MSI/Resident/Fellow/Midwives/Researchers/Staff Physician/Nurse Practitioners/ NP Students/ Pharmacy Students and Pharmacists

You are responsible for registering and completing PHC PCIS training before system access is granted. To register for training courses, you must create a personal account in the Learning Hub. The Learning Hub can be accessed from the Internet or Intranet. Users must create their own account. All new users need an email address to sign up for an account.

Create a New Learning Hub Account

Open Google Chrome and type in URL: http://learninghubhelp.phsa.ca/

Information on setting up a LearningHub Account can be found on Learning Hub Help.

Medical Staff: Physicians, dentists, midwives, nurse practitioners, maxillofacial surgeons. If you are a Medical Staff employed with a Health Authority, please register with an Employee Account instead. Affiliate/Contractor Account: Researchers, clinicians. Employees who do not have their employee ID established yet may create this account first and upgrade to an Employee account later.

If you encounter difficulties setting up an account, email: learninghubadmin@phsa.ca

All new users need to register with an email address to sign up for a Learning Hub account - most e-mail addresses are accepted. For any problems with setting up Learning Hub accounts, please email learninghubadmin@phsa.ca for assistance.

NOTE: MSIs, Residents, Fellows, Staff Physicians, Midwives, Researchers, NP’s, NP Students, Pharmacy Students, Pharmacists can complete PHC PCIS SCM Basics training online. The following instructions will assist you to complete the course online.
## Find the PHC PCIS Basics Online Course

1. Login to your Learning Hub account.
2. Search for **PHC PCIS 150G**
3. Select **PHC PCIS 150G (Physicians) — SCM Basics Online** and click ***more information***.
4. Click **Start Course**.

**Note:** If you work in **Emergency or ICU**, additional training is required:

Please register in Learning Hub for the applicable course(s) based on your role and work/rotation area.

- **Residents in ICU** — Enroll in **PHC PCIS 200G SCM Physician Order Entry** (classroom training)
- **Residents in ED** — Enroll in **PHC PCIS 010G (Physicians) ED Manager Online** (online training) and **PHC PCIS 200G SCM Physician Order Entry** (classroom training)
- **MSIs in ED** — Enroll in **PHC PCIS 010G (Physicians) ED Manager Online** (online training)

  **Note:** MSI’s *do not perform order entry*

**Note:** Nurse Practitioners working in any area also require **PHC PCIS 200G SCM Physician Order Entry** (classroom training)

## Information About the PHC PCIS Basics Online Course

**Complete the following** (should take approximately 45-60 minutes to complete):

1. View all 11 modules.
2. The **Competency Quiz**.
3. The **User Information** and **Terms of Use** forms.

**Note:** If you are having difficulties accessing or completing the online course email: pcissupport@providencehealth.bc.ca.

## WebDI Access

- If you require access to view patient images, please complete the [WebDI Access form](#). For further assistance with obtaining a WebDI account, please call the Service Desk at 604-806-9333.

## Dictation ID (MSIs, Residents, Fellows, MDs only)

- You need to complete PHC PCIS – SCM Basics training prior to receiving a dictation ID, regardless of whether you have an active dictation ID at another Health Authority. Transcription Services will provide you with a dictation ID or activate your current dictation ID for use at PHC. Please allow 1-2 business days after your SCM account has been created, for your dictation ID to be activated.

For dictation and/or transcription issues contact:

- By e-mail: transcriptionalerts2@vch.ca
- By phone: 604-806-9696
## Access To PHC PCIS

Your PHC PCIS **Username** and **Password** are emailed (within 2-5 business days) when the following are complete. *(Note: Additional documentation may be requested to validate your placement)*

- All 11 modules have been viewed.
- Passing score received in Competency Quiz.
- User information and Terms of Use form completed.