



Institute for Healthcare Improvement (IHI) Open School

General Instructions for incoming residents/fellows:

- A. Registration:** Please register yourself on IHI.org first as shown on the attached Login Instructions sheet. Note the following during registration:
- Register using your assigned Emory email address: eg. netID@emory.edu
 - In the “Public Profile Information” field, make sure you enter your full first and last names to ensure proper completion credit
 - You must complete your profile information before you can start the courses. In the Job Title field, **enter your incoming program name**: eg. Internal Medicine, Pediatrics, Emergency Medicine, General Surgery, etc.
 - In Organization Type field: Select “School-Medicine”
 - For Your Organization, select “**Emory University Residency**”. *Note there may be multiple Emory University subscriptions and only the one for residency ensures proper GME credit.*
 - In Primary Role field, select “Intern or Resident”; if you are a fellow, you may also select “Other”.
 - For contact address, please enter your incoming program address and contact information.
 - The Passcode for Emory GME is: A60D5C0D**
 - Upon starting the courses, you will be prompted to accept the user access agreement. You must accept to move on.
 - If you have previously completed the courses, submit completion certification in your return package and you do not need to repeat the courses.
- B. Courses to complete:** After registration, log on to the Open School site as shown on the attached Login Instructions sheet. All Emory incoming GME residents and fellows are required to complete all 13 fundamental courses listed under the **Basic Certificate in Quality and Safety** section: QI 101–Q105, PS 101–105, TA 101, PFC 101, and L 101. When you enter the courses, the required modules are indicated with an *asterisk. Details are available at: <http://www.ihl.org/education/IHIOpenSchool/Courses/Pages/OpenSchoolCertificates.aspx>. To track your progress or to claim certificates and credits, visit the “Certificates” tab when you’re in the courses or go to IHI’s central [Certificate Center](#).
- C. Completion Confirmation:** **Completion of this certification is not required until Sept. 1, 2017. Print a copy of your certificate as proof of completion and submit to your program coordinator by Sept. 1, 2017.**

Open School

How to Access the IHI Open School Online Courses

Step 1: Login to IHI.org.

- Go to www.IHI.org/Login. If you are not yet registered, please click the “Register Now” button to do so.

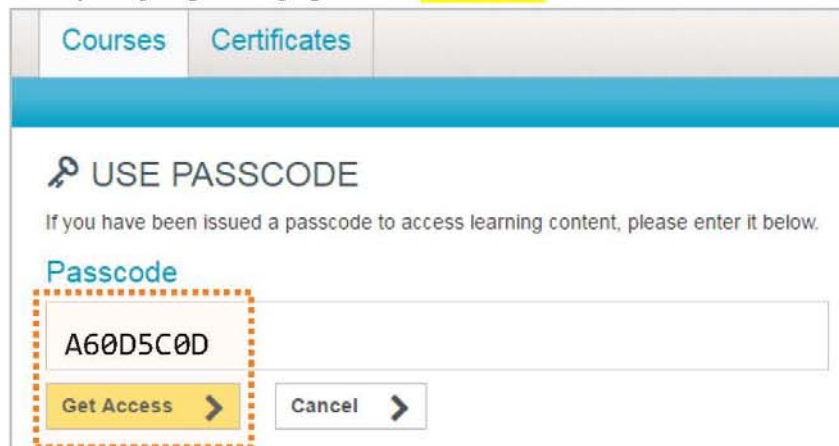


Step 2: Enter your group’s passcode.

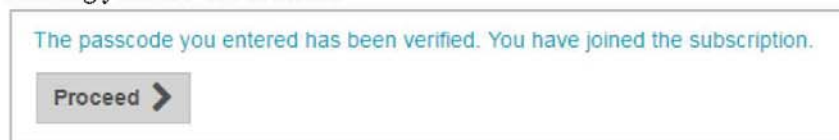
- After you have successfully logged in, go to www.IHI.org/EnterPasscode.



- Enter your group’s 8-digit passcode **A60D5C0D** and click the “Get Access” button.



- A confirmation message will appear, indicating you have joined your group and inviting you into the courses.



Step 3: Take courses.

- Now that you are registered for the courses, return directly to your learning using the following link: www.IHI.org/OnlineCourses. Bookmark the link for easy access.