


Surgical Services

Pre/PACU Nurse

Audience: All Pre-Operative and Post-Operative RNs

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Pre/PACU Nurse: Live Session	Training Track Complete


Pre/PACU Nurse

	Prerequisites
Instructor-Led Course Length: 6 hours	
<p>Course Description: In this course, the user will learn the basics of pre-procedure, phase II, and PACU documentation, including assessments, orders, lines, medication administration, and blood administration. Users will also practice workflows.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of a Navigator • Finding Patients and Beginning Charting • Documenting Vitals and Patient Assessments in a Navigator • Documenting in Flowsheets • Administering Medications on the MAR • Nurse Managing Orders • Document Patient Education • Manage LDAs Using the LDA Avatar • Documenting IV Fluids and Medications Drips • Advanced Medication on the MAR • Validating Monitor Data • Pre-Procedure Phone Call • Postprocedure Phone Call • Document in the Code Narrator

Intra-op Nurse

Audience: RN staff working inside of the Operating Room

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Intra-op Nurse: Live Session	Training Track Complete


Intra-op Nurse

	Prerequisites
Instructor-Led Course Length: 4 hours	
<p>Course Description:</p> <p>In this course, the user will learn the basics of intra-procedure documentation, including pre-incision tasks, procedure tasks, and closing tasks. Users will also learn how to create an add-on case and will practice workflows.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of a Navigator • Finding Patients and Beginning Charting • Documenting Vitals and Patient Assessments in Navigator • Intraoperative Documentation • Nurse Managing Orders • Case Creation and Scheduling • ED200 Document in the Code Narrator

Procedural Nurse

Audience: Endoscopy Nurses

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Procedural Nurse: Live Session	Training Track Complete

Procedural Nurse

	Prerequisites
Instructor-Led Course Length: 6 hours	
<p>Course Description:</p> <p>In this course, the user will learn the basics of GI documentation, including pre-procedure, intra-procedure, and post-procedure tasks. <u>The intra-procedure part of this class is specific to GI. Any nurse who also circulates in the main ORs should take Intra-op nurse, as the tools are different.</u></p> <p>Users will also learn how to create an add-on case and will practice workflows.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of a Navigator • Finding Patients and Beginning Charting • Vitals and Patient Assessments in a Navigator • Pre-procedure Phone Call E-Learning: INP061 Documenting in Flowsheets • Administering Medications on the MAR • Nurse Managing Orders • Document Patient Education • Manage LDAs Using the LDA Avatar • Validating Monitor Data • Postprocedure Phone Call <ul style="list-style-type: none"> • Case Creation and Scheduling • Document in the Code Narrator

PAT Nurse

Audience: All Pre-Admission Testing Nurses

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	PAT Nurse: Recorded Lessons	Training Track Complete

PAT Nurse

	Web-Based Training
<p>Course Description: In this course, the user will learn the basics of pre-admission testing documentation, including the PAT Screening Call and the PAT Appointment. Users will also practice workflows.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of a Navigator • Finding Patients and Beginning Charting • Documenting Vitals and Patient Assessments in a Navigator • Pre-procedure Phone Call • Nurse Managing Orders • Document Patient Education

Surgery Scheduler

Audience: All Staff Scheduling Surgeries

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Surgery Scheduler: Recorded Lessons	Training Track Complete

Surgery Scheduler

	Web-Based Training
<p>Course Description:</p> <p>In this course, the user will learn the basics of scheduling OR and GI cases, including case creation, working with surgeon case requests, and scheduling appointments. User will also practice workflows.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of the Schedule • Office Staff Case Requests • Case Creation and Scheduling

OR Manager

Audience: All Staff managing OR support staff

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	OR Manager: Recorded Lessons	Training Track Complete

OR Manager

	Web-Based Training
<p>Course Description: In this course, the user will learn the basic functionality of the OR Manager Dashboard, including running reports, finding additional reports, and utilizing reports.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of an OpTime Manager Dashboard • Overview of the Schedule • Overview of Reporting • Run and Manage Reports • Capturing Charges in OpTime

Charge Poster

Audience: OR Charge Posters

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Charge Poster: Recorded Lessons	Training Track Complete

Charge Poster

	Web-Based Training
<p>Course Description: In this course, the user will learn the basics of posting charges for OR and GI cases, including how to review documentation and address warnings and errors.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of a Navigator • Capturing Charges in OpTime

Central Sterile Technician

Audience: Central Sterile Technicians

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Central Sterile Technicians: Recorded Lessons	Training Track Complete


Central Sterile Technician

	Web-Based Training
<p>Course Description: In this course, the user will learn the basics printing a case card in the event it does not print automatically in a batch print.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of the Schedule • Overview of Finding Patients on the Status Board

Periop Patient Care Assistant

Audience: Perioperative Patient Care Assistants (East Campus Only)

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Periop Patient Care Assistants: Recorded Lessons	Training Track Complete

Periop Patient Care Assistants (East Campus Only)

	Web-Based Training
<p>Course Description: In this course, the user will learn perioperative support tasks including updating event times, printing recording baseline vitals, and requesting transport. <u>This class is for Periop Patient Care Techs and Patient Service Associates (East Campus Only).</u></p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Documenting Vitals and Patient Assessments in a Navigator • Documenting in Flowsheets

Periop View Only for Techs

Audience: Anesthesia Techs (East and West Campus), Periop Patient Care Assistants (West Campus)

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Online Learning E-Learning Courses



Training Track Complete

Periop View-only for Techs

Web-Based Training

Course Description:

This course is for Anesthesia Techs on East and West Campus and PPCAs on West Campus. Learners will watch e-learnings for view only access.


E-Learnings:

- Overview of Hyperspace in an Inpatient Setting
- Overview of Finding Patients on the Status Board
- Overview of the Schedule
- Communicating with Staff and Patients
- Setting Up Haiku for Clinicians

Perfusion

Audience: Perfusionist

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Perfusionist: Live Session	Training Track Complete

Perfusionist

	Prerequisites
Instructor-Led Course Length: 3 hours	
<p>Course Description: In this course, the user will learn the basics of intra-procedure documentation. Users will also learn how to document ECMO.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of Finding Patients on the Status Board • Introduction to Chart Review for Perfusion • Introduction to Procedural Documentation for Perfusion • Documenting in Flowsheets • Overview of the Schedule

Preference Card Builder

Audience: All Staff Building Preference Cards

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Preference Card Builder: Live Session	Training Track Complete

Preference Card Builder

	Prerequisites
Instructor-Led Course Length: 2 hours	
<p>Course Description:</p> <p>In this course, the user will learn the basics of creating preference cards to be used for setting up OR rooms. Users will also learn how to update cards, make global substitutions, and use the Preference Card Dashboard.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of Preference Cards

Resource Manager

Audience: All staff working with Resource Assignment in an OR setting

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	Resource Manager: Recorded Lessons	Training Track Complete

Resource Manager

	Web-Based Training
<p>Course Description: In this course, the user will learn the basics of assigning staff to rooms or cases. This functionality is utilized by the anesthesia department.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of Resource Assignment • Assigning Staff and Resources Part 1 • Assigning Staff and Resources Part 2

OR Administrative Support

Audience: All supporting Perioperative Administration Staff

Program Contact: Louise Hundley, LOH9029@NYP.ORG

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Pre-Requisite E-Learning Courses	OR Administrative: Recorded Session	Training Track Complete

OR Administrative Support

	Web-Based Training
<p>Course Description: In this course, you will learn perioperative administrative support task including managing the schedule, updating tracking events times. <u>This class is for Periop Unit Assistants, Periop Unit Clerks, and Business Assistants.</u></p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Inpatient Setting • Overview of the Schedule • Case Creation and Scheduling