

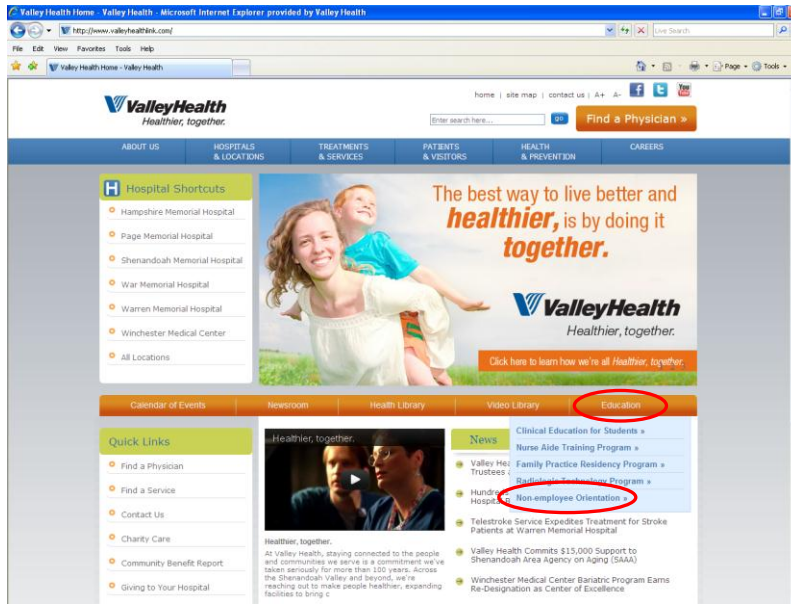


Accessing the VHS Non-Employee On-line Orientation Module

The VHS Non-Employee Orientation module is required of faculty, students, and contracted employees entering VHS facilities. The module is available to ON-LINE at www.valleyhealthlink.com. The annual orientation may be completed at home, at your academic institution, or anywhere with internet access. The orientation module was created in a WINDOWS document for use with PC's. Mac Users are encouraged to use a computer with Windows access. (see last page to install Virtual Box)

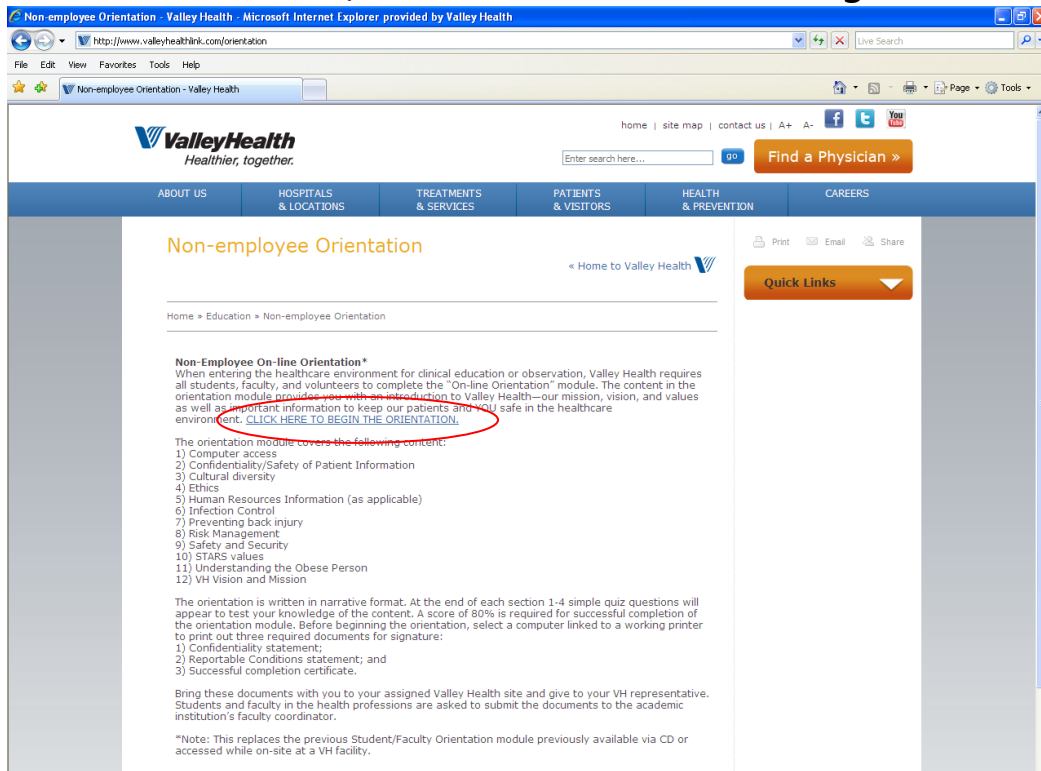
To access the VHS Non-Employee Orientation module:

- 1) Go to URL <http://www.valleyhealthlink.com/>
- 2) Click on "Education" and select the last option in the drop down box—"Non-employee Orientation". This module is for faculty, students, and any contracted employee of VHS.

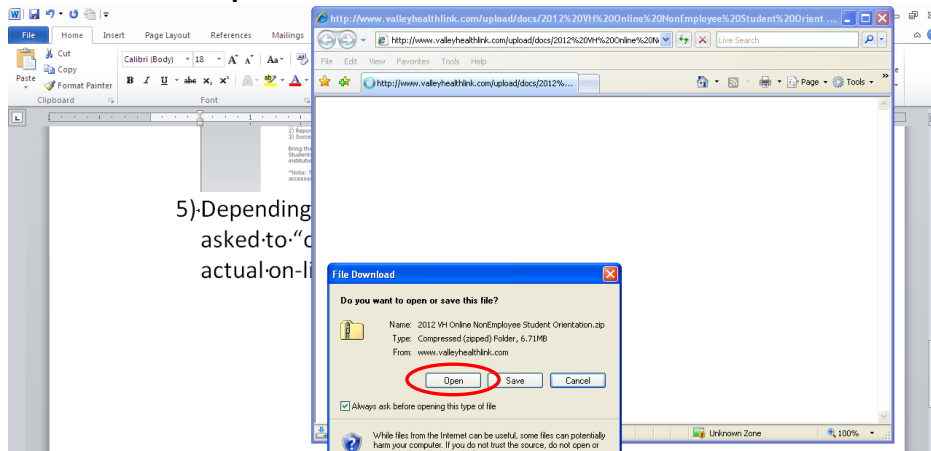


3) Note: This module is NOT for VHS employees. VHS employees are required to complete a more comprehensive annual mandatory review found on the VHS Intranet.

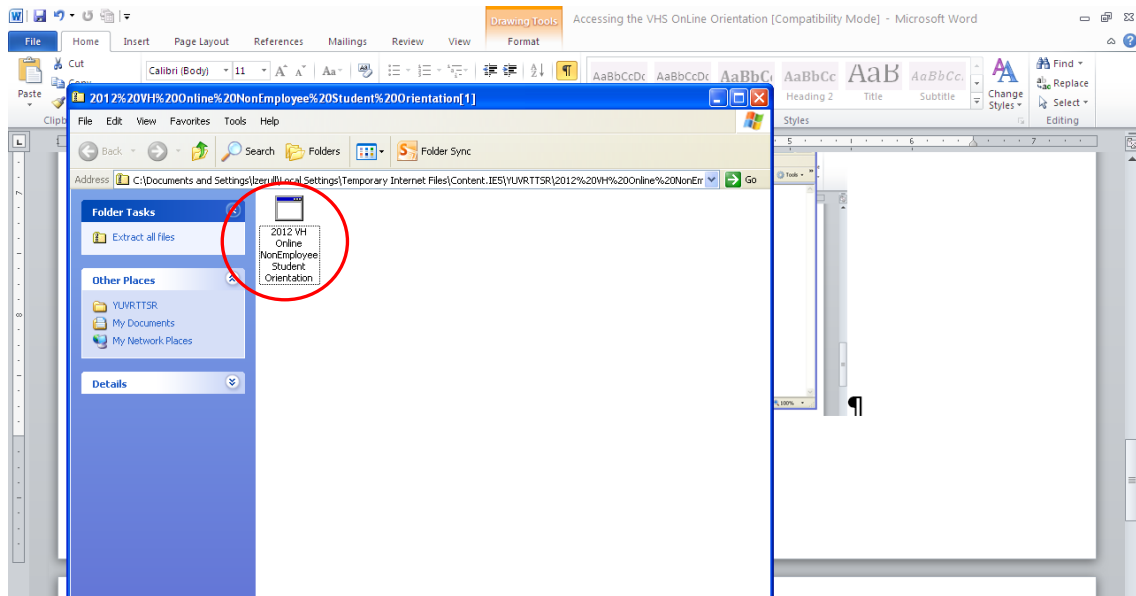
4) On the 2nd screen, click on “Click here to begin orientation”



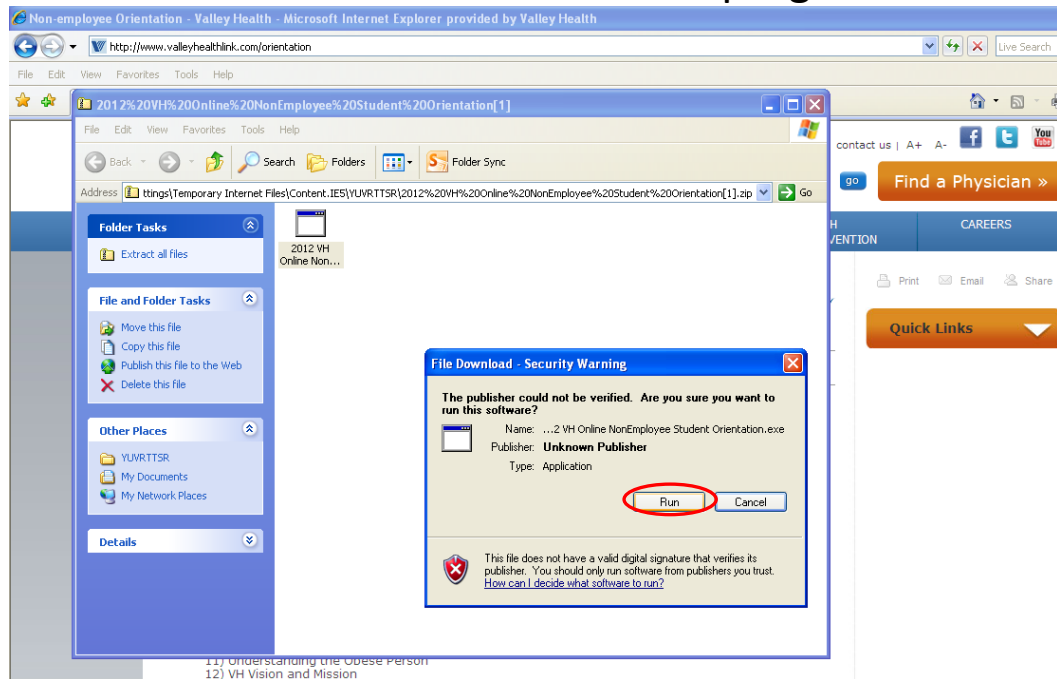
5) Depending upon your operating systems, you may be asked to “open” a file



6. Double Click on the file name “



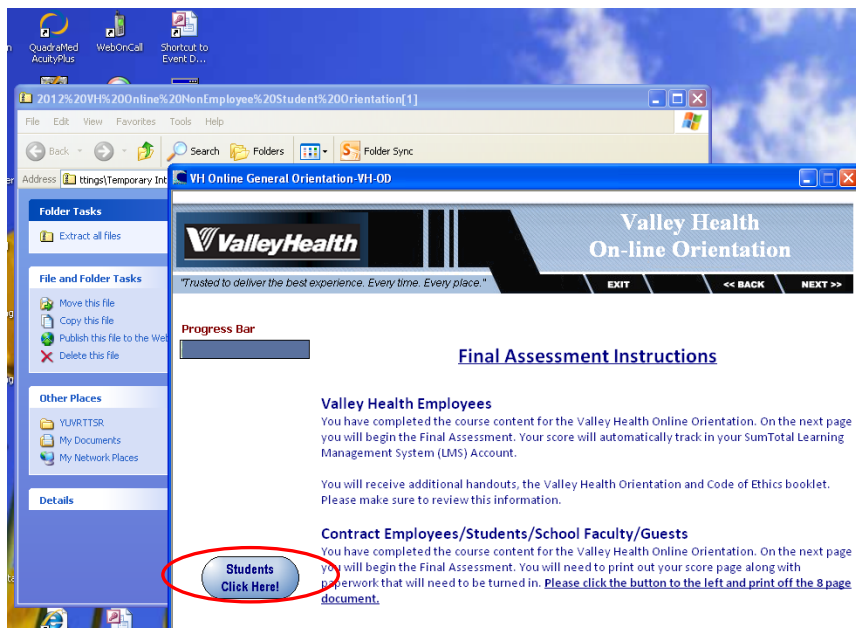
7. Click “run” to access the orientation program



8) You now have access to the Orientation module. Be sure to complete the entire module using the “NEXT>> and <<BACK prompts.



9) On the Final Assessment page, click on “Students Click Here”



10) Print ALL 8 pages in the pdf file.

- 11) Review content in all documents (e.g., Confidentiality/HIPAA, Reportable Conditions and Orientation checklist)
- 12) Sign and date the documents as indicated.
- 13) All documents must be submitted with a complete packet PRIOR TO the start of any clinical education rotations. It is our pleasure to support clinical education at Valley Health.

MAC Users

Please note that the **VHS Non-employee Online Orientation** module was created in an **.exe file** that is not directly compatible with the MAC platform. There are two options to consider:

- 1) Identify a windows-based PC linked to a printer and take the orientation module.
Note: VHS has available computer terminals at the HR-Human Resources Department located 333 W Cork Street, Winchester VA 22601 or call your local hospital to identify available PCs for use). Your local library or schools may also offer resources. OR
- 2) Install VIRTUAL BOX freeware; however this requires a full version of WINDOWS software. VIRTUAL BOX software provides MAC users with the option to open .exe files. URL address is: <http://download.virtualbox.org/virtualbox/4.2.6/VirtualBox-4.2.6-82870-OSX.dmg>

Shenandoah Faculty and Students

SU is an all MAC University. Per the Shenandoah University IT department, You are encouraged to use the SU “Self Service” to install VIRTUAL BOX. SU Self-Service provides a PDF file with complete instructions on “how to install software”. If a student or clinical faculty does not have “Self service”, please go to the SU HELP DESK in HOWE 112 for installation. Still have questions? Contact the University IT department at (540) 665-5555 IT team can assist you. SU Help Desk Hours are Monday-Friday 7am-5pm

Note: You must on SU campus to install the VIRTUAL BOX utilizing “3SU” wireless network