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**Swank Healthcare**

**Online Learning**

**New Hire Assignments**

**Instructions**

1. Log onto the internet.
2. Type in the address bar: <http://ths.swankhealthcare.com>
3. Type in ID: first “given” name, last 4 of your social security number (lower case).
4. Type in the INITIAL PASSWORD: Welcome1 (case sensitive).
5. Select the **“My Assigned Training” Tab** for required training to be completed prior to General Orientation Class:

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| --- | --- |
| Online Course | Number |
| Acknowledgment and Certification for Confidentiality and Acceptable Use Agreement | 47918 |
| CHI Introduction to Information Privacy and Security Awareness Training | Health Stream Inc 54727 |
| Absence Control Program | 42493 |
| Benefits Update | 54095 |
| IRIS 2.0 Reporter Intro and Overview | 47685 |
| IRIS 2.0 Reviewer Intro and Overview | 47685.2 |
| NIMS 100 | 40811.2-NA |
| Our Values and Ethics at Work Reference Guide Acknowledgement & Certification | HealthStream Inc 54866 |
| Participant Walkthrough (Swank Online Learning) | 001.2 |
| Smoke Free Workplace (Policy) | 42500 |
| Substance Abuse Prevention (Policy) | 50061 |
| Tardy Early Leave Policy  | 50155 |
| Vehicle Registration | 49898 |
| Clinical or Non-Clinical Safety Storm (As Assigned) | 58232.8/58232.8.2 |

**Computer Access**

**Swank Healthcare,** Trinity’s Online Learning Management System,can be accessed from any computer (home or at work). All mandatory (my assigned) trainings must be completed on work time. All other online courses may be completed from home or work (as work schedule allows).

Check your account at least weekly for new assignments.

There is a computer lab on the East Campus on the first floor directly across from the Switchboard and at the West Campus on the second floor near the Sullivan Amphitheater. They are available to all staff members 24/7 (unless otherwise noted on the schedule posted outside of the door). If the door is locked, please page Security for access.

**Questions**

For questions, please call Kathie Pasquarella at ext. 8380, Meditech, or email kpasquarella@trinityhealth.com.