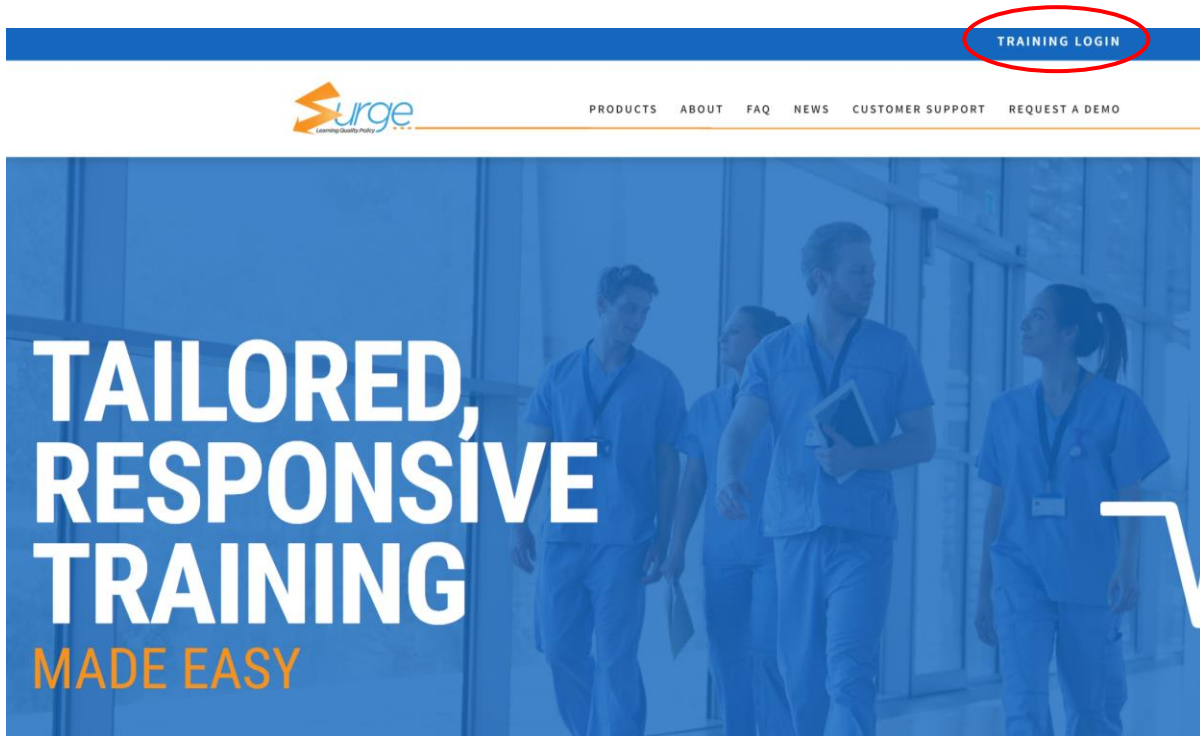# WELCOME TO Surge
Learning.Quality.Policy

How to Log In to Surge Learning From Home

- To access Surge Learning from home, please visit the website www.surgelearning.ca

- Once you have reached our website, Click **Training Login** on the top right of our webpage

STEP ONE

STEP TWO

STEP THREE

STEP ONE: TYPE IN YOUR USERNAME

1. Enter in your site code followed by a period (.) Your site code is **cgmh.**
2. Type your <u>WHOLE LAST NAME</u>, followed by the <u>FIRST INITIAL</u> of your <u>FIRST NAME</u>. (For Example: Jane Doe would be cgmh**.doej**)
3. Please do not log in as "Jane Doe" from the example. Use YOUR name.

STEP TWO: TYPE IN YOUR PASSWORD

Your password is <u>cgmh2020</u>

STEP THREE: CLICK "SIGN IN"

When you log into Surge Learning for the first time, you may be prompted to change your password. You will not be able to proceed until this step has been completed.

PLEASE CHANGE YOUR PASSWORD

For better security, please update your password. Choose something that is hard to guess but that you will remember.

- Password must be minimum 5 characters
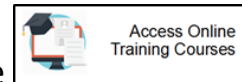- Please do not use spaces

New Password

Confirm Password

You will be also be entering this new password every time you complete a course in Surge Learning.

How to Log In to Surge Learning From Work

## STEP ONE: CLICK "SIGN IN WITH MICROSOFT

- To access Surge Learning from work, please click the [Access Online Training Courses] button on the home page of The Pulse.
- Click the "Sign in with Microsoft" button. (Once Microsoft 365 is launched your password will automatically be saved.)
- You will be redirected to Microsoft
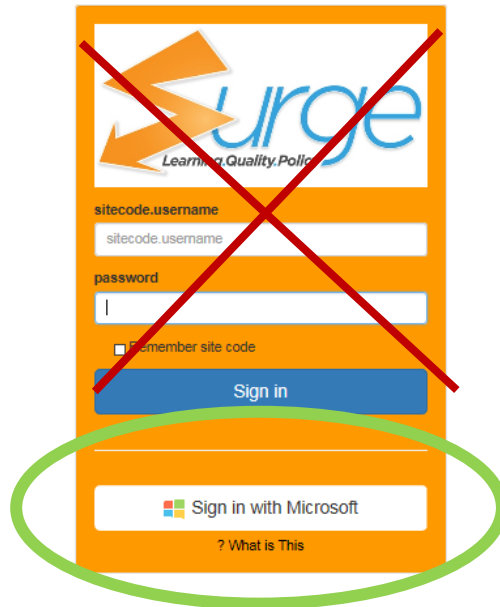

STEP TWO: TYPE IN YOUR PASSWORD

- Enter your CGMH email and network password and click Sign-In, and then Yes to save your password. You will need to repeat this process each day you log in until Microsoft 365 is launched. Once 365 is launched your password will automatically be saved for 30 days.
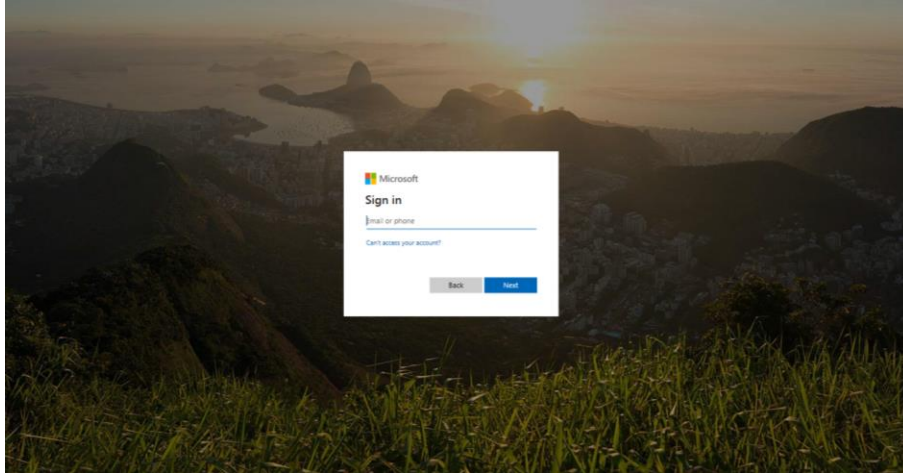
STEP THREE: CLICK "ACCEPT"

- Click Accept to "Accept" to be redirected to Surge.

Welcome to Your Home Page!
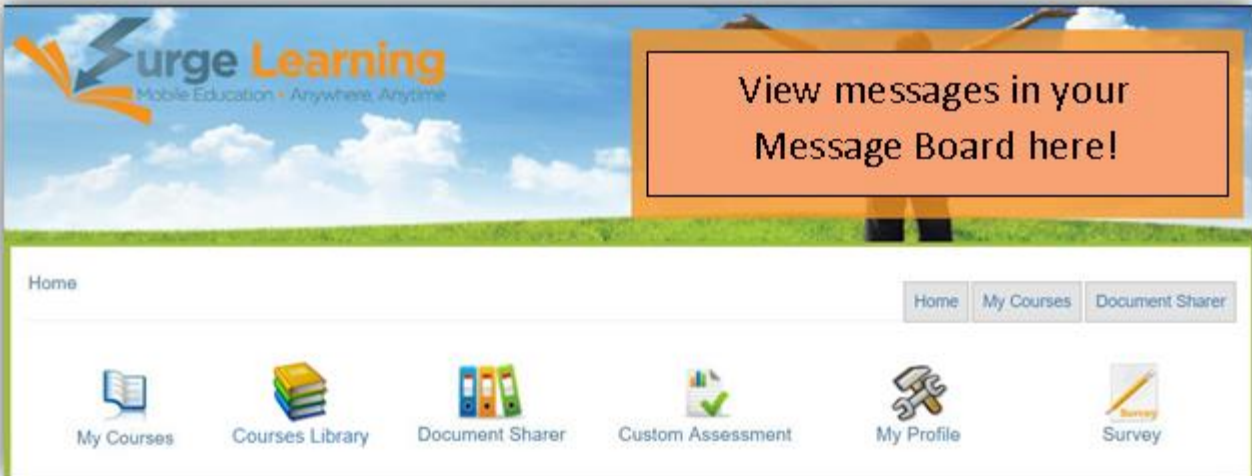
FUNCTION	WHAT IS IT FOR ...
My Courses	Courses that have been **ASSIGNED** to you by CGMH. Assigned courses are <u>mandatory</u> and have Due Dates. *Recommended* courses are not mandatory, but are deemed beneficial for your specific role.
Course Library	Provides a number of courses that are relevant in the healthcare industry. These courses are not mandatory, but are available to you for your continued learning.
Document Sharer (Manuals)	Resources that you can read at your own pace (ie: Policies and Procedures)
Custom Assessment	Identifies your learning goals and provides an evaluation of your organization's staff development program
My Profile	NEW to CGMH: Allows you to manage your own skills and credentials required for your job.
Survey	Allows the organization to invite staff to take an **anonymous** survey to collect feedback and data

Managing Your Profile

My Profile

1. In your Home Screen, click on My Profile

TRACKING SKILLS AND CREDENTIALS IN MY PROFILE

In "My Profile" you will see a checklist of skills. Please check off if you possess those skills and upload your most up to date certifications, if applicable.

- Click on the checkbox for the skill you currently have.
- **To upload a certificate of this skill,** click on the certificate icon
  . Certificates should be uploaded in PDF format.
- **To add additional notes to this skill, click on the**
- **If you see an** you can hover over it for more information (if applicable)
- In the Competency column, click on the button which indicates your level of competency with that skill.
- **RENEWAL DATE:** If the expiry date appearing on screen is different than the actual expiry date of your skill/certification, you can adjust it as needed.
- **ALERT DATE:** On this set date you will be alerted that the skill is coming due for renewal.
- **PENDING APPROVAL (if applicable):** This indicates that your supervisor or education coordinator needs to review and approve this skill as well.

Add/Edit Skills

Show: [All Available ▼]

Description	Competency	Date Entered	Renewal Date	Alert Date	Last Updated
☐ Butterfly Injection System					
☐ C.A.A.D Pump					
☐ Calculate IV Flow					
☐ Catheter Insertation					
☐ Chest Tubes					
☐ Colostomy Irrigations					
☐ Flush Hickman Line					
☐ French Speaking					
☑ GPA Training ⓘ Pending Approval	◉ Very Competent ○ Competent ○ Somewhat Competent	2017-09-13	2019-09-13	2019-06-15	2017-09-13 13:48:56

Custom Assessments and Surveys

Custom Assessment   Survey
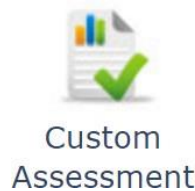
Q: How will I know if I have a Custom Assessment or Survey to do?

A: *When you log into Surge Learning it will tell you that you have an assessment or survey to do if one has been assigned*

Home

| Home | My Courses | Document Sharer |

⚠ You have 1 assessment needs to be completed. Click Custom Assessment for details

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What is the difference between <u>Custom Assessment</u> and <u>Survey</u>?

Custom Assessments are used for data collection and the names of the participants and their responses <u>**are known**</u>. An example of this would be a Learning Needs Assessment, where you can identify areas that you would like more training on, and your Staff Educator can see what it is that you would like to learn more about.

Surveys are used for data collection and the names of the participants and their specific responses <u>**are unknown**</u> (anonymous). Your Educator can see (as an example) that 40 people were invited to participate and 30 people actually did participate. The Educator cannot see who did and who didn't, but could see the results of what the 30 completed surveys.

The Document Sharer

Document Sharer

The Document Sharer shares documents with staff, such as policies and procedures, educational resources, handouts, etc.

This is simply a resource center and there is no obligation to spend time in the Document Sharer, but you can browse the resources available to you as needed.

How to use this tool:

- ✓ Click on the name of the folder you want to open
- ✓ Click on the title of the document within the folder (see <mark>highlighted</mark> example below)
- ✓ View your document/resource on the right side of the screen

Any mandatory/assigned reading can be found in MY COURSES

Completion of Required Courses

My Courses

When education, policies and procedures are assigned to you, whether individually or to your department, you will find those items in My Courses.

The colour legend on the right of page, helps you identify priority courses:

- **Pink:** Courses that are highlighted in pink are Past Due
- **Yellow:** Courses that are highlighted in yellow are Coming Due within a 30 day period

- Past due
- Coming Due

How Do I Take a Course?

Click on the title of the Course/Policy you wish to take. You will then see a screen that looks similar to this:

Course Detail

MOL 5 Steps to Health and Safety Awareness for Supervisors Workbook: Enhanced by Surge Learning

Take Course   Take Test   Course Outline

Take Course:
View the Course here. Unless it is a policy, it will be a video with sound. Ensure your mobile device speakers are turned on or you have headphones available.

Take Test:
Once you have fully completed the course and you have entered your password to verify its completion, you will have access to the test.

Course Outline:
May provide information about the course, such as learning objectives and a summary of the topics reviewed in the presentation.

Length
00:06:57

Test Passing Rate
90%

LENGTH: The running time/duration of the video presentation. This time does not factor in the time it takes to complete the test.

TEST PASSING RATE: The percentage needed to pass the test. The passing rate is determined by your organization. CGMH requires a 100% passing rate.

Click on Take Course

Take Course   Take Test   Course Outline

Your video/policy will load. Once you have watched the course, **click on** <mark>I have completed this course</mark>

I have completed this course   Close
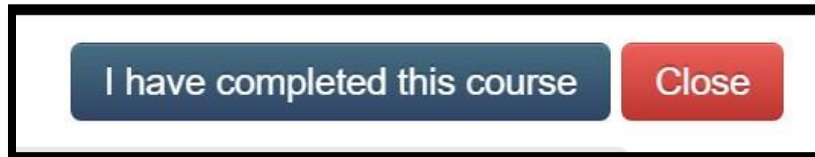
Please watch the course fully. If you try to close the education without watching its full duration, the system will remind you that you have not watched the whole module.

The estimated time for this course is 00:04:48. You have currently only been on the course for 00:00:06.
Please return to the course and make sure you complete the entire content.

Completion time is recorded in your course history

Return to Course

Course Completion Verification

Once you have completed the course and clicked, **I HAVE COMPLETED THIS COURSE**

You will need to verify one of two things, by clicking on one of the options below:

If you selected that you did not understand, you may type in a question in the field provided which will send directly to your Staff Educator.

Enter your Surge Learning (the one YOU made) password and click SUBMIT. This is not required when using Microsoft 365 as your password is automatically populated for you.

Proceeding to the Test

Once you have verified your understanding of the material and signed off on the Course as complete with your Surge Learning, you will notice that the test is now available.

Falls Prevention Part 1: An Introduction by Surge Learning Inc.

DEmo's own description

Take Course   Take Test   Course Outline

Click on TAKE TEST to proceed to the quiz

You will notice the passing rate at the top of the screen. This passing rate is set by your organization. For each question, click on your answers and complete ALL questions. **Click SUBMIT** and Surge Learning will mark your test right away!

Back to Course

Course Title	Falls Prevention Part 1: An Introduction by Surge Learning Inc.
Passing Rate:	80%

Questions	Options
A serious injury includes:	○ A. Fractures ○ B. Lacerations requiring sutures ○ C. An injury requiring assessment in ER or admission to hospital ○ D. The result of every fall ◉ E. A, B, and C only
A _____ is defined as a sudden and unintentional change in position resulting in an individual landing at a lower level such as on an object, the floor, or the ground, with or without injury	○ A. Near Miss ◉ B. A fall ○ C. Serious Injury

Marking the Test

Surge Learning will indicate if you did not pass the test, and will display the percentage you obtained.

Your test results

Course Title	Falls Prevention Part 1: An Introduction by Surge Learning Inc.
Passing Rate:	80%
Name:	Amanda France
Total Score:	50%
Date Taken:	November 30, 2015
Remarks	Sorry you did not pass the test. Passing score is 80%, you need to retake the test

Questions	Answers and Rationale
A _____ is defined as a sudden and unintentional change in position resulting in an individual landing at a lower level such as on an object, the floor, or the ground, with or without injury	B. A fall ✓
A serious injury includes:	A. Fractures ✗ Rationale: The correct answer is E. Fractures, lacerations requiring sutures, AND any injury requiring assessment in ER or admission to hospital are all considered serious injuries
TRUE OR FALSE: The more risk factors the resident has, the	True ✓

You will be able to see what questions you answered correctly, and which ones were incorrect. If you did not pass the test and you would like to retake it, please click on **Back to Course** on the top right and complete the same steps you did taking the test the first time.

If you need to retake the test, please note: YOU DO NOT NEED TO TAKE THE COURSE AGAIN.... Unless you want to!

When you have successfully completed the test, a checkmark will appear, indicating it is officially complete.

A course is FULLY complete, when BOTH the course and the test have been completed fully.

Take Course   Take Test   Course Outline

Surge Learning will track the completion dates and times of both the course and the test. You can even print a certificate for your records if you like!

Course Completed	Test Completed
November 30, 2015 10:50	November 30, 2015 11:15 100% November 30, 2015 11:01 50%

Leave
Feedback
About This
Course