

2012 Code of Conduct Refresher Training Self-Guided CD Instructions

Materials Needed

You will need the following equipment in order to take the self-guided version of 2012 refresher training:

- The 2012 Code of Conduct Refresher Training Self-Guided CD, and
- A computer with the following **minimum requirements**:
 - Internet Explorer 7.0
 - Windows 2000
 - Student connectivity: 56Kb/s (7Kb/s)
 - 15" monitor
 - 800 by 600 pixels
 - Pentium III running at 200 megahertz or higher
 - 64 MB RAM
 - 24x speed CD-ROM drive
 - Flash Player 8 or 9
 - Windows Media Player 9.0
 - SCORM 1.2
 - External speakers
 - Connection to a printer
 - Video card capable of 800 x 600 (or greater) resolution and 16-bit color
 - 1st party cookies allowed
 - Active X controls enabled/prompt

Purpose and Learning Objectives of Program

This year's training focuses on how everyone at HCA can stay on the path to demonstrating greater respect and inclusion through increased knowledge and awareness of HCA policies. Four topics consisting of ADA compliance, HIPAA privacy, Political views and Substance use are depicted in video vignettes showing real world situations. At the end of the program, you will have a greater awareness of:

- How policies on ADA, HIPAA Privacy, Substance Use and Political Views are consistent with and grounded in our values of treating others with respect and preserving dignity.
- The ways in which demonstrating respect and inclusion helps us all to do our jobs more effectively and productively.
- How following HCA policies can help to ensure patient safety and employee safety.
- The specific policies and procedures presented in this training and how they reinforce our Code of Conduct.

Before you Get Started

Before inserting the CD into the drive:

1. Make sure you have 1 hour in order to complete the training;
2. Make sure the volume is up fairly high on your computer; and
3. Close all other applications.

When the CD is placed in the CD-ROM drive, it will begin automatically. You will see prompts asking you to sign in. Type your first and last name only; the date will automatically be entered.

This CD is a self-contained, interactive training program. Follow the navigation instructions provided to make your way through the course.

Note: If it is necessary for you to exit the training before you have completely viewed each section, the **CD will NOT bookmark** where you stopped. It is very important to only start the training when you have an hour to commit to the training, otherwise you will have to begin again.

After you complete the course, you will have access to the Certificate of Completion.

Completion Certificate

At the completion of the training, be sure you print a copy of the certificate. You must have a copy of the printed certificate to get credit for completing the 2012 Code of Conduct Refresher Training. Present the certificate to your manager or Institution Administrator for tracking. **Additionally, please return the self-guided CD to your manager or Institution Administrator.**