

# NIH Clinical Center CIO Newsletter

April 21, 2008

## Special Edition –Online CRIS Prescriber Training

This is a special edition of a broadcast email to the CRIS user community about online CRIS prescriber training. In addition to the text version in this email, I've attached a PDF version that can be printed. I look forward to receiving your comments or suggestions at [CIOnewsletter@cc.nih.gov](mailto:CIOnewsletter@cc.nih.gov)

### Topics

- Introduction
- CRIS Online Prescriber Training Plan/Process Flow
- Request to the Departments and Institutes
- Contact Information

### Introduction

As shared in the March CIO newsletter, the Department of Clinical Research Informatics (DCRI) will proudly unveil a new era of CRIS Prescriber training: Online Availability. The new training format will offer the following advantages:

- 24 hour access to course material
- Remote access (outside of DCRI Classroom and/or NIH campus )
- Optional completion prior to arrival at NIH
- Enhanced online tutorials

The Department of Clinical Research Informatics (DCRI) would like to share the roll out plan for the online CRIS training of new Prescribers. This Roll out plan will be implemented **beginning April 25, 2008.** We have met with Program Coordinators and key stakeholders to share additional information to assist in their planning for the CRIS training needs of new medical staff. We are excited about this new training format and hope that you will be pleased with it as well.

### CRIS Online Prescriber Training Plan/ Process Flow:

The steps below outline the process flow of the training plan.

1. A new Prescriber submits initial credentialing paperwork to the Office of Credentialing Services.
2. Office of Credentialing Services enters the Prescriber's name and information in a database which is linked to the DCRI's CRIS Prescriber Training registration system.
3. No greater than sixty days prior to the Prescriber's anticipated arrival, a letter from DCRI explaining the CRIS Prescriber Training process will be

sent to them via email. Included in this letter is information on how to begin the first portion of the training: accessing the training program Tutorials (see below).

4. The new Prescriber begins training. This includes the completion of four computer based training (CBT) modules (Introduction to CRIS, Prescriber Order Entry, Clinical Documentation for Prescribers and Printing).
5. Upon completion of all CBTs, the Prescriber will receive a second email with instructions regarding how to complete the second portion of training: the Skills Assessment.
6. The Prescriber will take the Skills Assessment in the CRIS training database. The assessment will be scored upon completion. A score of 70% or greater is required for passing.
  - If the Prescriber does not pass the Skills Assessment on the first attempt, they may take it a second time.
  - After two attempts with a score of less than 70% at each attempt, the Prescriber must attend an instructor led class when they arrive at NIH. Registration is needed via CIT website at <http://training.cit.nih.gov/>.
7. The following criteria are required to receive a personal CRIS Code upon arrival at the NIH and/or starting clinical duty.
  - Credentialing paperwork completed and approved by the Office of Credentialing Services.
  - Completion of the four CBTs.
  - The Skills Assessment completed with a passing score of 70%.
  - A training evaluation form completed.

## Request to the Department and Institutes

To implement this process requires preparation on your part. If the new Prescriber has not completed the CRIS training program prior to arrival to the NIH, they will need access to a computer. Our roll out plan serves to allot time to prepare for this change in training and is as follows:

### Post Implementation: 0- 3 months (May, June, July 2008) - Parallel training

- Parallel training – DCRI will offer both online and/ or the classroom option, although DCRI highly encourages the online process.
  - Classroom schedule:
    - Full training class (Prescriber Course) will be offered twice a week (presently occurring).
    - Students will need to be present at the start of the class.
    - Registration is required via CIT website at <http://training.cit.nih.gov/>
- DCRI will continue to work with Program Coordinators and other stakeholders to confirm their understanding of the new process and have provided space for the new Prescriber to take training.
- Prescriber that took online and did not pass skills assessment after their second attempt will:

- Attend instructor led class during one of the designated times.
- The classroom schedule and activities are as follows:
  - Registration is required via CIT website at <http://training.cit.nih.gov/>
  - Students will need to be present at the start of the class, perform hands on practice exercises and retake the Skills Assessment.

### **Post Implementation: Three months – Beyond (August →Ongoing) - All online**

- New Prescribers will be expected to complete **ALL** CRIS Prescriber training *online*.
- DCRI will offer instructor led classroom training for only those Prescribers that took training online and did not pass the Skills Assessment after two attempts.
- The DCRI Training team will work with Program Coordinators, stakeholders and/ or Prescribers that are required to come to class to take the Skills Assessment.
  - Individuals should call CRIS Support (301) 496-8400 and speak with a member of the Training team about retaking the Skills Assessment.
  - The classroom schedule and activities are as follows:
    - Students may come to any established class (Introduction to CRIS, Order Entry, Clinical Documentation or Open Course etc).
    - Students will need to be present at the start of the class, perform hands on practice exercises and retake the Skills Assessment.

## **Contact Information**

If you have any questions regarding Online CRIS training or how to register for an instructor led class, please call CRIS Support at (301) 496-8400 during normal business hours (Monday – Friday, 7:00 am– 5:00 pm excluding weekends and holidays).