Public Health Nurse Ready

Participant Guidebook
Public Health Nurse Ready
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Questions? Call 518-402-0330 or e-mail: coned@albany.edu
Public Health Nurse Ready (PHN Ready) is an online certificate program for RNs working in public health, or RNs desiring to know about how public health works. LPNs and other RN's may find the certificate of interest, as well. All courses are self-paced and online, and reflect the Tier 1 2012 core competencies for public health nurses set forth by the Quad Council of Public Health Nursing Organizations.

The certificate consists of 9 required online courses, which should take roughly 10.5 hours to complete. Many of the courses provide continuing education credits. These credits (or contact hours) are awarded by course. The PHN Ready certificate does not provide credits, nor does the New York State Department of Health Learning Management System.

It is highly recommended that participants watch the webinar titled “Core Competencies for Public Health Nursing” prior to beginning the certificate program.

The Center for Public Health Continuing Education (CPHCE) is nationally known for its distance learning training, including the award-winning Public Health Live (T2B2) webcast series and numerous interactive, self-paced online courses. To achieve its mission, “to provide exemplary education and training for the public health workforce”, CPHCE offers a variety of free and affordable webinars, webcasts and in-person trainings. Nursing, CME and Certified Health Education Specialist continuing education credits are available for many of its programs. Support for CPHCE is through state and federal funding.

Disclaimer: PHN Ready was originally funded by the US Department of Labor, and is now supported by the Center for Public Health Continuing Education.
Public Health Nurse Ready
Program Requirements

It is **highly recommended** that participants watch the webinar titled “Core Competencies for Public Health Nursing” prior to beginning the certificate program.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Continuing Ed. Credits</th>
<th>Time to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYNJ-201</td>
<td>Orientation to Public Health</td>
<td>No Credits Offered</td>
<td>1 Hour</td>
</tr>
<tr>
<td>NYNJ-042</td>
<td>Exploring Cross-Culture Communication</td>
<td>CHES, CNE, CME</td>
<td>1.5 Hours</td>
</tr>
<tr>
<td>UACPHP-206</td>
<td>Field Epidemiology</td>
<td>CNE, CME, CPH</td>
<td>1 Hour</td>
</tr>
<tr>
<td>NYNJ-089a</td>
<td>Health Literacy and Public Health: Introduction</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1.5 Hours</td>
</tr>
<tr>
<td>ESPHTC-FIN101</td>
<td>Doing a Lot with a Little: Economic Analysis for Public Health</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1 Hour</td>
</tr>
<tr>
<td>NYNJ-257</td>
<td>Program Development and Evaluation</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1 Hour</td>
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<tr>
<td>ESPHTC-294</td>
<td>Community Dimension of Practice ( Part I)</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1 Hour</td>
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<tr>
<td>ESPHTC-302</td>
<td>Community Dimension of Practice ( Part II)</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1 Hour</td>
</tr>
<tr>
<td>ESPHTC-HE101</td>
<td>Addressing Health Equity: A Public Health Essential</td>
<td>CHES/MCHES, CNE, CME</td>
<td>1.5 Hour</td>
</tr>
</tbody>
</table>

*Click on the course title for course description*

Total Time to Complete: 10.5 hours
Public Health Nurse Ready

Program Requirements

Requirements:
PHN Ready is targeted toward RNs working in public health, and to RNs desiring to know about how public health works. LPNs and other RN's may also enroll. There is no residency requirement; students may enroll from any geographic location within the US states or territories.

Enrolling:

The New York State Department of Health Learning Management System (LMS) is a “registration system” used to group many courses together. The courses are from various educational institutions and are not “housed” on the LMS. You will need to go into the courses’ systems and create a username and password.

Helpful Hint: Use the same username and password for each system. You may use the space below to keep track of your username(s) and password(s).

New York State Department of Health Learning Management System
Username: __________________________
Password: __________________________

Empire State Public Health Training Center courses (ex. ESPHTC-070)
Username: __________________________
Password: __________________________
Tracking your progress:
Participants may want to track their progress to ensure they meet the requirements. You can access the tracking sheet here, which may be used for this purpose.

PHN Ready Evaluation & Request for Certificate
Once you have completed all requirements, you must complete a brief PHN Ready Evaluation & Request for Certificate, which can be found here. This evaluation will take 5-10 minutes to complete and is designed to improve the PHN Ready certificate program; assisting us in ensuring that PHN Ready stays relevant and remains a useful tool for nurses. All responses and information will remain confidential. After submitting the PHN Ready Evaluation & Request for Certificate, please allow 2-4 weeks for processing.

Questions? Contact the Center for Public Health Continuing Education at (518) 402-0330 or coned@albany.edu.
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Registration Directions– Learning Management System

Step 1: Register on LMS
To register for the Public Health Nurse Ready Certificate program, please go to the New York State Department of Health’s Learning System:
https://www.nylearnsph.com/Public/default.aspx
Click on “Click Here” on the left upper hand side (below Login)

Step 2: Create a Profile
You will be asked to create a profile. Please complete all required fields and include your agency name in the first line of your work address, in addition to the Agency drop down menu. (You DO NOT need to take any assessments. Those are optional and are not a part of this certificate.)

Once you have completed your profile, please click on “Submit your Registration”.

If you are already registered on the LMS, you DO NOT need to create a new profile.
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Registration Directions

Step 1:
Under “User Menu” on the left hand side, please click on “Course Catalog.”

Step 2:
Click on “Program Catalog” at top center of the page.
Public Health Nurse Ready
Registration Directions

Step 3:
Click on the title of the Program to begin registering for all of the courses.

Step 4:
Please read the information on the page and scroll down to the bottom of the page and click “Begin Program Enrollment.”
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Registration Directions

Step 5:
You will see a “Course Status Table”. Scroll down to enroll for each required course. Click on “Enroll.”

Step 6:
After clicking “Enroll”, you must select your credit type.

NOTE
The LMS does not provide continuing education credits. The courses and their educational institutions provide the
Step 7:
Continue to enroll in each course. Once you have enrolled for all the courses, you will see a Program Enrollment – Summary page.

Click “Launch Course” to begin any of the requirement coursework.

Questions? Lost? Call 518-402-0330 or e-mail: coned@albany.edu
Step 8:

Once you are on the ESPHTC website simply login or complete the one-time registration and you will be launched directly into the course you requested. Whenever you return to this, or any other ESPHTC course the system will remember you and ask you to login using the Username and Password you selected during the ESPHTC registration.

NOTE

Upon completion of your courses, NYLearnsPH.com LMS Administrators will be made aware of your status and your course record will be updated within two weeks of completion. Anytime you enroll in and launch a new ESPHTC course from www.NYLearnsPH.com you will be recognized and will only need to enter your PHTC password to access a course.

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