Quality Assurance

Part A: Assessment Completion Guide RN-EC

College of Nurses of Ontario
Ordre des infirmières et infirmiers de l'Ontario
THE STANDARD OF CARE.

QA QUALITY ASSURANCE

Quality Assurance – Part A: Assessment completion guide RN-EC Pub. No. 44052
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Table of Contents (RN-EC)

Step 1: 4
Step 2: 4
Step 3: 5
Step 4: 6
Step 5: 6
Step 6: 7
Step 7: 7
Player Controls 8
Legend 9
Returning to the Course homepage 9
Resume Assessment 9
Instructions 10
Certificate 10

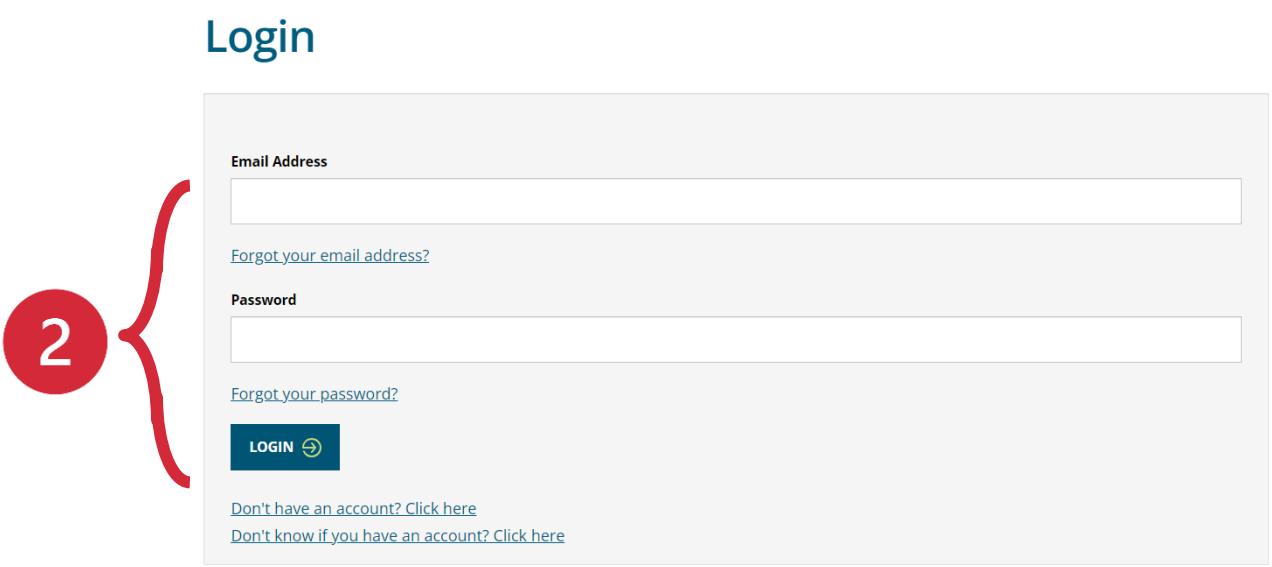
How to access and complete your Quality Assurance Assessment: RN-EC

Step 1:

From the Maintain Your Membership landing page, select **LOGIN TO MY ACCOUNT**.

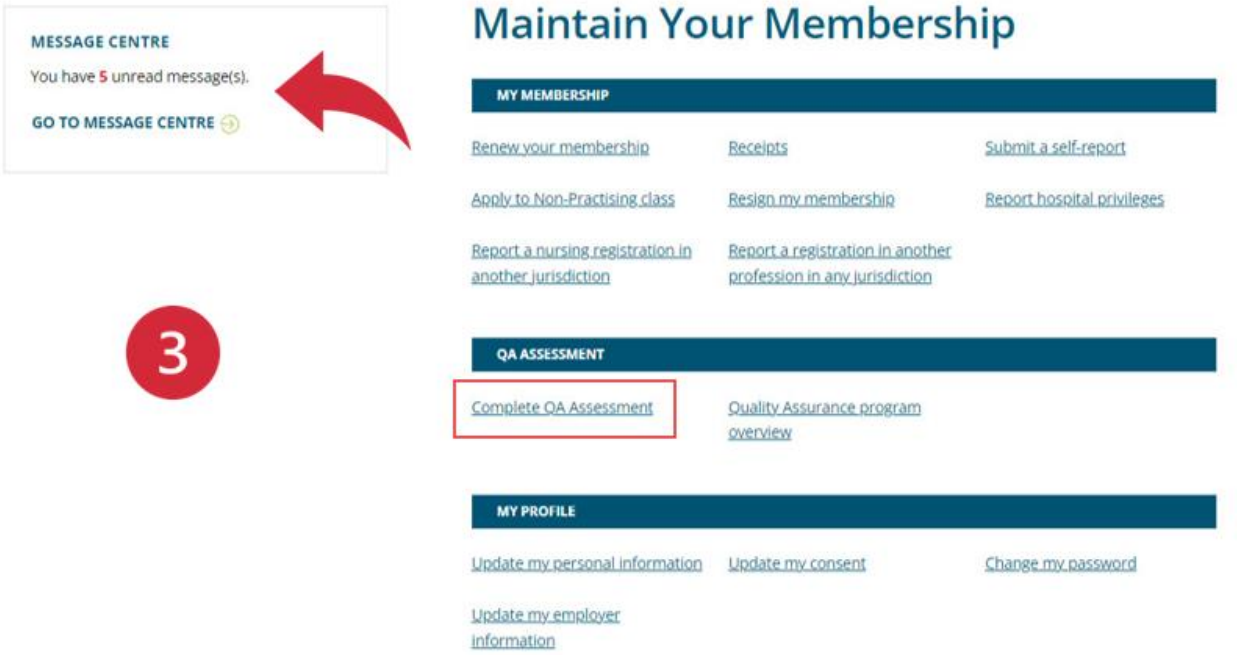
Step 2:

Complete the mandatory fields with your email address and password. Select the **LOGIN** button to continue.

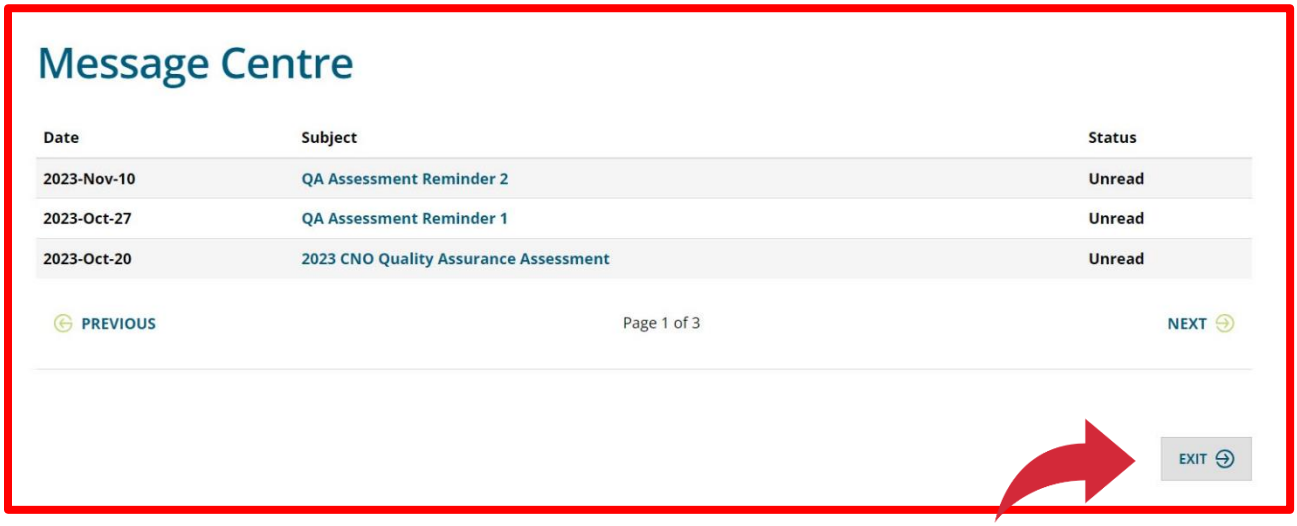


Step 3:

The Maintain Your Membership (MYM) landing page will appear. Go to the **MESSAGE CENTRE** to read your messages.



This is how the Message Centre area will appear.

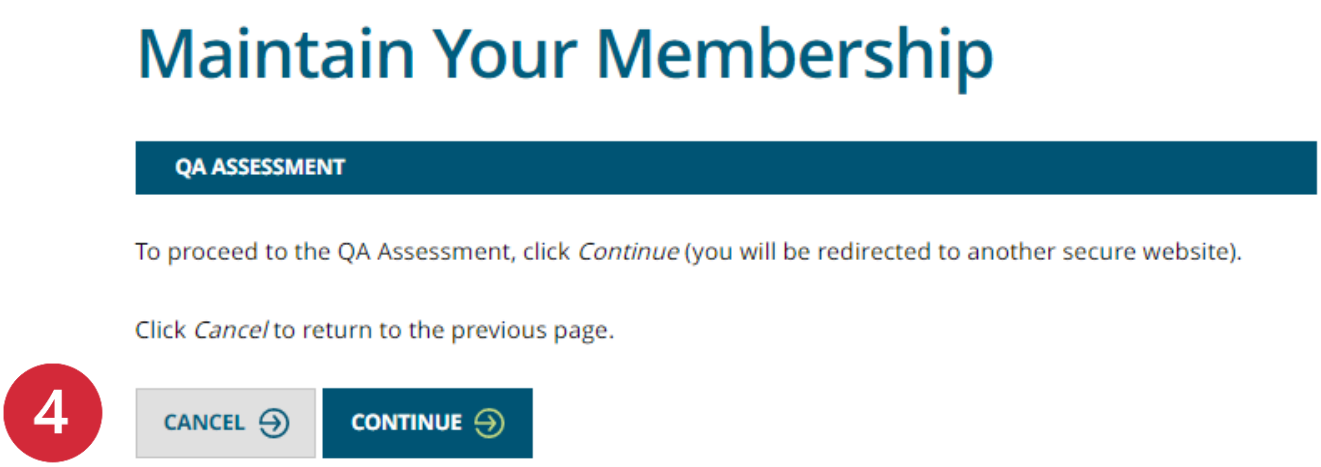


When you have finished reading the messages, select **EXIT**.

This will take you back to the MYM landing page where you can select the **Complete QA Assessment** link.

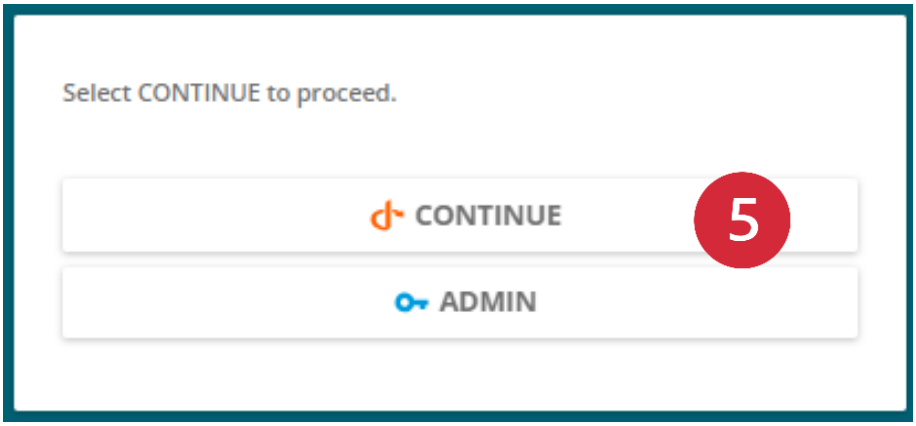
Step 4:

Select the **CONTINUE** button.



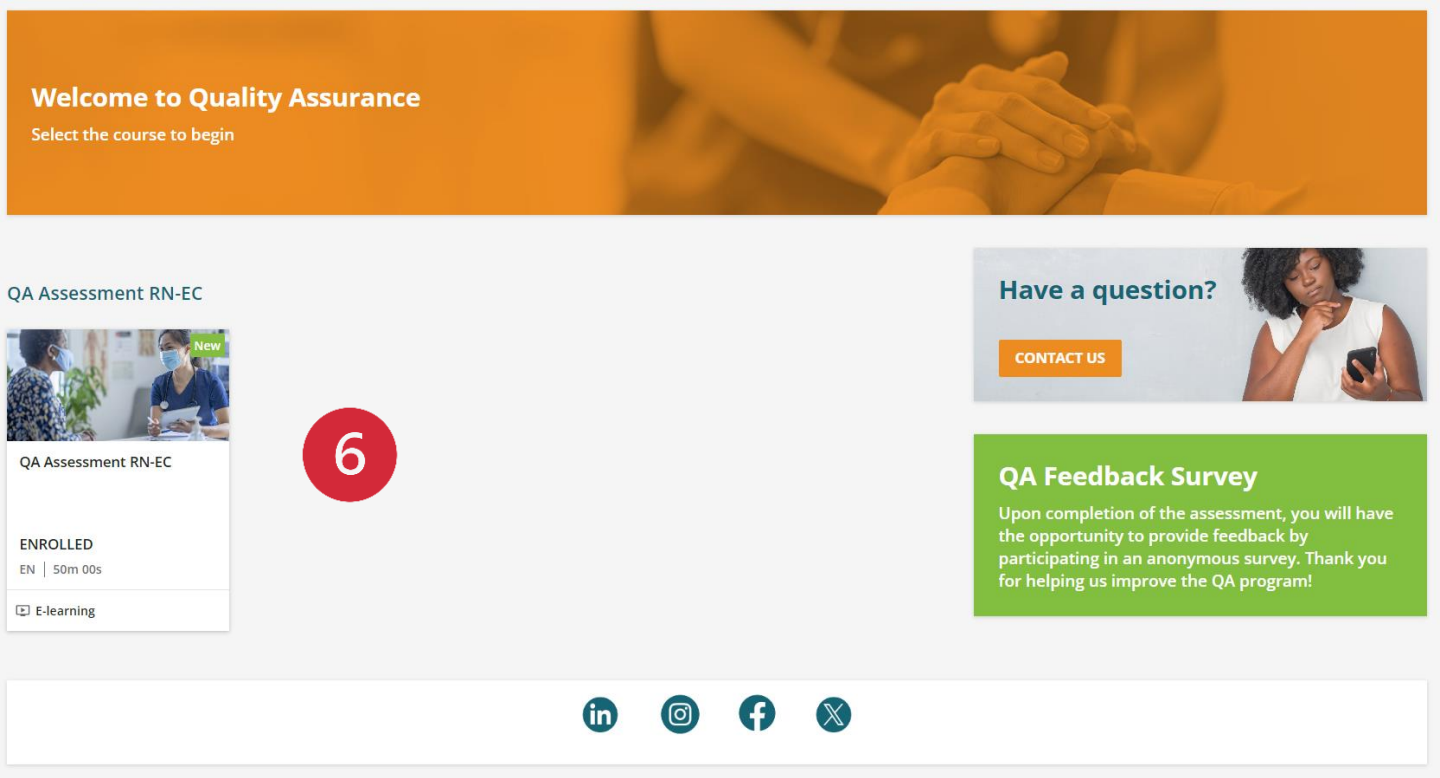
Step 5:

Select **CONTINUE** from the Learning Management System (LMS) landing page.



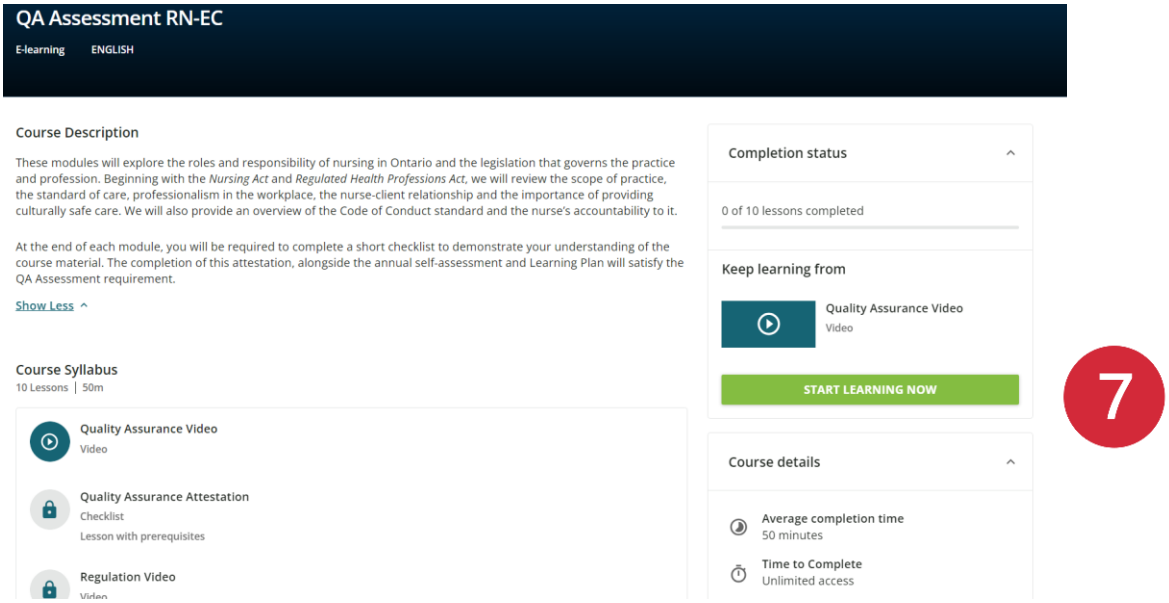
Step 6:

Once you are logged into the LMS, you will land on the Quality Assurance course access page. Select the course entitled: **QA Assessment: RN-EC** to be taken to the course homepage.



Step 7:

From the course homepage, select **START LEARNING NOW** to begin.



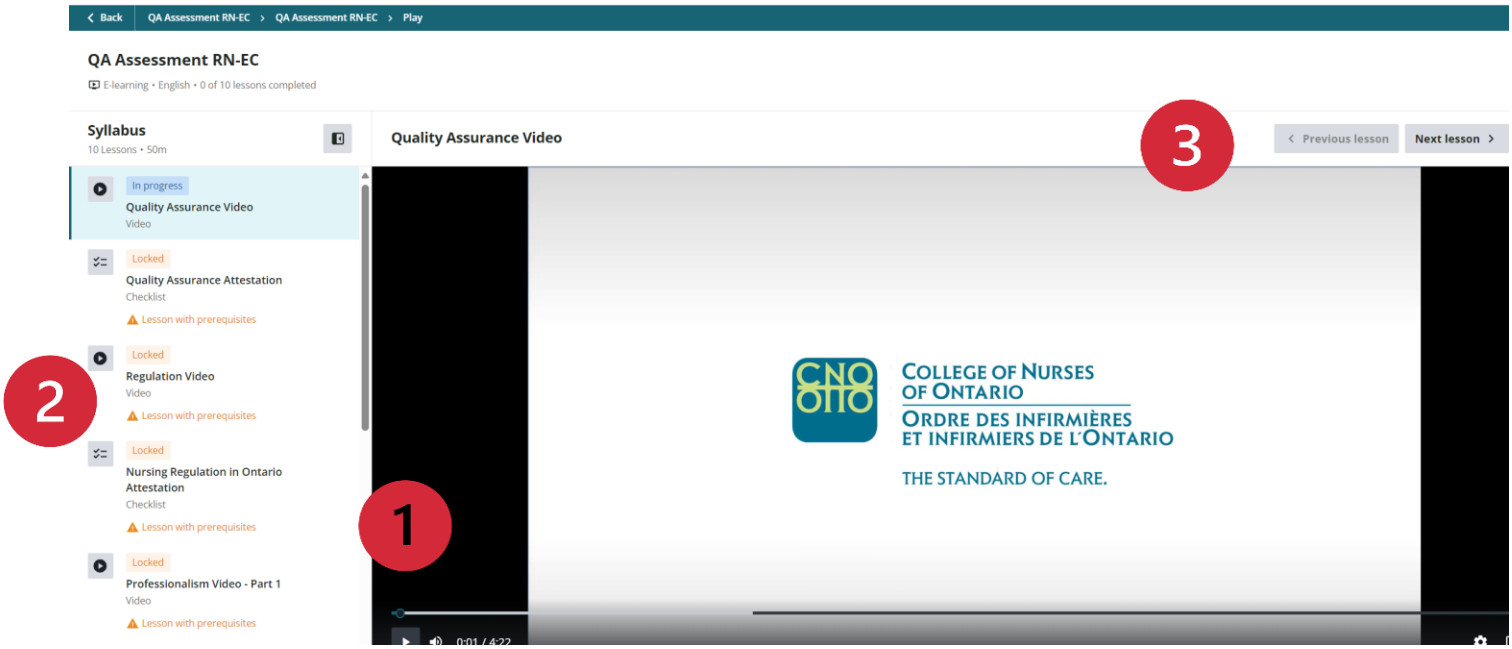
Player Controls

The Player has **three main areas**:

1. **Video area with pause/play button**
   Once you have entered the assessment page, the video will play automatically. You can pause/play the video, but you cannot move ahead by dragging the bar forward. You must watch the video in its entirety. This action is the same for each video.

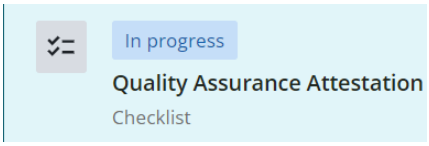
2. **Syllabus area**
   The Syllabus area holds the videos, module, attestations and instruction page. Each of the items inside the syllabus area are locked and must be taken in the order that they appear. Once you have viewed a video or completed an attestation, that item will become unlocked and remain open for you to view.

3. **Previous lesson / Next lesson buttons**
   You will be able to move through the assessment by using the **PREVIOUS LESSON / NEXT LESSON** buttons or you can select each item within the syllabus area. You can also expand the screen to full screen view using the arrow.

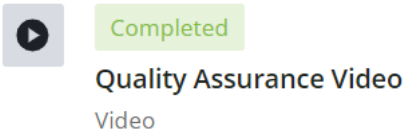


Legend

In Progress item:



Completed item:



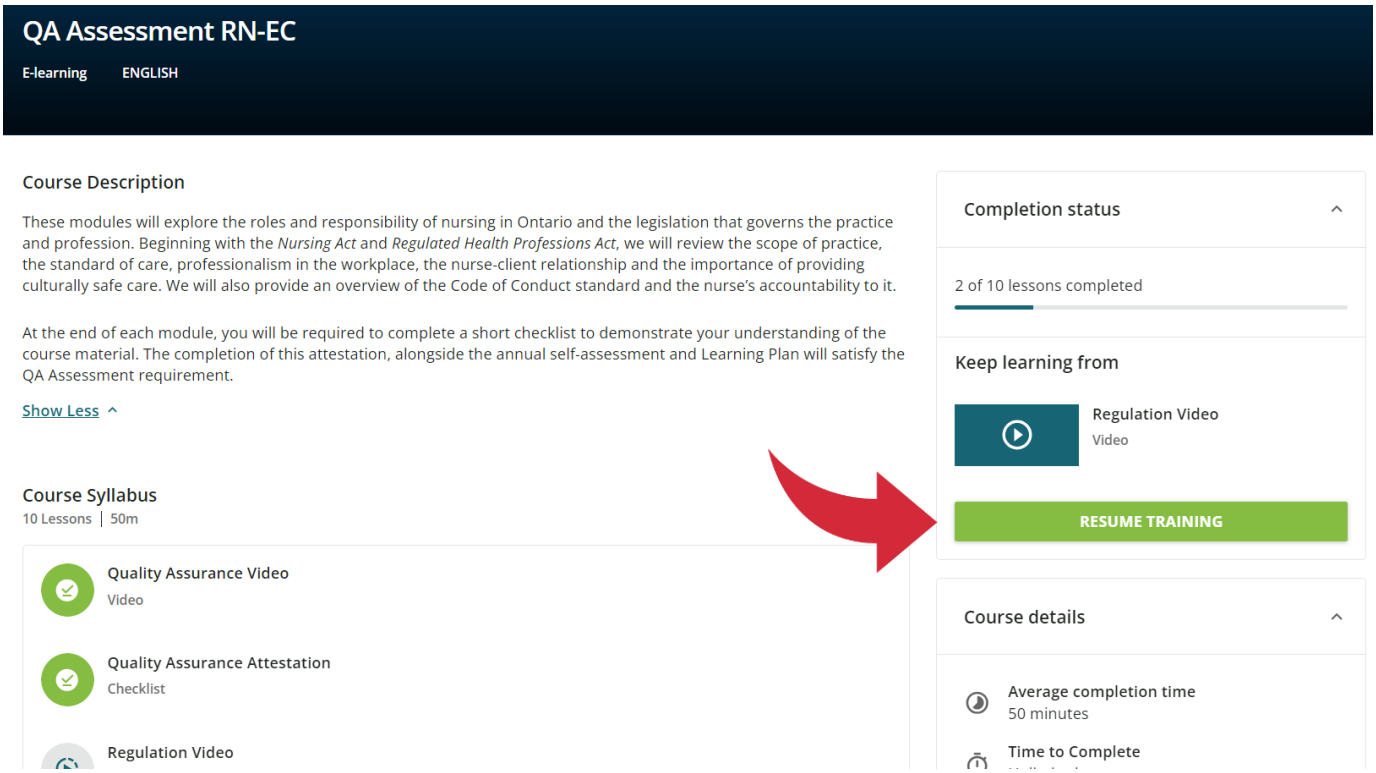
Locked item:

Returning to the Course homepage

If you need to return to the course homepage from the course player, select the course name in the breadcrumb trail:

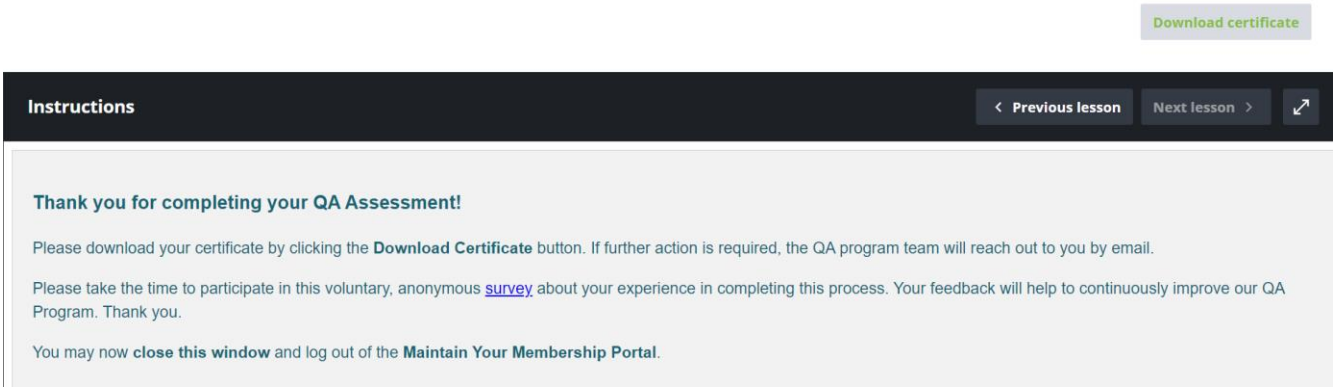
Resume Assessment

If you stop the assessment and log out, you can select **RESUME TRAINING** once you log back into the assessment.



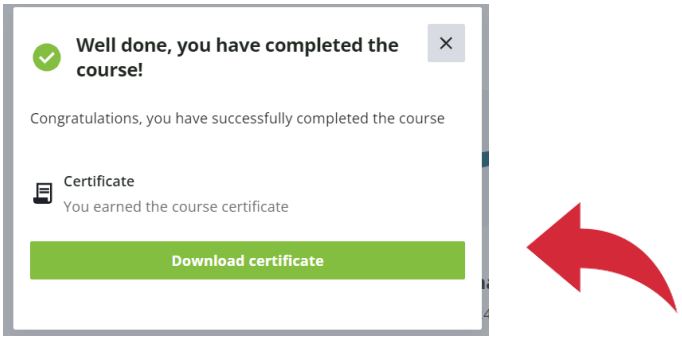
Instructions

The instruction page will provide details of how to close out the assessment.



Certificate

Once you have completed the course requirements, a pop-up window will appear. Select the **DOWNLOAD CERTIFICATE** button to download your certificate.



Alternatively, you can select the same button on the Instructions page. If you are in full screen mode, collapse the view to locate the button.

This will download a PDF of the certificate with your name on it.

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