and well being of all people. The heart and blood vessels that make up the cardiovascular system deliver blood and...

In order to print any required or optional information, click on the blue links

Welcome to the Course!

Before Starting the Course

Please read and print the required course materials below.

Required Materials

These resources are required for successful completion of the course.

- Tip Sheet-Delirium-Dementia-Depression (Adobe PDF)
- Tip Sheet-Etiology-Screening Treatment Prevention (Adobe PDF)

Optional Materials

Please read and print the required course materials below.

Once you've finished reviewing the online content, click on the green "Next Content (Final)" button to begin the Final Quiz

Course Navigation

Previous Content
(Introduction)

Next Content
(Final)

Course Home

Content

Quizzes

Grades

Menu   Notes

OASIS D1 Module 9 - Discharge Management

1. Welcome
2. Navigation
3. Objectives
4. Discharging in Home Health
5. Discharge Planning
6. Medication Concerns
7. M2005: Medication Intervention
8. M2016: Drug Education
9. Planning Care
10. M2102 – Types and Sources of Assistance

To begin the Final Quiz, click on the green "Begin Quiz" button

Final

Final - Basic Infection Prevention and Control for the Paraprofessional

Description: *No description provided*

Total Questions: 18

Attempts Allowed: Unlimited

Once you click on "begin quiz" below, you will be redirected to the quiz. You can save answers as you work. You may return to the quiz and continue where you left off as long as you have properly saved your work.

Begin Quiz

After answering all of the quiz questions, click on the green "Submit Quiz" button.

Submit Quiz

Once you've successfully completed the Final Quiz, complete the Survey Questions and fill out your Certificate of Completion information.

Congratulations for completing this course!

To receive your certificate, follow the button below and complete the survey

Continue to Survey

CERTIFICATE OF COMPLETION

is hereby awarded

Certification(s)

Drug and Alcohol Concerns in Older

In order to View or Print your Certificates of Completion, click on the "My Certificates" link on the Homepage

My Homepage

My Certificates »

Remember, in order to receive a Certificate of Completion, you need to successfully pass the final quiz associated with the module, answer the survey questions and complete the Certificate of Completion information.

If you experience issues creating an account or logging into RCTCLEARN, please contact the RCTCLEARN Helpline by calling 877-396-6261 or emailing info@rctclearn.net

ADMIN TOOLS

Are you currently the person in charge of training at your agency? If so, do you have "Admin Rights" to RCTCLEARN.NET?

Have you checked out the NEW Admin Tools?

Do you currently need Admin rights? Simply login to your account and then email us at info@rctclearn.net or call us at 877-396-6261 and request "Admin Rights".

Please note, with the new system, you are no longer required to have a separate admin login. Login with your username and password and simply click on one of the options in the Group Admin Tools to view agency information.
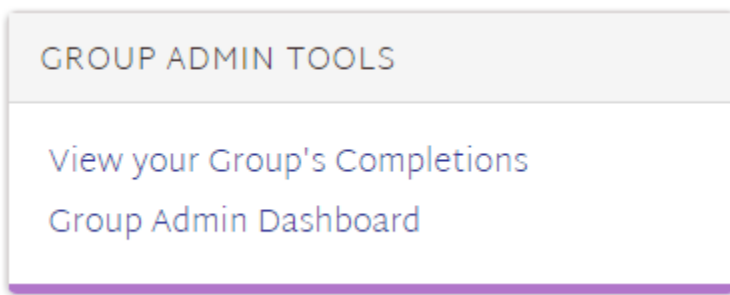
View your Group's Completions-This view provides you with the option of viewing your own course completions or your staff's course completions. You can view or print Certificates of Completion or export this information to Excel.

Group Admin Dashboard-This view allows you to see all of your staff's names, usernames and email addresses. You can take any of the following actions by simply clicking one of the buttons below:
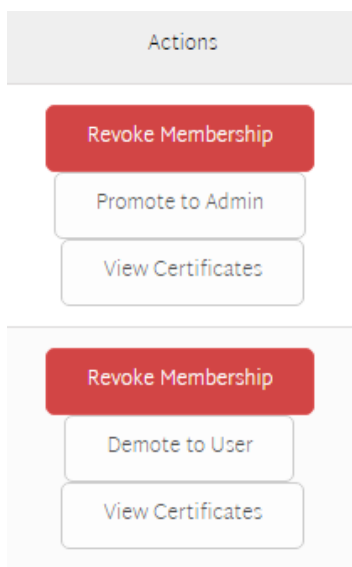
View Certificates-Want to see an individual's Certificates of Completion? Simply click on the View Certificates button by the user's name.

Revoke Membership-Do you have a staff member leaving your organization? Clicking on the Revoke Membership button will block access to the online courses. The former staff member can still login to their account and print any past Certificates of Completion, but they will NOT have access to any online courses.

Promote to Admin-Is there someone in your agency that should have Admin Rights? If so, simply click on the "Promote to Admin" button by their name.

Demote to User-Is there someone in your agency that is no longer in charge of training? Click on the "Demote to User" button to take away Admin Rights. The user will still be able to access their own information as well as take online courses. However, they will no longer be able to view Staff information.

Reactivate a User-Did you accidently deactivate someone in your agency OR did you rehire someone that you previously disabled? On the Group Admin Dashboard, switch on the "View Disabled Users".

Next, click on the green "Restore Membership" Button

Assign Courses by Job Roles

Click on "Group Admin Dashboard" in the Group Admin Tools Box

View your Group's Completions

Group Admin Dashboard

Find your group, and click "Expand Details" if it is not already expanded.

No roles assigned

Betty Joe (green7007test)   green7007@rctclearn.net   Add Role   1   2   1 / 4 Assigne

Click on the green "Add Role" button next to the employee's name. Select an option from the drop down list. Once you have selected the employee's role, please click on the green "Add" button

07@rctclearn.ne

t

No roles assigned

1

✓ Please Select
Professional
Paraprofessional
Personal Care Worker
Project Manager
New Hire
Home Service Worker
Nursing Assistant
Home Health Aide

N.NET (Collaps

After adding the role, you will see the job role title appear along with a circled "x". Clicking on the circled "x" allows you to remove the role you added. You can assign multiple roles to each employee if you desire.

Paraprofessional ⊗

Please Select ⇕ Add

After assigning the role, click on the green "Assign/Unassign Courses" button.

Assign/Unassign Courses

Select the courses you want to assign to the role by clicking on the box next to the course title. Next, click on the "Assign Courses" button on the right-hand side.

Course Assignments for RCTCLEARN Home Health

Check off the courses you want to assign below, and then click on the assign button on the right

Search...

Assign Courses (0)

Currently Assigned Courses

No courses assigned currently

Anxiety in Older Adults (RNAX_2017)	Improving Accuracy in ICD 10 Coding for Home Health Care (HD_QA_2017)	Detecting and Addressing Delirium in Older Adults (RNDD_2017)
Improving Care Transitions of Older Adults (RNCT_2017)	Medication Management in Home Care (RNMM_2017)	Positively Representing Your Organization (NAPR_2017)
Neurological Diseases and Conditions (HD_NC_2017)	Mental Disorders (HD_MD_2017)	Immunological Diseases and Conditions

You will be prompted with the following:
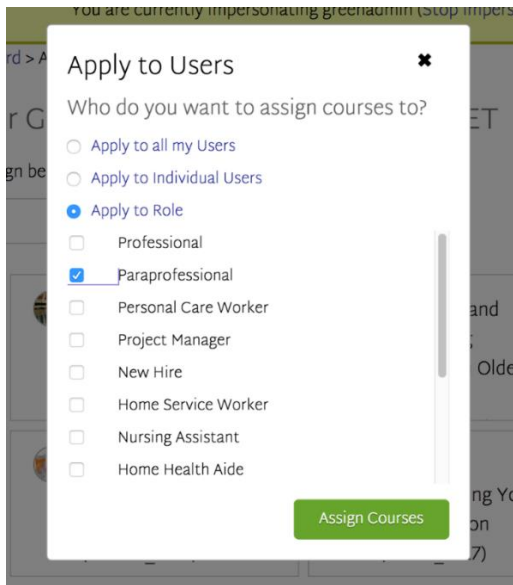
Select the "Apply to Role" radio button, and then check off the roles you want to assign the courses to.

When new employees create accounts, assign them a job role. Once they have been assigned a job role, they will automatically be assigned the courses you assigned to that job role.