

## IHI Open School Course – the ‘how to guide’ For BOP Health

### Course Overview

Follow the steps below to access the Institute for Healthcare Improvement (IHI) Open School online **Improvement Capability Course**, estimated to take a total of 6 hours learning time.

The course includes five modules (QI101 through to QI105) consisting of 3-5 lessons each. Lessons are short and can take between 10-30 minutes. The great thing is that you can save and close as you go, which makes it easy to do either in one sitting or in short and frequent sessions.

As part of your access to the IHI Open School, you also have access to an additional 20+ hours of training on courses including: Patient Safety; Leadership; Person- and Family-Centred Care; Quality Cost and Value; and Triple Aim for Populations.

### Access to the BOPDHB subscription

BOPDHB do have access to reports that can provide a status on the number of people accessing the subscription and any lesson status. This information is used by the BOPDHB to manage the subscription status and to provide an overview of training completed.

### Instructions

PLEASE FOLLOW ALL STEPS IN THE GUIDE FROM 1 TO 2. Internet access is required. This is just to get you started. Once you start the course, access is much simpler.

### Contact Information

If you have any problems accessing the course or have any questions about the course, please do not hesitate to contact a member of the Service Improvement Unit at BoPDHB through the switchboard on 07 579 8000, who will be happy to guide you along the way:

Service Improvement Unit team members - if you need help.		
Name	Phone (ext.)	Email
Jen Boryer	8649	<a href="mailto:Jen.Boryer@bopdhb.govt.nz">Jen.Boryer@bopdhb.govt.nz</a>
Fiona Burns	4758	<a href="mailto:Fiona.Burns@bopdhb.govt.nz">Fiona.Burns@bopdhb.govt.nz</a>
Wendy Carey	8946	<a href="mailto:Wendy.Carey@bopdhb.govt.nz">Wendy.Carey@bopdhb.govt.nz</a>
Suzanne Round	8246	<a href="mailto:Suzanne.Round@bopdhb.govt.nz">Suzanne.Round@bopdhb.govt.nz</a>



Download the IHI Open School mobile app. Now available for both **Apple** and **Android** devices.

Simply search for “IHI Open School” on the App Store on either Apple or Android device to find and download the app.

Use your IHI.org log-in from step 2, b.

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**YOU WILL NEED INTERNET ACCESS.**

**STEP 1 Register / Log-in to the IHI Website.**

- a) To access the **Improvement Capability course**, click on the link or copy and paste the following website address into your internet browser (e.g. Internet Explorer, Mozilla Firefox) – [www.IHI.org/Login](http://www.IHI.org/Login).

You will notice that you are now on ihi.org, an external website where you complete the course.

- b) You will now need to log-in or create a new account on the IHI website.

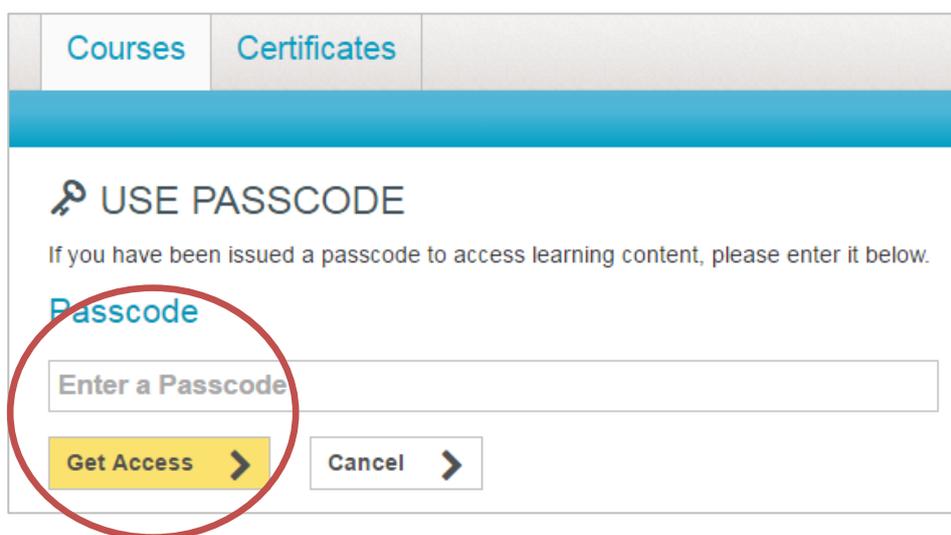
- i. **I have an IHI account.** If you already have an IHI account, please log-in using your existing details under Log-in.

**OR**

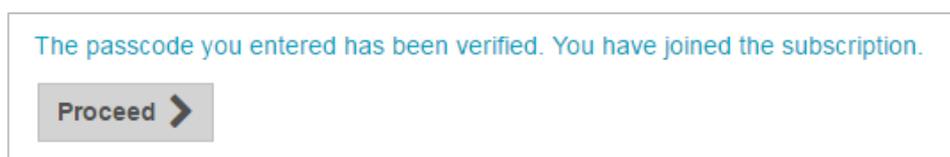
- ii. **I do not have an IHI account.** You will need to register your details using your email address with ihi.org. Click on Register Now.

- c) After you have successfully logged in or created a new account, go to [www.IHI.org/EnterPasscode](http://www.IHI.org/EnterPasscode).

- d) Enter the following 8-digit passcode **205FDAF6** and click the “Get Access” button.



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



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### STEP 2 Starting QI 101 – Fundamentals of Improvement

- a) Your registration/account set-up is complete! You can now begin on the quality improvement course.
- b) Click this web link to take you straight to the first lesson - <http://app.ihl.org/lms/coursedetailview.aspx?CourseGUID=60967fa6-4642-4f33-9ec2-60083d52d0fe&CatalogGUID=6cb1c614-884b-43ef-9abd-d90849f183d4>.
  - If you are prompted to select a catalog under the heading, Access My Catalogs page, select Professionals, GME Faculty, and Residents.
  - If you are not taken straight to the course, you will notice a range of tabs at the top of the page, as below. Click on Online Learning tab and then QI101: Fundamentals of Improvement. Click the orange buttons to get started on the first lesson.



Now that you are registered for the courses, you can return directly to your learning using the following link **Bookmark this link for easy access** - [www.IHI.org/ProfessionalCourses](http://www.IHI.org/ProfessionalCourses).