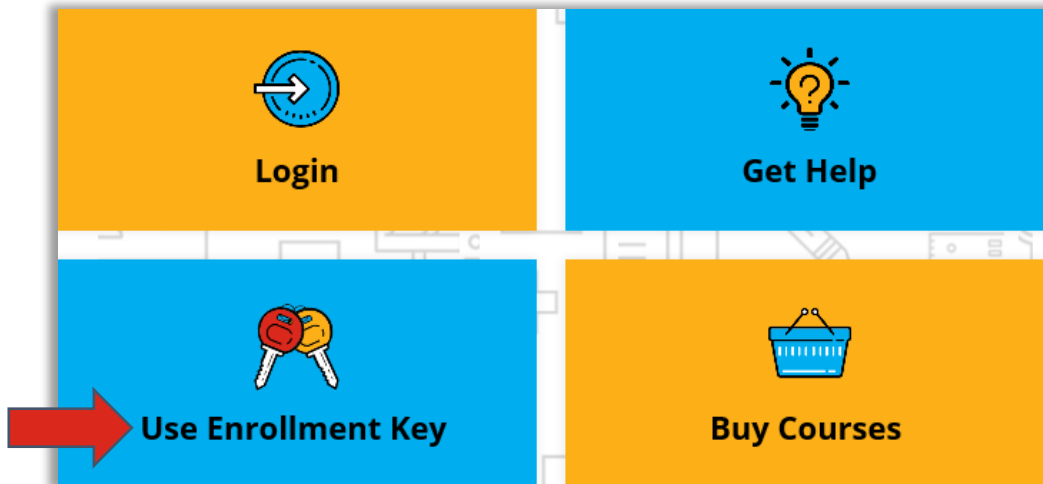


Mandatory eLearning Instructions

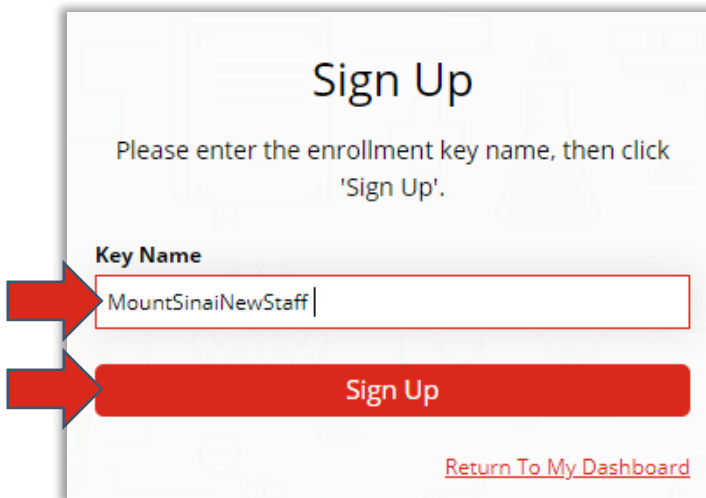
You are required to complete six (6) mandatory E-Learning modules **on the Thursday before your potential start date**. The website is mountsinai.myabsorb.ca

Instructions

1. Click **Use Enrollment Key**:



2. Type the Key Name: **MountSinaiNewStaff** (no spaces and it is case sensitive), then click **Sign Up**

A screenshot of a 'Sign Up' form. The title is 'Sign Up'. Below the title is the instruction: 'Please enter the enrollment key name, then click 'Sign Up''. There is a text input field labeled 'Key Name' containing the text 'MountSinaiNewStaff'. A red arrow points to the input field. Below the input field is a red button labeled 'Sign Up', also with a red arrow pointing to it. At the bottom right of the form is a link: [Return To My Dashboard](#).

- Fill in all required **Sign Up** fields, then click the **Sign Up** button. **Important:** please remember the email address you used and the password you created to avoid creating a duplicate account when you return to the site.

Sign Up

To use the key MountSinaiNewStaff, please sign up for a new account or login to an existing one.

First Name	Required
<input type="text"/>	
Last Name	Required
<input type="text"/>	
Email	Required
<input type="text"/>	
Password	Required
<input type="text"/>	
Re-enter Password	Required
<input type="text"/>	
Job Title	Required
<input type="text"/>	
Location	Required
<input type="text"/>	

[Sign Up](#)

- The main dashboard of SinaiHealthLEARNS (our Learning Management System) appears. You can find **New Employee Orientation Curriculum** under the Mandatory Courses banner, or in My Courses. Click **Start** to begin.

SinaiHealthLEARNS

Welcome, Test Testing
We are happy you stopped by.

My Courses
See courses you're enrolled in

Resume
Nothing to resume yet

Calendar
See your scheduled events

Catalog
See a complete list of available cour...

Transcript
View Transcript

Mandatory Courses

New Employee Orientation Curriculum

New Employee Orientation Curriculum

[Start](#)

5. The **Course Content** window appears, listing all the courses that you must complete. Note that the second section requires you to choose just one Privacy course (according to your area of work). Click **Enroll**, and then **Start** on the first course:

The screenshot shows a 'Course Content' window with two sections. The first section, 'You must complete 5 of the following course(s)', lists five mandatory online courses. The second section, 'Please complete ONE (1) of the following Privacy modules: You must complete 1 of the following course(s)', lists two mandatory online courses. A red arrow points to the 'Enroll' button for the first course in the first section.

Course Name	Type	Action
Code of Ethical Conduct (Mandatory)	Online Course	Enroll
Occupational Health/Safety Roles & Responsibilities - Staff (Mandatory)	Online Course	Enroll
Hand Hygiene and Infection Prevention and Control Competencies	Online Course	Enroll
WHMIS-Globally Harmonized System (Mandatory)	Online Course	Enroll
Safety And Feedback Event Reporting (SAFER) - Employee eLearning	Online Course	Enroll
Please complete ONE (1) of the following Privacy modules: You must complete 1 of the following course(s).		
Sinai Health System Privacy for Hospital Staff (Mandatory)	Online Course	Enroll
Sinai Health System Privacy - Researchers (Mandatory)	Online Course	Enroll

6. The **Course Details** screen appears. Read the instructions, then click **Start** to begin. Once the course is complete you'll be returned to this screen, and the course will mark as complete. Click the black **Return** button to go back to the curriculum launch screen so you can continue working your way through the rest of your required courses.

The screenshot shows the 'Code of Ethical Conduct (Mandatory)' course details screen. It includes a 'Return' button, a 'Course Content' section with a list of learning objectives, and a 'Start' button. A red arrow points to the 'Return' button, and another red arrow points to the 'Start' button.

Code of Ethical Conduct (Mandatory)
Online Course

[CLICK HERE to view all courses on : New Employee Orientation Curriculum](#)

Course Content

This course will take approximately 10 minutes to complete, and by the end the learner will understand:

1. What a Code of Ethical Conduct is and why it is important for the Hospital to have such a policy.
2. Rights and responsibilities of expected behaviours in the workplace so as to create and maintain a culture of integrity that is aligned with organizational values .
3. The processes involved in reporting Code violations .
4. The compliance process.

Course Content

▲ **Code of Ethical Conduct** 1 Lesson(s)

Code of Ethical Conduct **Start**

Status: Not Started

Mandatory Training Courses

- ✓ Code of Ethical Conduct
- ✓ Safety and Feedback Event Reporting (SAFER)
- ✓ Hand Hygiene and Infection Prevention and Control Competencies
- ✓ Occupational Health and Safety Roles and Responsibilities – Staff
- ✓ WHMIS –Globally Harmonized System
- ✓ Privacy (Complete one: Hospital Staff or Researchers)

IMPORTANT!

Once you have started your new job and have been provided a Sinai Health email address and access to our HR system “Dayforce”, please ensure that you enter your business email address into Dayforce as soon as possible. This will allow your permanent SinaiHealthLEARNS account to be created. For additional instructions please click the “Get Help” icon from the log in screen of SinaiHealthLEARNS or go to <https://fxo.io/m/mdw9nqn6>

Problems logging in? Please contact eLearning.MSH@sinaihealthsystem.ca