Staten Island University Hospital
Staff Development Online

Port Access Program:
General Information & Instructions

- Review all instructions, requirements, and the program content before beginning your e-Learning course.
- Adobe Acrobat Reader and Microsoft PowerPoint are required to read some of the files found on this site. You can download the Acrobat Reader here. All hospital PCs are equipped with PowerPoint.
- Click on the words "Port e-Learning Course" located below under "Useful Links" located below to begin the course. Study each section.
- After completing the e-Learning course, click the "Post Test & Evaluation" link which can be found on the final page of the e-Learning course, "Maintenance and Care". Take the test then complete the evaluation survey.
- Notify the Staff Development by e-mail, fax, or phone when you have successfully passed the post test and completed the mandatory evaluation survey. Please include your name and unit in the communication. The faculty will notify your manager who will arrange for your on-unit skills lab
- After successful completion of the skills lab notify your manager to arrange for a live patient experience in the out-patient oncology unit for the final phase of your training. Your skills lab instructor will provide you with a signed "Skills Check-list". A sample "Skills Check-list" can be viewed by clicking here
- Have the skills check-list signed after each successful patient port access.
- Send a fully signed/completed copy of your "Skills Check-list" to Staff Development in person, inter-office mail, or by fax. Incomplete check-lists will not be accepted.
- You will receive your certificate of completion and contact hours by mail within 5-10 business days after the "Skills Checklist" has been received and verified.

Requirements:

- All three parts of the blended program must be successfully completed in order to receive 3.9 contact hours, hospital certification, and validation.
- Partial credit of 1.5 contact hours will for awarded for the successful completion of the e-learning course alone. **Completion of the e-Learning course alone will NOT VALIDATE or CERTIFY the learner for in-hospital direct patient care for accessing ports.**
- The learner must achieve a minimum grade of 80% in order to pass the e-Learning portion of the program. The learner will be given 3 opportunities to pass the post-test. Please contact the course facilitator for additional assistance @ StaffDevelopment@siuh.edu or extension 9533.
- The learner must be able to independently demonstrate skills with competence to the mentor during the skills lab experience.
- The learner must be able to demonstrate skills with competence in a live patient setting under the supervision of a mentor.