

# For the Record

One patient. One record. One goal. Safe, high quality care.

## O<sub>2</sub> OM is fast approaching!

### Order management launches Nov. 1

The order sets are in order, the trainers have been trained and the e-learning modules are now in LMS. But there's still plenty of work to get done between now and Nov. 1 when O<sub>2</sub> Order Management (OM) launches. That's because nearly 3,000 end users need to be trained to use the system.

If you're one of the 3,000 – and there's a good chance you are – here are a few things you can do to make your transition to O<sub>2</sub> OM a smooth one:

**1) Register for classroom instruction.** If you haven't already done so, register for your department-specific, instructor-led training. While there are a variety of classes being offered, seating is limited in each class. Registering early may make it easier to get the class you need at the time you want it.

**2) Complete the e-learning courses before your classroom training.** It is very important that you complete the e-learning courses\* for your department before you

attend the classroom training. They'll give you a basic knowledge of O<sub>2</sub> OM before your class.

**3) Become familiar with the O<sub>2</sub> intranet site.** Launched earlier this summer, O<sub>2</sub> Info contains a wealth of information regarding O<sub>2</sub>. Contents of the site are grouped into four categories: Physician, Nursing, Pharmacy and Ancillary. As go-live approaches, more information will be shared, so it's a good idea to get into the habit of checking the site often. From 24/7, click on "O<sub>2</sub> Resources" in the left side navigation panel or type "O<sub>2</sub>Info" into your Internet browser's address bar.

**4) Take advantage of practice sessions.** In addition to the classroom training, there are optional practice workshops available. In these hands-on sessions, you're free to "practice"

with O<sub>2</sub> OM at your convenience or use a department-specific workbook to get comfortable with your workflow.

**5) Seek additional help if needed.** The O<sub>2</sub> OM go-live is the largest since O<sub>2</sub> launched in 2007, affecting almost everyone in the hospital. The resources are in place to make this transition as seamless as possible. More than 100 "super users" are standing by, ready to help and provide at-the-elbow support if you need it. Assistance also is available in the O<sub>2</sub> Resource Center located in G036 Sudler.

*\*E-learning courses for unit secretaries will be available in late September or early October. Details will be posted on 24/7, the O<sub>2</sub> intranet site and in employee publications as they become available.*

### Classroom training registration instructions

**Nurses:** Schedule through LMS.

**Ancillary services:** Schedule through LMS.

**Unit secretaries:** Schedule through LMS.

**Attending physicians:** Contact Rachel Jones at 8-1022 or [rjones@kumc.edu](mailto:rjones@kumc.edu).

**Residents, fellows, physician assistants, nurse practitioners and CRNAs:**

Contact Rachel Jones at 8-1022 or [rjones@kumc.edu](mailto:rjones@kumc.edu).

# O<sub>2</sub> OM training requirements at-a-glance

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	Number of e-learning modules to be completed before classroom instruction	Classroom instruction	Required lab?	Proficiency exam required?
Attending physicians	<ul style="list-style-type: none"> <li>Six 15-minute modules</li> </ul>	<ul style="list-style-type: none"> <li>Basic order management (3 hours)</li> <li>Ordering complex medications (2 hours)</li> </ul>	No	Yes
Residents, physician assistants, nurse practitioners and CRNAs	<ul style="list-style-type: none"> <li>Six 15-minute modules</li> </ul>	None	Yes, there is a mandatory 2-hour guided lab.	Yes
Nurses	<ul style="list-style-type: none"> <li>Six 15-minute modules</li> </ul>	<ul style="list-style-type: none"> <li>One 4-hour course</li> </ul>	No	Yes
ED nurses	<ul style="list-style-type: none"> <li>Six 15-minute modules</li> <li>Nurse Narrator module</li> </ul>	<ul style="list-style-type: none"> <li>One 4-hour course</li> </ul>	No	Yes
Unit secretaries	<ul style="list-style-type: none"> <li>One 15-minute module</li> </ul>	<ul style="list-style-type: none"> <li>One 2-hour course</li> </ul>	No	Yes
Ancillary services	<ul style="list-style-type: none"> <li>Two 15-minute modules</li> </ul>	<ul style="list-style-type: none"> <li>One 2-hour course</li> </ul>	No	Yes

### The O<sub>2</sub> Core Physician Team:

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## How do I find the LMS modules?

The e-learning modules are training – course work you take on your own. To register and complete the modules, log in to the Learning Management System (LMS):

- For non-hospital employees, such as physicians, residents and fellows, type <https://sis.netlearning.com/kuhosp> into the Internet Explorer browser address bar or if on a hospital computer, click on Hospital Links, then LMS Learning. This will take you directly to the LMS student login page.
- For all hospital employees, click on LMS in the Quick Links navigation

on 24/7 or use Hospital Links to access LMS.

- Select “Employee Student Interface Login.”
- Employees should enter their employee number. Non-hospital employees enter their Novell username, e.g., jsmith.
- Headphones or speakers are needed to complete these e-learning modules.

**If you have questions regarding LMS, contact the LMS administrator at 913-945-5221; pager 913-917-2817; or [lms@kumc.edu](mailto:lms@kumc.edu).**

## Practice lab schedule

Want a little more hands-on time with O<sub>2</sub> OM before it goes live Nov. 1? Drop in to one of the open lab sessions where you’ll have the chance to see exactly how it works using test data. There also will be a proctor attending each lab to answer questions.

### Tuesday, Oct. 26:

- Delp G026: 7:30 a.m. to 4 p.m.
- Delp G027: 7:30 a.m. to 4 p.m.

### Thursday, Oct. 28:

- Delp G026: 7:30 a.m. to 3 p.m.
- Delp G027: 7:30 a.m. to 3 p.m.

### Friday, Oct. 29:

- Delp G026: 7:30 a.m. to 3 p.m.
- Delp G027: 7:30 a.m. to 2 p.m.