

# Instructions for on-line New Employee Orientation for short-term staff!

[www.swankhealth.com](http://www.swankhealth.com)

## 1. How do I get started?

You will need internet access and you **must** be registered with Swank HealthCare in order to access the course. Call Swank Healthcare at **1-800-950-4248** and let them know you need to be registered. They should provide you with a Participant ID # and password.

## 2. Go to [swankhealth.com](http://swankhealth.com).

## 3. Click the **Log in** box

- Enter our Site Code - **918**
- Enter your Participant ID
- Enter your password (passwords are case sensitive)

Site Code:

System ID (Username):

Or your Participant ID:

Or Your SSN:

Password:

[Forgot your Login Information?](#)

Click **Login** or press enter

Next click **Continue**

**Swank HealthCare**  
Tim Swank, Chairman

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**918 - Madigan Army Medical Center**

Please scroll down for info on BMAR, Nursing, Modified New Employees Orientation and CI running. However, the evaluation that you must take prior to taking the test has some prob eval. If it comes up, answer a few of the questions, then scroll down and submit. Hopefully finish up. This program has been created with you in mind: fairly fast and just the facts. On recommend that you print off the study test first thing (if) so you can follow along the qu... Thanks for your patience. If you notice any problems with the content or test material, please correct mistakes immediately. Nursing Orientation - Please print the post test prior to stud self study as you progress through the program. Madigan has an extensive Pain Managen Website. There is a URL to link you to it. Use that link for the pain management module. TI 2006. Please notify Ms. Nichols if you find discrepancies in the program. Carol Nichols or

[Continue](#)

## 4. Select a course

From My Assigned Training, click on **Course List**.

**Swank HealthCare**  
Tim Swank, Chairman

800.950.4248

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Your Name  
Your Facility's Name

Below the heading for Madigan Army Medical Center, click on **Site Specific**. Next look for Modified NEO (Non-Permanent Staff only) and click on **View Course**.

**Note: Do not complete the BMAR training**

Follow the instructions to **View Module** and begin the course. You may print a copy of the test to follow along while reading the slides.

### 5. Evaluate and test

When finished with the slides close the window. Then below Test Name click on **Evaluation**, answer the questions and submit.

(You must submit the evaluation before taking the test)

Next answer the test questions. At the end of the test, click **Grade Test**.

Course Evaluation					
N/A = Not Applicable, 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Excellent					
EVALUATION OF EACH OBJECTIVE					
Describe the benefits of relaxation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Describe 2 types of relaxation techniques.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate one relaxation technique.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The test questions reflected program objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 6. Print your certificate

The pass rate for this test is 80% or better. If you fail the test, you may take the test again by clicking on **Course Test**.

If you pass, you may print your certificate. Click the **View/Print Certificate** link.

Then click the **printer icon**  in the upper left corner to print.


If you want to save your certificate, click **Download Certificate** then **Save**.

**TEST FOR PROGRAM: 42104**

[Close Window](#)

**Grade Test**

You passed with a score of 80%.  
You missed the following question(s):1;

 [View/Print Certificate](#)

\*\* The certificate must be returned to CPT Holly Roberts, Madigan CCCE, four weeks prior to the start of the affiliation.

CPT Holly Roberts, DPT, GCS  
Madigan Army Medical Center  
Dept. of Physical Therapy  
MCHJ-PMT  
Tacoma, WA 98431.

**For answers to your questions about the site specific courses,  
please call Ms. Carol Nichols at 253-968-0646 or  
Swank HealthCare at 1-800-950-4248.**

*Thank you for choosing Swank HealthCare for your Continuing Education needs. We look forward to receiving your feedback and suggestions for future courses.*

 **Swank HealthCare**  
Tim Swank, Chairman  
www.swankhealth.com  
mail@swankhealth.com  
1-800-950-4248