# How to Use CDC TRAIN for the Dialysis Event Surveillance Annual Training

These instructions are for NHSN Dialysis Event Module users to assist them in completing the required NHSN Dialysis Event Surveillance Annual Training. We recommend all Dialysis Event Module users take this training; however, it is <u>required</u> to be taken by at least one staff member per facility annually

Step 1 — Registration for CDC Train

- Go to: https://www.train.org/cdctrain/welcome
  Note: this website is most compatible with Internet Explorer

- Click 'Create an Account' if you are a new user
  Note: If you're already registered in CDC Train and your profile is complete, please skip to Step 2
  - o Select the most appropriate Group you are affiliated with (e.g., Practitioners and Clinicians)
  - o Click, 'Confirm these selections' and then click 'Finish Creating Account'

- Once you are logged in, you may see several notifications displayed

Notifications

❗ Your profile is incomplete

❗ You are not set up to receive emails from CDC TRAIN
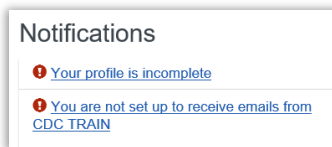
- You must complete your profile prior to registering for the training course. Click the 'Your profile is incomplete' link

- You have the option to opt in or out of receiving emails from CDC Train. Click the 'You are not set up to receive emails from CDC TRAIN' link to make your selection

- Fill out each required section to complete your profile (only to be completed once). Each required section is marked with a red circle with an exclamation mark inside

Contact	❗
Address	❗
Organization	❗
Professional License Number	
Professional Role	❗
Work Settings	❗

  - o Please enter the contact and address information that is affiliated with your facility. Use your <u>company assigned</u> email address, phone number, and address
    - ▪ If the available selections in these sections do not exactly match your organization, role, or work setting, please make the closest selection possible

- When all the required sections have been completed, click the green 'Save' button in the upper left-hand corner of the screen. Once the form has been saved, click the yellow 'Close' button in the upper right-hand corner of the screen and you will return to the homepage
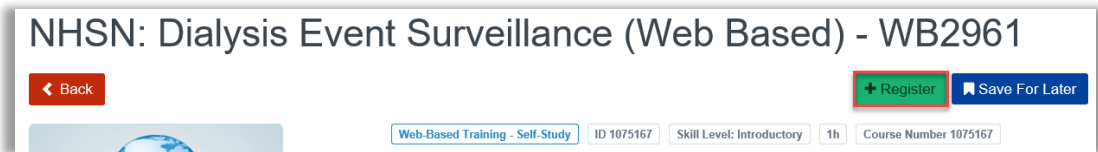
Step 2 — Registering for the Annual Dialysis Training Course

- On the left-hand navigation bar, click 'Course Catalog'

CDC TRAIN

HOME
COURSE CATALOG
YOUR LEARNING
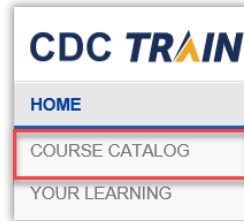
- In the search field, look up '**NHSN: Dialysis Event Surveillance (Web Based) – WB2961**' training course and click the link when it appears
- Click the green '+ Register' button and you will be prompted to answer a few questions

  Note: You must complete your CDC Train profile prior to registering for courses

NHSN: Dialysis Event Surveillance (Web Based) - WB2961

◄ Back   + Register   🔖 Save For Later

| Web-Based Training - Self-Study | ID 1075167 | Skill Level: Introductory | 1h | Course Number 1075167 |

- o Select your 'Credit Type' from the drop-down menu within the pop-up window that appears and click 'OK'
- o Next, another pop-up window will appear for you to enter:
  - ▪ Your NHSN User Role(s)
  - ▪ The ESRD Network number (must be a number between 1 and 18)
    - If you do not know your ESRD Network number, please refer to the table below and select the Network that represents the state where your facility is located

ESRD Network Number	State(s)/Territory
Network 1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Network 2	New York
Network 3	New Jersey, Puerto Rico, Virgin Islands
Network 4	Delaware, Pennsylvania
Network 5	Virginia, West Virginia, Maryland, District of Columbia
Network 6	Georgia, North Carolina, South Carolina
Network 7	Florida
Network 8	Alabama, Mississippi, Tennessee
Network 9	Indiana, Kentucky, Ohio
Network 10	Illinois
Network 11	Minnesota, Michigan, North Dakota, South Dakota, Wisconsin
Network 12	Iowa, Kansas, Missouri, Nebraska
Network 13	Arkansas, Louisiana, Oklahoma
Network 14	Texas
Network 15	Arizona, Colorado, Nevada, New Mexico, Utah, Wyoming
Network 16	Alaska, Idaho, Montana, Oregon, Washington
Network 17	American Samoa, Guam, Mariana Islands, Hawaii, Northern California
Network 18	Southern California

- The NHSN OrgID (Facility ID) of the facility you would like your training to be credited to
    - This field is <u>REQUIRED</u> to be populated correctly to receive training credit for your facility
    - If you do not know your facility's OrgID, find it when you login to NHSN from the 'Select facility/group' dropdown menu under the 'Facility ID' column. The Facility OrgID is 5 digits (all numeric):

Facility/Group Name ▲	Facility ID	CCN	City	State
Fac: CDC Test Dialysis Clinic 1			Atlanta	GA

Select facility/group:

- Click 'OK' once all the questions are answered

Step 3 — Complete the Course and Post-Assessment:

- Click the green '>Launch' button
- Complete the training course material that appears in a new window
- Once you are on the last page of the Training Course click the 'X' in the upper right-hand corner to return to the course page
- Next, complete the <u>required</u> post-assessment by clicking the green '? Assessment' button
    - If you need to leave CDC Train and return later, you can re-access the course page by clicking the 'Your Learning' link on the left-hand navigation bar. Then you will see the course link under the 'Your Current Courses' tab

Your Current Courses	Your Training Plans	Your Certificates	Your Transcript

Title ▲	Status
⋮ NHSN: Dialysis Event Surveillance (Web Based) - WB2961	Post-Assessment Pending

    - Click the course link and it will lead you back to the course page where you will see the '? Assessment' button
    - If you would like to review the course material again, you may access it here: https://nhsn.cdc.gov/nhsntraining/courses/2018/DialysisEvent2018Train/
        - This link is also housed on the NHSN Dialysis Event website under the 'Training' tab
    - Once you start the post-assessment, you can stop and return to finish it later
        - Your progress will be saved
- Once you pass the post-assessment with a score of 80% or higher you will receive a "Congratulations!" message and the Verification Code for obtaining Continuing Education Credits, if applicable

- If you would like to receive continuing education credits, please copy the 'Course' and 'Verification code' information and enter them when prompted on the TCEO website: https://tceols.cdc.gov/Home/Steps

  Note: the verification code will not be displayed again. Ensure you have copied it to obtain your Continuing Education Credits

- Click the 'Close' button in the upper right-hand corner and you will be returned to the home page
  - If you are unable to pass the post-assessment the first time, you can click the retake-assessment button that appears on the score page, or log out and return to re-take the assessment later from the course page
- If you would like to review your score and which questions you answered correctly/incorrectly, you can click the 'History' button and click the numerical link under the Score column

Step 4 — Get your Certificate of Completion:

- You can keep track of your certificate by accessing the 'Your Learning' link on the left-hand navigation bar
  - Click the 'Your Certificates' tab and then click the download icon to download your certificate
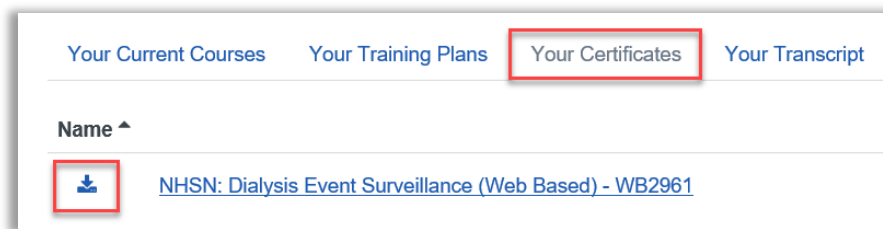
  - If you click the course title link, you will return to the course page. On the course page, next to the 'History' button, you will see a 'Print Certificate' button on the right-hand side of the page. Click this button to download your Certificate of Completion
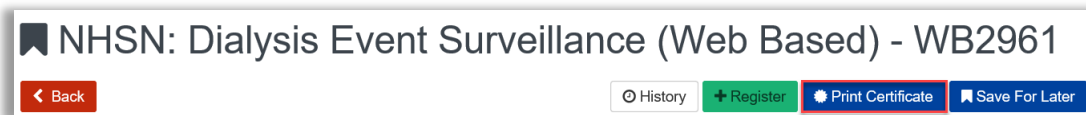
If you have any questions about this training, please send them to NHSN@cdc.gov with 'Dialysis' in the subject line

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion