

TIPS FOR SUCCESSFUL COMPLETION OF THE TRAINING

1. Complete the training modules directly from the [PHO website](#) using only a laptop or desktop, ensuring that you are using a Chrome browser.
2. Ensure that you are complete the modules in the designated order of completion.
3. Click on all the icons to properly advance in the modules.
4. Make sure to score 100% on the final test of each module and click exit to earn the certificate of completion.

Please Note: Historical trends of higher volume participation activity start Aug – Oct. and again in Jan – Feb.

How to create an account:

1. Navigate to <https://www.publichealthontario.ca/en/Education-and-Events/Online-Learning/IPAC-Courses> then click the underlined “**My PHO**” to be directed to the login page where you will be able to create your account.

Learning Management System Courses

Accessing courses on our LMS

1. Our learning management system (LMS) hosts many of the IPAC education modules. In order to access these modules, you must have a **My PHO** account and be logged in.
2. Once you have a **My PHO** account, please click the Launch the LMS button below.

Here, you will find enrolment information, a list of our courses, their descriptions and requirements, and information for downloading courses. Users may have to type the course name into the LMS search box to find the modules. Please note that you must have either Internet Explorer or Google Chrome installed to use the LMS. If you require technical support, please email lms@oahpp.ca.

2. Fill in the respective blanks with your information. Please enter “**Ontario Tech University – Nursing**” as the Organization and “**Student**” as the Job title. Agree to the terms and conditions, and then click “**Submit**” to finish creating the account.

Registration

First Name *
Last Name *

Email *
Confirm Email *

Password *
Confirm Password *

Alternate Email
Organization * (Registering with a personal email? Please enter 'No Organization'.)
Ontario Tech University- Nursing

Job Title *
Student

I have read and agree to the terms of use *

Submit

Personal information is collected under Public Health Ontario's authority as articulated in the Ontario Agency for Health Protection and Promotion Act, 2007 and will be used for the purposes of user authentication and validation, accessing restricted content and providing customized website experiences. If you have any questions about this collection, please contact:

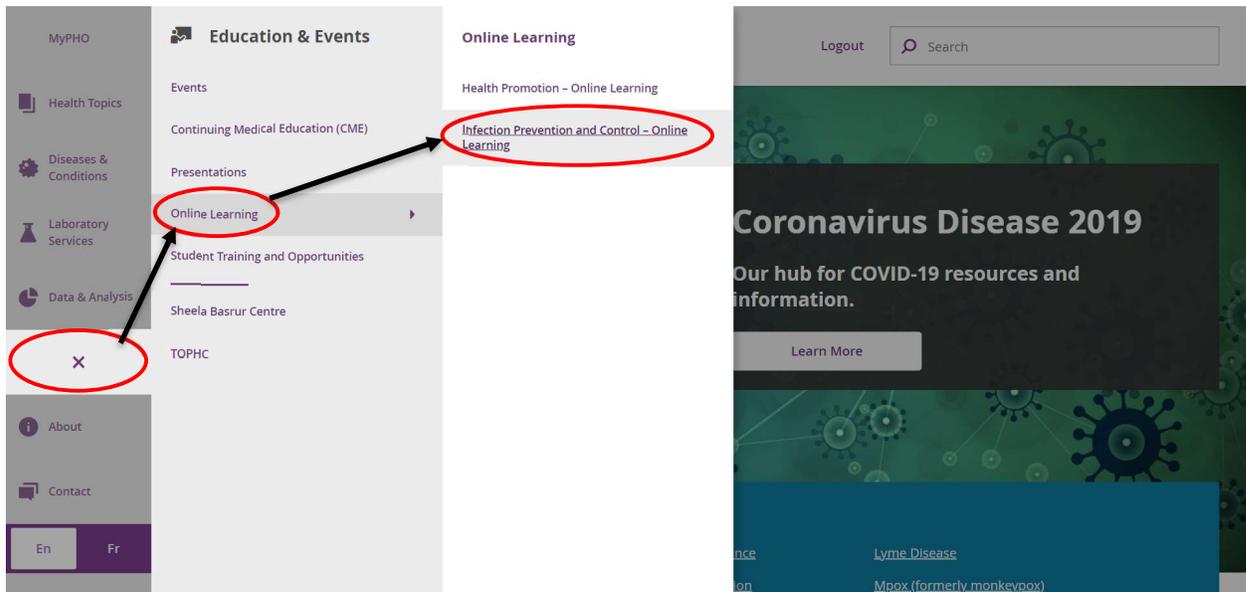
IPAC Core Competencies - Ontario Tech University

3. After submitting, please allow a few minutes for an email to arrive in your inbox. This email will prompt you to activate your account. Activating your account will grant you access to the IPAC Core Competencies training.



How to access the "IPAC Core Competencies" training

1. After creating your account, click on "Education & Events," then select "Online Learning," and finally choose "Infection Prevention and Control - Online Learning."



IPAC Core Competencies - Ontario Tech University

2. Scroll down to the box "IPAC For Health Care Workers" then click "View" to be taken to the modules.

IPAC For Health Care Workers

IPAC Core Competencies are basic skills and knowledge all Ontario health care workers need to have. This course will help learners improve their IPAC knowledge to help decrease the risk of transmission of infection in health care. This information can help protect workers, their clients/patients/residents, and co-workers from infections, regardless of their role, position, education and experience.

Target audience: These courses are intended for all health care workers in all health care settings.
Course duration: 10-15 minutes per module
Modules: 7 (Please note that there are four versions of module 7, Personal Risk Assessment. You are only required to complete the module that aligns with your health care setting.)
Certificate of completion: Yes, after completion of the test at the end of each module. Users must score 100% on each test to receive the certificate for that module.
Technical requirements: Speakers or headphones required for audio component.
Resources: Resources for Trainers
Instructions: Please copy and paste "IPAC Core Competencies" into the LMS search engine once you login or browse the course catalogue.

[View](#) [View accessible documents](#)

3. Click on a module to register and gain access to complete the training.

Sessions

10001

Course Type:	Web-based	Date:	12/20/2018 9:00:00 AM –	Register
Instructor:	N/A		12/31/2030 5:00:00 PM	
Enrollment:	12146 out of Unlimited	Registration Deadline:	12/31/2030 9:00:00 AM	

Please note: You MUST complete modules 1-7 in order, including all versions of module 7 (Image below).

IPAC
IPAC Core Competencies
Module 1: Chain of Transmission and Risk Assessment
Online Course

IPAC
IPAC Core Competencies
Module 2: Routine Practices: Health Care Provider Controls
Online Course

IPAC
IPAC Core Competencies
Module 3: Routine Practices: Control of the Environment
Online Course

IPAC
IPAC Core Competencies
Module 4: Additional Precautions
Online Course

IPAC
IPAC Core Competencies
Module 5: Administrative Controls
Online Course

IPAC
IPAC Core Competencies
Module 6: Occupational Health and Safety
Online Course

IPAC
IPAC Core Competencies
Module 7A: Personal Risk Assessment in Acute Care
Online Course

IPAC
IPAC Core Competencies
Module 7B: Personal Risk Assessment in Long-Term Care
Online Course

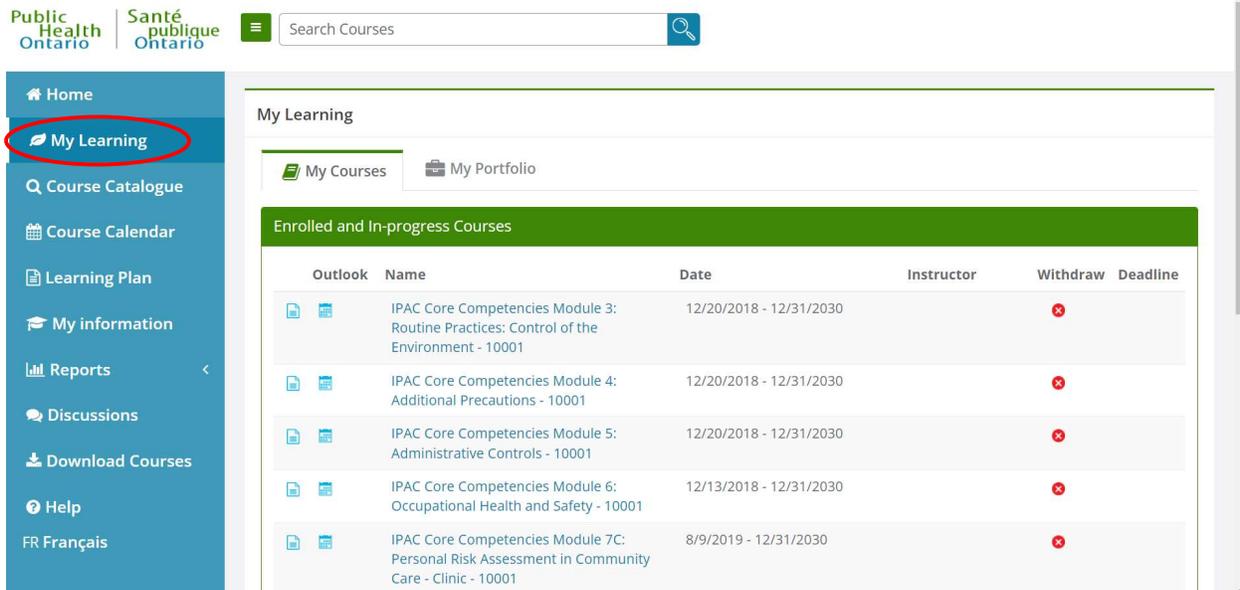
IPAC
IPAC Core Competencies
Module 7C: Personal Risk Assessment in Community Care - Clinic
Online Course

IPAC
IPAC Core Competencies
Module 7D: Personal Risk Assessment in Community Care - Home
Online Course

How to access and upload the completion certificates:

Please remember to submit your completion certificate to Synergy as soon as you have completed the training. This will ensure that your participation is officially recognized and documented for any required records related to the course.

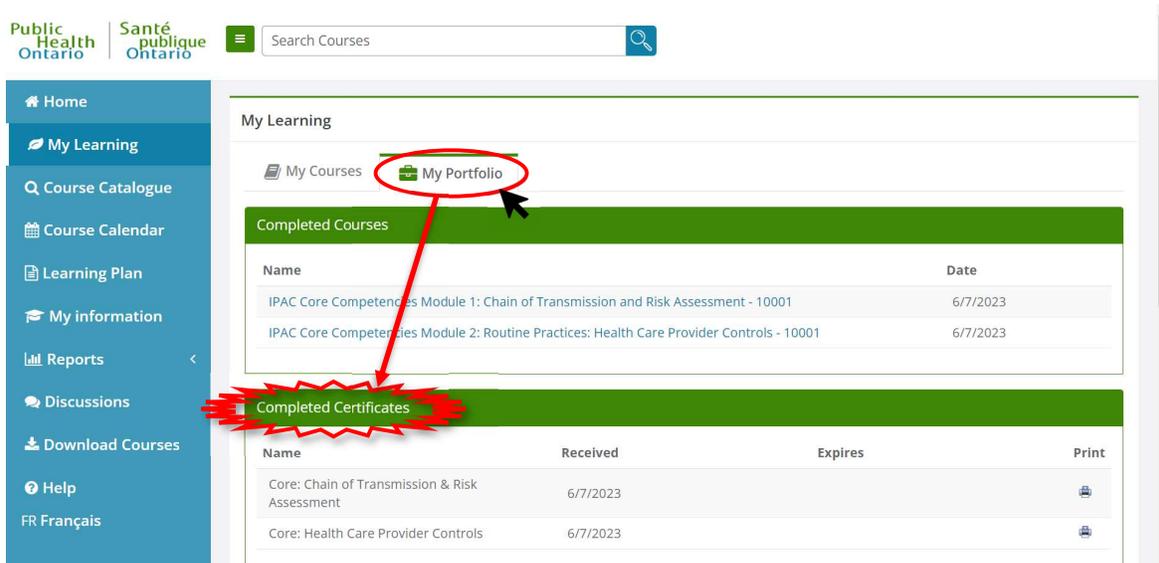
1. Once you've created an account and logged into the LMS, you will see a sidebar on the left side of your screen. Click on **"My Learning"** to be taken to the modules you are currently enrolled in.



The screenshot shows the LMS interface with the 'My Learning' sidebar highlighted. The main content area displays 'Enrolled and In-progress Courses' with a table of course details.

Outlook	Name	Date	Instructor	Withdraw	Deadline
	IPAC Core Competencies Module 3: Routine Practices: Control of the Environment - 10001	12/20/2018 - 12/31/2030			
	IPAC Core Competencies Module 4: Additional Precautions - 10001	12/20/2018 - 12/31/2030			
	IPAC Core Competencies Module 5: Administrative Controls - 10001	12/20/2018 - 12/31/2030			
	IPAC Core Competencies Module 6: Occupational Health and Safety - 10001	12/13/2018 - 12/31/2030			
	IPAC Core Competencies Module 7C: Personal Risk Assessment in Community Care - Clinic - 10001	8/9/2019 - 12/31/2030			

2. Click on **"My Portfolio"** to be taken to the modules you have completed and scroll to the bottom to see the certificates you have been awarded for completing the specific module.



The screenshot shows the LMS interface with the 'My Portfolio' tab selected. It displays 'Completed Courses' and 'Completed Certificates' sections.

Completed Courses

Name	Date
IPAC Core Competencies Module 1: Chain of Transmission and Risk Assessment - 10001	6/7/2023
IPAC Core Competencies Module 2: Routine Practices: Health Care Provider Controls - 10001	6/7/2023

Completed Certificates

Name	Received	Expires	Print
Core: Chain of Transmission & Risk Assessment	6/7/2023		
Core: Health Care Provider Controls	6/7/2023		

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- To save the certificates onto your device, click the **“printer”** button which will open a blank window and the certificate will automatically begin to download. **We strongly recommend you print AND save the certificates in a secure, accessible location.**

The image shows a 'Completed Certificates' table with two rows. A red arrow points from the 'Print' button in the first row to a browser window. The browser window shows a certificate download process, with a file named 'Certificate.jpg' appearing in the download bar.

Name	Received	Expires	Print
Core: Chain of Transmission & Risk Assessment	6/7/2023		
Core: Health Care Provider Controls	6/7/2023		

Browser window: https://ims.publichealthontario.ca/ims/bins/Certificate.aspx?img=../data/2/rec_imgs/19_00%20PHO-certificate-blank.jpg&label1_text=178868&label2_text=1658&label3...

Download bar: Certificate.jpg

If you require assistance with the training modules, please direct all questions and concerns to IPAC@oahpp.ca.