

# Process for Providing Meditech Training to our Nursing Students

## Introduction

The following process was developed to provide our Academic Partners with options for Meditech training to most efficiently meet the training needs of their nursing students. St. David's Healthcare (SDH) would like to collaborate with our Academic Partners in a manner that is secure, yet flexible enough to successfully achieve a productive and effective training environment for our students.

## Access to SDH Network Resources

### **Option 1:** Remote Access via B2B

SDH offers to establish a B2B connection with the university to securely connect the two entity networks. This allows the most direct means of accessing the SDH application(s) required for training. If your institution is interested in establishing a remote access connection for Meditech training, please contact Deborah Am Rhein at [deborah.amrhein@stdavids.com](mailto:deborah.amrhein@stdavids.com).

### **Option 2:** Remote Access via Soft Token

SDH offers the opportunity to utilize soft tokens installed on University-owned workstations as a means of remote authentication into the SDH network. If machines are reimaged, the token must be installed again, one unique soft token per workstation. If this option is desired, send a request to [AccessManagementLonestar@HCAHealthcare.com](mailto:AccessManagementLonestar@HCAHealthcare.com).

### **Option 3:** Remote Access via Enterprise Simplified Remote Access (eSRA)

SDH offers use of eSRA to access network resources required for training. Active Directory accounts will need to be created for each student. Upon acquiring an AD account, all that remains for accessing the SDH network is an internet connection. This is a preferred option for those universities where students are encouraged to use their own personal laptops for training, or when images are refreshed on training room workstations upon logging out of the student. If this option is desired, send a request to [AccessManagementLonestar@HCAHealthcare.com](mailto:AccessManagementLonestar@HCAHealthcare.com).

### **Option 4:** Utilizing the SDH Facility Training Rooms

SDH would like to offer use of its training rooms to help facilitate student training. Faculty or instructors may schedule these rooms by emailing the Education Generalist or Academic Partner Coordinator. Facility Training Rooms are subject to availability.

## Access to Meditech

Each student will need to be granted an Active Directory. This will give access to Meditech as well. To create this, see the instructions in the Nursing Student Access Management document. The instructor must encrypt and password-protect the file before emailing to the SDH Access Management Lonestar team at [AccessManagementLonestar@HCAHealthcare.com](mailto:AccessManagementLonestar@HCAHealthcare.com). The team will create accounts, place the info in a file, encrypt, password protect, and send the information back to each respective instructor. The instructor will present the user account information to each student at the time of class.

Upon gathering the student information for the account creation, the instructor must acquire a signed copy of the attached SDH Confidentiality and Security Agreement (CSA). For additional information, please the document **Pre Class-Nursing Student Access Mgmt.**

**NOTE:** Instructors MUST provide the LAC team with a date of account termination. Upon this date the student's Meditech account will become inactive and the LAC team will terminate each unique AD account.

**NOTE:** If LIVE Meditech student accounts are created for their use in the facilities, the instructor must not issue these until the student has successfully completed their training. Accessing LIVE patient data for training is not allowed.

### **Instructors who need Education**

If an instructor believes they need education, or re-education on the use of Meditech, they should first seek training from a colleague. If a colleague is unavailable, or there have been significant changes made to the Meditech system during the year, the instructor may contact **Deborah Am Rhein** at (512) 341-6432 or [Deborah.Amrhein@stdavids.com](mailto:Deborah.Amrhein@stdavids.com). In addition, Deborah will make an attempt to proactively seek status with key educators before each semester and coordinate any required training.