

# Breakaway Adoption Solutions Courseware

## Course Player Job Aid

### Common Buttons and Icons

- Launch demo/test
- Go back, pause, play
- Course progress
- Lesson progress
- Volume control
- Return to lesson/course homepage
- Show/hide course outline
- Toggle closed captions on/off

### Course Outline Button

Please note you can use the Course Outline button to quickly navigate to the demos and tests in the course from any screen in the course player.

**Course Outline**

- Manage Home Medications\* \*Required
  - Learn
  - Test\*
- Add and Remove Patients from Your My List\*
  - Learn
  - Test\*
- Document Patient Care\*
  - Learn
  - Test\*
- Complete Admission Documentation\*
  - Learn
  - Test\*

## Launching a Demo

### Step 1

After selecting a course, the course homepage screen displays. It is recommended that you complete each lesson and its accompanying test in order. Select the lesson to view the demo and test.

#### RECONCILE HOME MEDICATIONS

1 Manage Home Medications

2 Add and Remove Patients from Your My List

3 Document Patient Care

4 Complete Admission Documentation

### Step 2

The lesson screen displays. Here you can view the demo and then take the test to confirm your understanding of the knowledge presented in the demo. While completing the demo is usually optional, passing each test is always required to complete the course. To launch the demo, click Learn.

#### RECONCILE HOME MEDICATIONS

1 Manage Home Medications

- Learn
- Test

You must pass the test to complete the lesson.

[Return to Course Menu](#)

### Step 3

The first slide of every demo is a screen explaining the lesson scenario and the main tasks you will learn. To begin the demo, click Launch Demo.

**1** Manage Home Medications

**Scenario:** Allison Test is a new patient assigned to your care. The nurse documented Allison's home medications on admission.

**In this lesson:** You will review the medication list and choose whether to continue each medication or place it on hold.

[Launch Demo](#)

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### Passing Tests and Completing Courses

**Step 1** – Please note that to receive credit for completing a course, you must pass a test for every lesson. To do so, navigate to the lesson homepage and click Test.

#### RECONCILE HOME MEDICATIONS

The screenshot shows a lesson page titled '1 Manage Home Medications'. It features a navigation menu with 'Learn' and 'Test' options. The 'Test' option is highlighted with an orange box. Below the menu, there is a 'Return to Course Menu' button. At the bottom, a progress indicator shows '0 of 4 required items completed'.

**Step 2** – The first slide of every test is a screen explaining the test scenario and how it's scored. Please note that every test is scored the same way; you usually must answer at least 80% of the questions correctly to pass the test and complete the lesson. To begin, click Launch Test.

The screenshot displays the test scenario for '1 Manage Home Medications Test'. It includes a 'Scenario' section describing a new patient, Allison Test, and a 'How is this test scored?' section stating a 90% score requirement and two chances per step. A 'Launch Test' button is highlighted with an orange box.

**Step 3** – To complete the test, read the instructions at the top of every slide, then perform the click or text entry action onscreen to perform the step. You get two tries to answer before the question is marked as incorrect, and the correct answer is shown.

The screenshot shows the test instructions: 'Instructions: Review and reconcile Allison Test's home meds.' Below this is a patient information screen for 'Test, Allison', including demographic data and a 'Special Indicator' section with a 'Problem' entry for 'Abdominal pain'.

**Step 4** – Usually after answering at least 90% of the test questions correctly, you pass the test. Pass every test to complete the course. If you don't pass, you can retake the test as many times as needed.

The screenshot shows a purple background with a percentage icon and the text 'Test Lesson 1: Manage Home Medications'. It congratulates the user: 'Congratulations! You passed the test.' and displays 'You Scored: 7 / 7' and 'Accuracy: 100%'. A 'Back to Course Menu' button is at the bottom.

**Step 5** – After completing the course, you will be presented with a process workflow summarizing what you learned.

#### RECONCILE HOME MEDICATIONS



**Step 6** – When you have completed a course, all of the required items will be marked as complete. Congratulations! You have successfully navigated, opened, and completed a courseware demo and test.

The screenshot shows a progress bar with four green dots and the text '4 of 4 required items completed'.