

COURSE GUIDELINES

For your convenience, Training Services Division is providing suggested guidelines designed to make this a successful learning experience.

1. This course includes 30 lessons. Two of the lessons are tests (one pre and one post), many are Powerpoint files that have been converted for viewing on the internet.
2. Whenever you RUN a lesson, a new window will open up on your computer. Your computer interprets a new window as a POP-UP window. Many computers have a setting that blocks POP-UPS from opening. Therefore, it's necessary for you to make sure that you turn off the POP-UP blocker function. The screen shot below shows how you can do that.

Virtual Training Assistant - Windows Internet Explorer

https://www2.virtualtrainingassistant.com/MDHMH/wc.dll?learner~cMenu

Tools > Pop-up Blocker > Turn Off Pop-up Blocker

Lessons for Class

Lessons For: **Dispensing Updated - April, 2009 (EMPCLN135)**

Lesson Name	Type	Required	Take When	Status	Action
Case Study	Document	Y	NA	Complete Date: 5/14/2009	Run
Pre Test	Pre-test	Y	NA	Complete Date: 4/20/2009 Score: 2	Done
Welcome	Document	Y	NA	Complete Date: 5/15/2009	Run
Objectives	Document	Y	NA	Complete Date: 4/20/2009	Run
Code of Ethics	Document	Y	NA	Complete Date: 5/14/2009	Run
Declaratory Ruling	Document	Y	NA	Complete Date: 4/20/2009	Run
Definitions	Document	Y	NA	Complete Date: 4/20/2009	Run
Approved Formulary	Document	Y	NA	Complete Date: 4/20/2009	Run
Attachment A	Document	Y	NA	Complete Date: 4/20/2009	Run
Attachment B	Document	Y	NA	Complete Date: 4/20/2009	Run
RN Responsibilities	Document	Y	NA	Complete Date: 4/20/2009	Run
Dispensing Process	Document	Y	NA	Complete Date: 5/14/2009	Run
Process Checklist (Description)	Document	Y	NA	Complete Date: 5/14/2009	Run
Health Off. Respons.	Document	Y	NA	Complete Date: 4/20/2009	Run
Attachment C	Document	Y	NA	Complete Date: 4/20/2009	Run
Physician Respons.	Document	Y	NA	Complete Date: 4/20/2009	Run

Enable or disable pop-up blocker.

Windows taskbar: start, Novell GroupWise - M..., Document2 - Microsof..., Microsoft FrontPage ..., Virtual Training Assist...

3. You can repeat any lesson, except the Pre-test one; that lesson can only be run once. To repeat a lesson, you simply click on the word RUN (in the Action column) for that lesson. Each lesson, however, must be completed in succession. If the words NOT AVAILABLE appear in the Action column for a lesson, it simply means that you haven't taken a previous lesson.
4. Once you complete a lesson, you will close that lesson's window. Then you must click the CREDIT box.

Virtual Training Assistant - Windows Internet Explorer

https://www2.virtualtrainingassistant.com/MDHMH/wc.dll?learner~cMenu

File Edit View Favorites Tools Help

Virtual Training Assistant

News Search Reports Comment Instructor Help
My Learner Schedule Surveys Utilities Logoff

Training Launched

Lesson Started

Lesson **Code of Ethics** started.

Please allow a few seconds for the lesson window to appear.
When you have completed the lesson and that window closes, choose the appropriate button below.

I certify by pressing the CREDIT button that I have reviewed and understand the lesson material.

Done

start Novell GroupWise - M... Document2 - Microsof... Microsoft FrontPage -... Virtual Training Assist...

5. You can, if you choose, print any of the lessons. There are some, though, that you should definitely print. These include: the case study, the Declaratory Ruling, the 3 attachments, the process checklist, and the acknowledgement form.
6. Some of the Powerpoint-based lessons that you will view have navigational buttons on the actual slide that allow to move from one slide to another. Other lessons don't have these buttons. You can advance the slides in this and other files by clicking on the arrow that you see below. It currently shows that you're on slide 1 of 7. On some computers, this arrow may be at the bottom of the page.



7. If you have any questions when taking this course, you may contact your registration coordinator, or David Mark at either dmark@dhmh.state.md.us or 410-767-1834.