

Graduate Nurse Program Internet Access Set-up

Network Login

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Note: You may be asked to change your password. Please ensure you write this down

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Home Page

- Click on Microsoft Edge icon on desktop or tool bar.

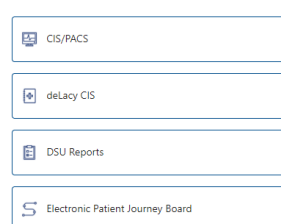


- Hover mouse on 'My Facility' drop down menu and click on Melbourne Public, this will bring you to the SVHM home page.

CIS/PACS

- On the SVHM home page, scroll down until you see the Clinical Workstation.
- Select CIS/PACS which is at the top of the menu. Here you will be able to view patient's pathology and imaging results.
- You will need your log in and password.

Clinical Workstation



Kronos

- Kronos is where you will be able to review your roster and approve your timecard.
- You can access it by selecting Kronos under the My Tools section with the blue boxes on the right hand side of the SVHM home page.

My tools



Email

- Find or search for Outlook in the start bar.
- Follow the Outlook set-up instructions.

Please ensure you write down your email address for your reference.

Paging

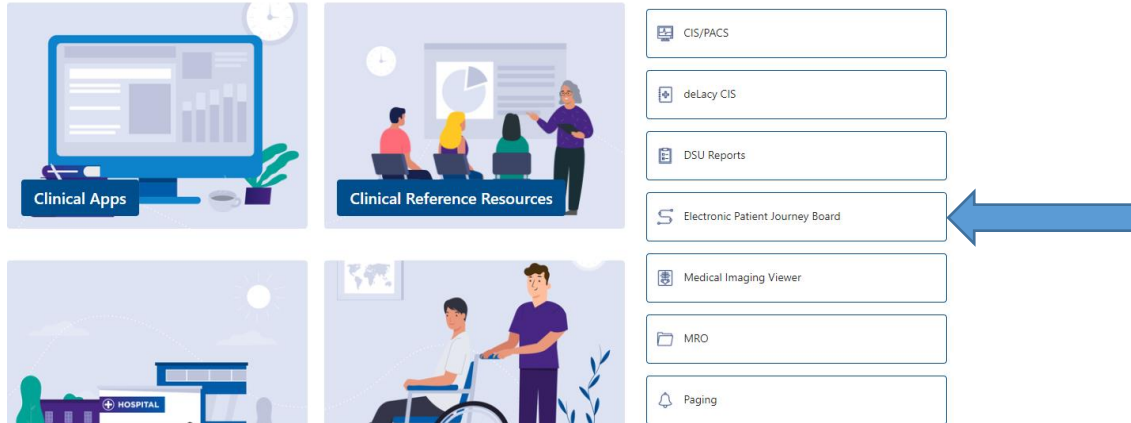
- Paging is where you will be able to contact medical staff and other members of the multi-disciplinary team to review patients.
- You can access it by selecting Paging (SVHM) under the My Tools section with the blue boxes on the right hand side of the SVHM home page.



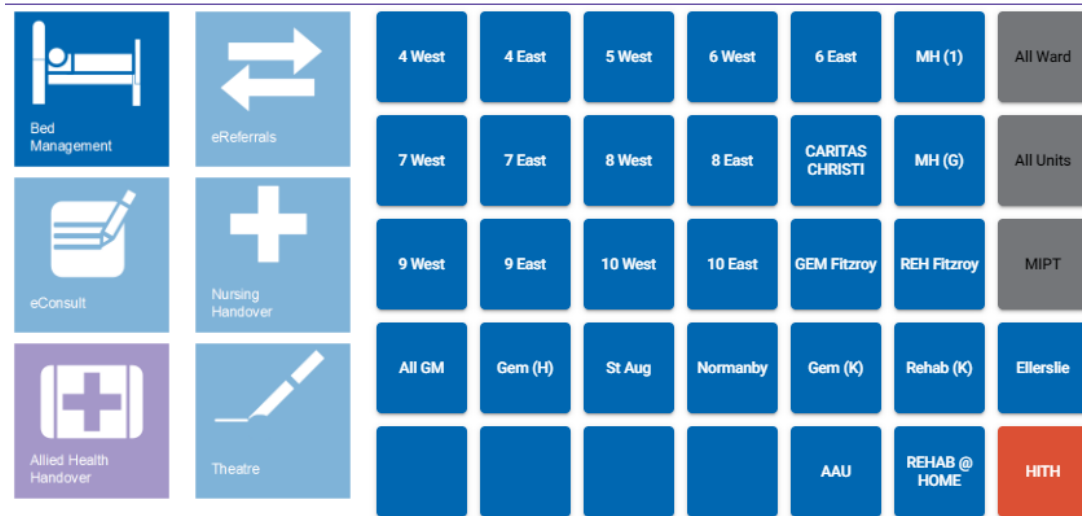
Patient Journey Board (EJB)

- On the SVHM home page, scroll down until you see the Clinical Workstation.
- Select Electronic Patient Journey Board which is midway down the menu. Here you will be able to view the ward patient list, make referrals and update the nursing handover sheet.

Clinical Workstation



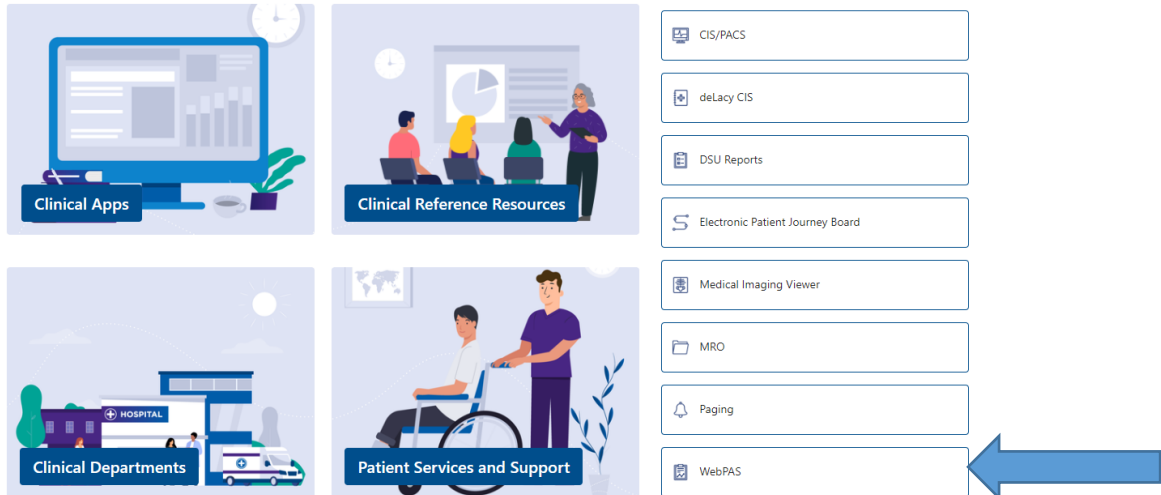
- Select 'Bed Management' and then your clinical area to ensure you have access.
- Select 'Nursing Handover' and then your clinical area to ensure you have access.



PAS

- On the SVHM home page, scroll down until you see the Clinical Workstation.
- Select WebPAS which is at the bottom of the menu. PAS is where you will find patient details, including their diet codes.
- Check that you can log in using your user name and password.

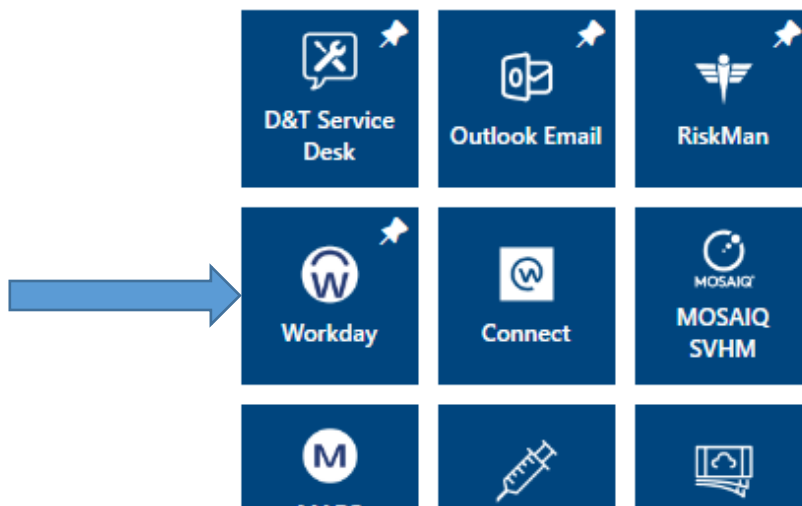
Clinical Workstation



Workday

- Workday is where you will be able to complete your competencies.
- You can access it by selecting Workday under the My Tools section with the blue boxes on the right hand side of the SVHM home page.

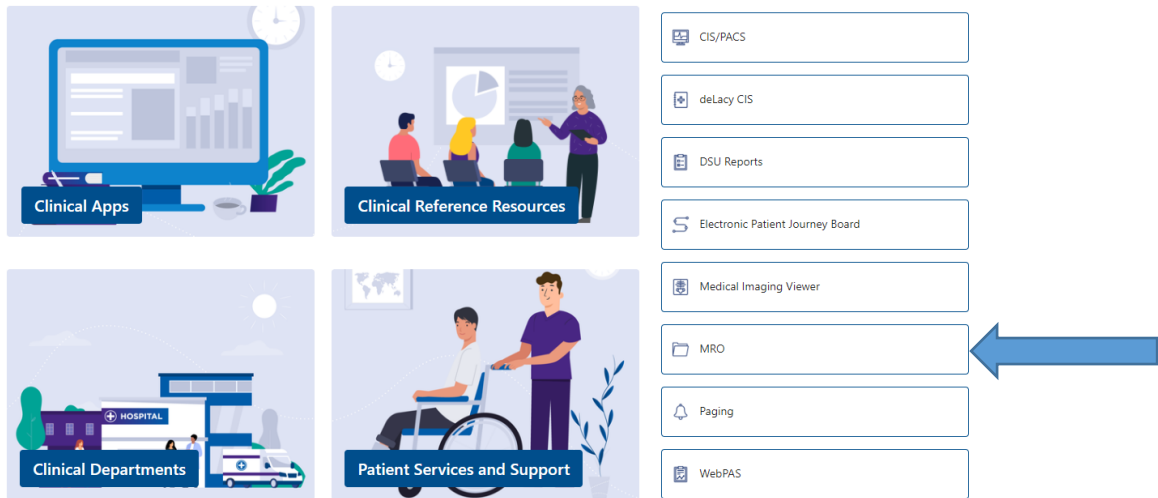
My tools



MRO

- On the SVHM home page, scroll down until you see the Clinical Workstation.
- Select MRO which is near the middle of the menu. Some wards (8th floor and (9W COVID Pod) use MRO to write nursing progress notes.
- Check that you can log in using your user name and password.

Clinical Workstation



The screenshot displays the 'Clinical Workstation' interface. On the left, there are four large icons representing different services: 'Clinical Apps' (a computer monitor), 'Clinical Reference Resources' (a group of people around a presentation), 'Clinical Departments' (a hospital building), and 'Patient Services and Support' (a person in a wheelchair). On the right, there is a vertical list of application buttons: 'CIS/PACS', 'deLacy CIS', 'DSU Reports', 'Electronic Patient Journey Board', 'Medical Imaging Viewer', 'MRO', 'Paging', and 'WebPAS'. A large blue arrow points from the right side of the image towards the 'MRO' button.

Graduate Nurse Portal

You will be able to access the Graduate Nurse Portal through this link: [Graduate-Nurse-Resources.aspx](#)

For any issues during your **orientation study days** please speak to the education team.

During your supernumerary time you will need to ensure that your ID allows you to utilise the quick connect function for printing/copying/scanning. If you have any issues, you will need to contact **IT by calling ext 4000**.

If you have any issues once you are working on the wards you will need to contact **IT directly by calling ext 4000**