

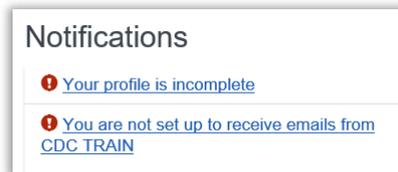


How to Use CDC TRAIN for the Dialysis Event Surveillance Annual Training

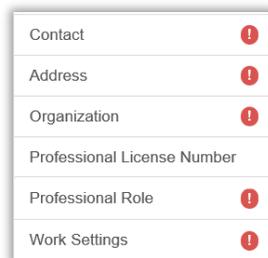
These instructions are for NHSN Dialysis Event Module users to assist them in completing the required NHSN Dialysis Event Surveillance Annual Training. We recommend all Dialysis Event Module users take this training, however it is required to be taken by at least one staff member per facility annually.

Step 1 — Registration

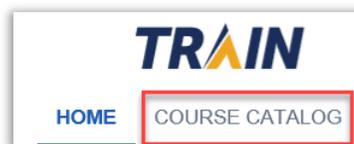
- Go to: <https://www.train.org/cdctrain/welcome>
 - Note: this website is most compatible with Internet Explorer
- Click 'Create an Account' if you are a new user and would like to maintain your credentials for future use
 - Fill out the required forms, 'Confirm your Selections' and 'Finish Creating Account'
- Once you are logged in, you may see several notifications displayed



- To clear these notifications, click the 'Your profile is incomplete' link
- Fill out the list of required information to complete your profile (only to be completed once). Then click the green 'Save' button in the upper left hand corner. Once the form has been saved, press the 'Close' button and you will return to the homepage



- Click the 'Course Catalog' link in the top menu



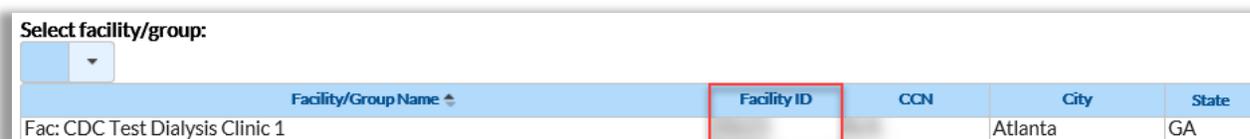
- In the search field, look up 'NHSN: Dialysis Event Surveillance (Web Based) – WB2961' training course and click the link when it appears



- Click the '+ Register' button  and you will be prompted to answer a few questions
 - Note: You must complete your CDC Train profile prior to registering for courses



- Select your 'Credit Type' from the drop down menu within the pop-up window that appears and click 'OK'
- Next, another pop-up window will appear for you to enter your NHSN User Role(s)
- Enter your facility location (state or territory)
- Enter your ESRD Network number (your network may ask about your participation)
- Enter the NHSN OrgID of the facility you would like your training to be credited to
 - If you do not know your facility's OrgID, find it when you login to NHSN from the 'Select facility/group' dropdown menu under the 'Facility ID' column. The Facility OrgID is five digits long.



Facility/Group Name	Facility ID	CCN	City	State
Fac: CDC Test Dialysis Clinic 1			Atlanta	GA

- Note: At least one user per facility is *required* to take the annual training to receive credit from the ESRD Network
- Click 'OK' once all of the questions are answered

Step 2 — Complete the Course and Post-Assessment:

- Click the '>Launch' button 
- Complete the training course material that appears
- Once you are on the last page of the Training Course click the 'X' in the upper right hand corner to return to the course page
- Next, complete the required post-assessment by clicking the '? Assessment' button 
 - If you need to leave CDC Train and return later, you can re-access the course page by clicking the 'Your Learning' link on the menu on the top of the page. Then you will see the course link under the 'Your Current Courses' tab

Your Current Courses		Your Training Plans	Your Certificates	Your Transcript
Title ^				Status
:	NHSN: Dialysis Event Surveillance (Web Based) - WB2961			Post-Assessment Pending

- Click the course link and it will lead you back to the course page where you will see the ‘? Assessment’ button
- If you would like to review the course materials again, you may access them here: <https://nhsn.cdc.gov/nhsntraining/courses/2018/DialysisEvent2018Train/>. This link is also housed on the NHSN Dialysis Event website under the ‘Training Spotlight’ tab
- You can start the post-assessment and return to finish it later and your progress will be saved
- Once you pass the post-assessment with a score of 80% or higher you will receive a congratulations message and information for obtaining Continuing Education Credits, if applicable. If you would like to receive continuing education credits, please write down the ‘Course’ and ‘Verification code’ and enter them when prompted on the TCEO website: <https://tceols.cdc.gov/Home/Steps>
- Click the ‘Close’ button  in the upper right hand corner and you will be returned to the home page
 - If you are unable to pass the post-assessment the first time, you can click the retake-assessment button that appears on the score page, or log out and return to re-take the assessment later from the course page
- If you would like to review your score and which questions you answered correctly/incorrectly, you can click the ‘History’ button  and click the link under the score you received

Step 3 — Get your Certificate of Completion:

- You can keep track of your certificate by accessing the ‘Your Learning’ link on the top menu. Click the ‘Your Certificates’ tab and then click the course link and it will return you to the course page
- On the course page, next to the ‘History’ button, you will see a ‘Print Certificate’ button  on the right hand side of the page. Click this button to download your Certificate of Completion

Your Current Courses		Your Training Plans	Your Certificates	Your Transcript
Name ^				
	NHSN: Dialysis Event Surveillance (Web Based) - WB2961			

If you have any questions, please contact us at NHSN@cdc.gov with ‘Dialysis’ in the subject line