


## MSI/Resident/Fellow/Midwives/Staff Physician/Pharmacist 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 **Course Catalogue Registration System (CCRS)**. CCRS is 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 CCRS Account

1. Open an Internet browser.
2. Type in URL: <https://ccrs.vch.ca>
3. Click  **New User**.
4. Read the **By accessing this system, I agree to the following:** and click **I Agree**.

#### Set up an account:

Select your employment status:

1. Select **Physician** (CPSID # is required) OR  
Select **Contracted/Affiliated Employee** (no CPSID # is required).
2. Select your **Primary Health Organization**.
3. Complete the details (e.g. name, email, etc.).

When your account has been created, you will receive an email confirmation.

If you encounter difficulties setting up an account, email: [learnwithus@vch.ca](mailto:learnwithus@vch.ca)

**All new users need to register with an email address to sign up for a CCRS account - most e-mail addresses are accepted. For any problems with setting up CCRS accounts, please email [learnwithus@vch.ca](mailto:learnwithus@vch.ca) for assistance.**

**NOTE:** MSIs, Residents, Fellows, Staff Physicians, Midwives, Pharmacist students/residents and Pharmacists can complete PHC PCIS Basics training online or in a class setting.

The following instructions will assist you to complete the course online. If you prefer to attend a classroom training session, you **must** register in CCRS for a scheduled class time and location.

### Find the PHC PCIS Basics Online Course

1. Login to your CCRS account.
2. Click **Course Search**.
3. In the **Course Name** field, type **PHC PCIS 150G**
4. Select **PHC PCIS 150G (Physicians) – SCM Basics Online** and click >>>*more information*.
5. Click **Start Course**.

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

Please register in CCRS 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*

### Information About the PHC PCIS Basics Online Course

**Complete the following:**

1. View all 11 modules.
2. The **Competency Quiz**.
3. The **User Information** and **Terms of Use** forms.
4. It takes approx. 45-60 minutes to complete the course.

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