



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 15-01-Hospitals

DATE: October 3, 2014

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Hospital Basic Training Online Course: Part 1 - Open for Enrollment

Memorandum Summary

Hospital Basic Training Part 1: The Hospital Basic Training online course replaces the Basic Hospital classroom training. It is a two-part online course. The Hospital Basic Training (Part 1) online course is now available for enrollment. Part 2 will be available in CY 2015.

How to Enroll: State Training Coordinators and Regional Office Training Administrators may log into the TotalLMS registration system (<https://cms82.sumtotalsystems.com>) to enroll staff.

Background:

The Centers for Medicare & Medicaid Services (CMS) Survey & Certification Group is developing a Hospital Basic Training online course. The Hospital Basic Training online course replaces the traditional Basic Hospital classroom training.

Hospital Basic Training (Part 1) Online Course: Is Open for Enrollment

The Hospital Basic Training (Part 1) online course is now available for enrollment. State Training Coordinators and Regional Office Training Administrators may log into the TotalLMS registration system (<https://cms82.sumtotalsystems.com>) to enroll staff.

Course Dates:

The Hospital Basic Training (Part 1) online course will be offered monthly for the next year. See dates below for the first part of CY 2015. Learners will be enrolled in the course for eight weeks.

Course Schedule – On-line Hospital Basic Part 1

	November	December	January	February	March	April	May
1 st Offering	Nov 3 – Jan 5						
2 nd Offering			Jan 7 – Mar 6				
3 rd Offering				Feb 2 – March 31			
4 th Offering					March 2 – April 30		
5 th Offering						April 2- May 31	

Course Description:

The Hospital Basic Training online course is designed to provide surveyors with the basic knowledge and skills needed to survey hospitals for compliance with the Medicare Hospital Conditions of Participation (CoPs). It is a self-paced asynchronous web-based training. Learners may access the online course 24/7 during the timeframe they are enrolled.

The Hospital Basic Training online course is divided into two parts:

- Hospital Basic Training (Part 1) online course consists of three phased pre-tests, ten learning modules, three phased quizzes, and a final post-test*.
- Hospital Basic Training (Part 2) online course consists of two phased pre-tests, additional learning modules, two phased quizzes, and a final post-test*. Part 2 is scheduled for release in CY 2015.

**Learners are given three attempts to pass each final post-test with a score of 80 percent or higher. Learners who do not successfully pass the post-test within three attempts may enroll in a future course offering.*

Together, this two-part online course prepares surveyors to function as independent members of a hospital survey team or as hospital complaint investigators.

Course Goal:

Upon successful completion of the Hospital Basic Training, Part 1 online course, a surveyor may function as a member of a survey team, whether for a complaint or a full survey, but may only survey for those CoPs addressed in Part 1. Once Part 2 is available, after successful completion of both parts, a surveyor may function as a sole surveyor at the discretion of the SA or RO. It is expected that the hospital surveyor candidate will receive ongoing mentoring during the surveys.

Target Audience:

The Hospital Basic Training online course is a required course for all new State Survey Agency (SA) and Regional Office (RO) hospital surveyors and reviewers. Once Part 2 is available, learners will be expected to successfully complete both Parts 1 and 2 of the Hospital Basic Training course within one year of enrolling in Part 1.

We encourage preceptors to enroll in the online course, along with their new hospital surveyor candidate, not necessarily to complete the course but rather to allow the preceptor to assist and guide the new surveyor through their whole training process, including the on-line course, mentoring, and field survey observations and activities.

Experienced hospital surveyors and reviewers may also benefit from periodically reviewing portions of this course to remain current with their skill set.

Time Needed for Part 1 Completion:

The estimated course completion time is 47 hours. Depending on level of experience and learning style, learners may require more or less time. To promote success in this course, please provide learners with a quiet and uninterrupted time to complete the online course.

For enrollment or registration questions, please contact Michele.Clark@cms.hhs.gov.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management