

Infection Prevention and Control Workday Learning User Guide



Smart Guide

IPC Learners

Purpose

This guide provides instruction on how to log into Workday, enroll in and complete Infection Prevention and Control content, and print your certificates.

Audience

Infection Prevention and Control External Learners

Additional Resources

- For general Workday Learning information, please review the [Using Workday Learning: Overview for External Learners](#) guide. (Must be logged into Workday.)
- For questions and support, please reach out to hai-ar@hhs.iowa.gov.

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Log into Workday Learning

New users: You will need to register for an account with Workday Learning.

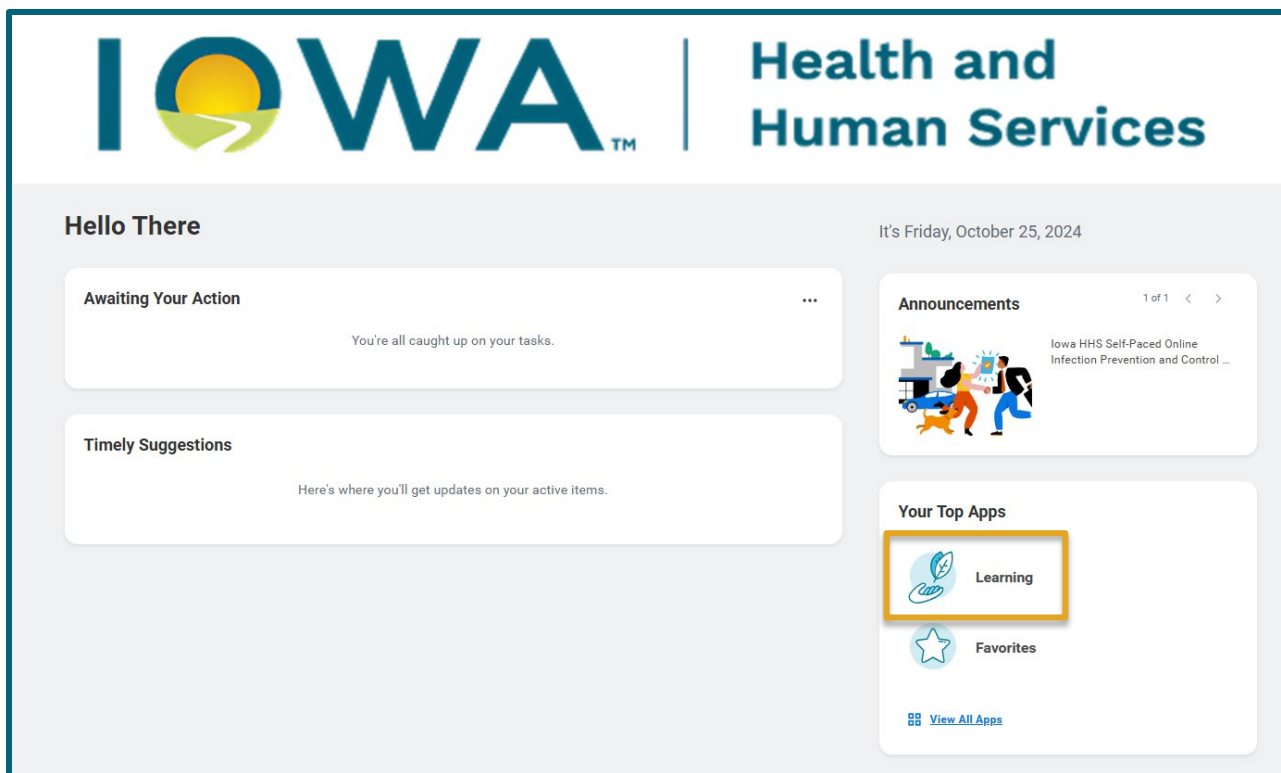
- A. Visit the Infection Prevention and Control [self-registration URL](#).
- B. Follow the registration directions in the [How to Create a Workday Learning Account](#) guide to set up your account.

Returning users:

- A. [Log into Workday](#) with your established username (email) and password.
- B. Review the [How to Sign into Workday Learning](#) guide for additional support logging in.

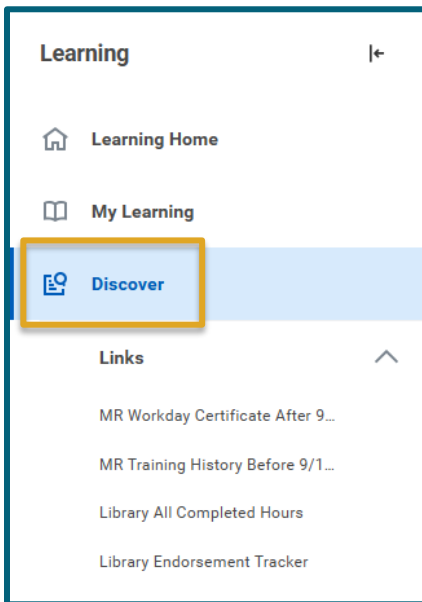
Enroll in the Infection Prevention and Control program

1. On the Workday Homepage, under Your Top Apps, select **Learning**.

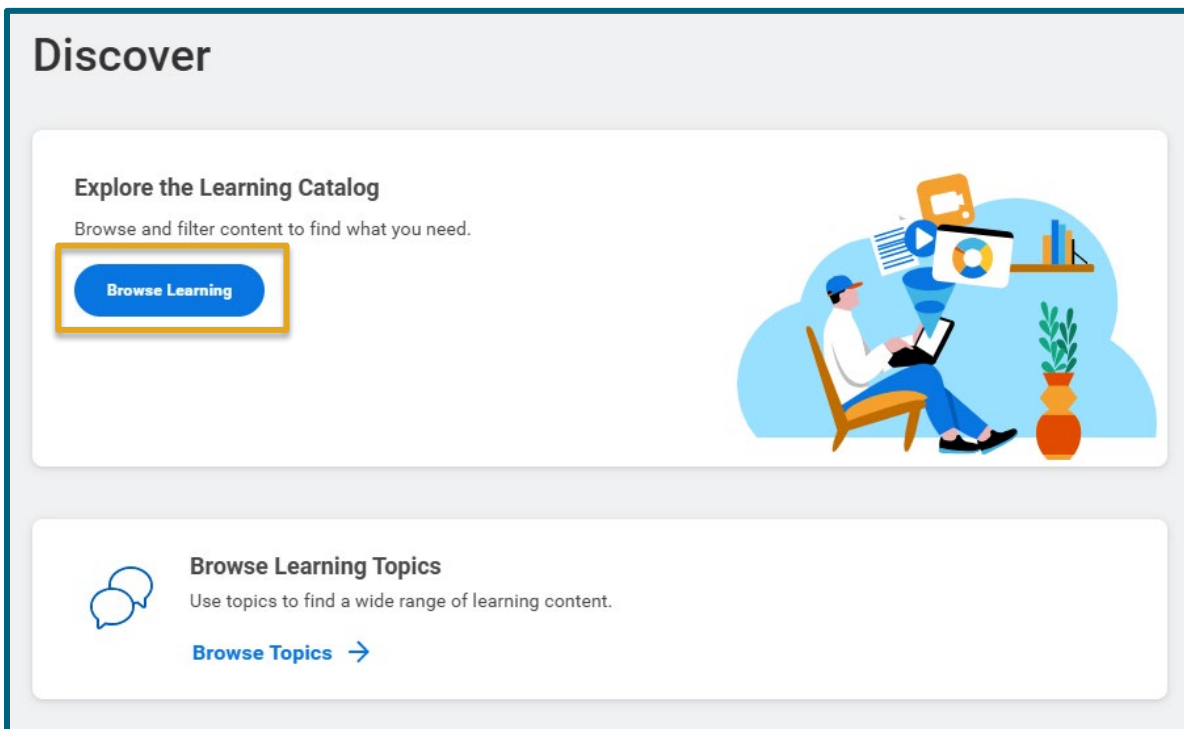


2.

3. In the Learning menu, select **Discover**.



- 4.
5. Under Explore the Learning Catalog, select **Browse Learning**.

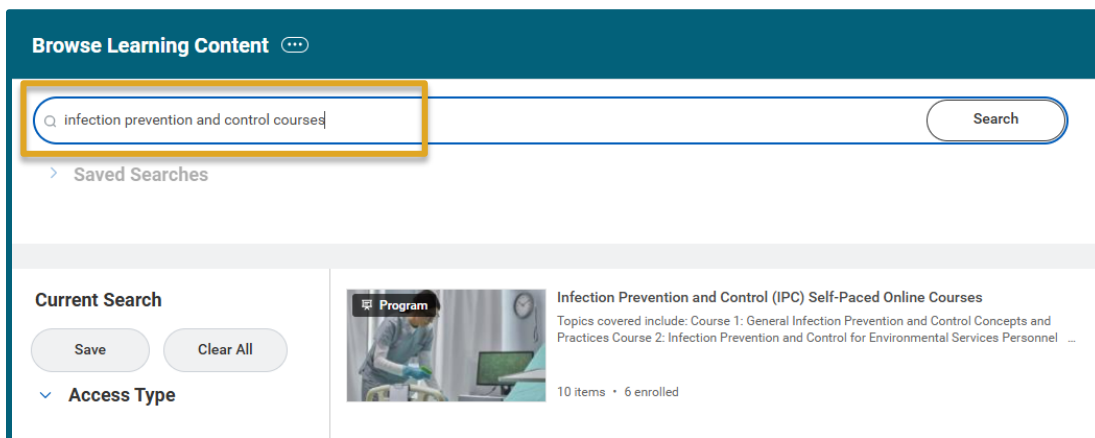


- 6.

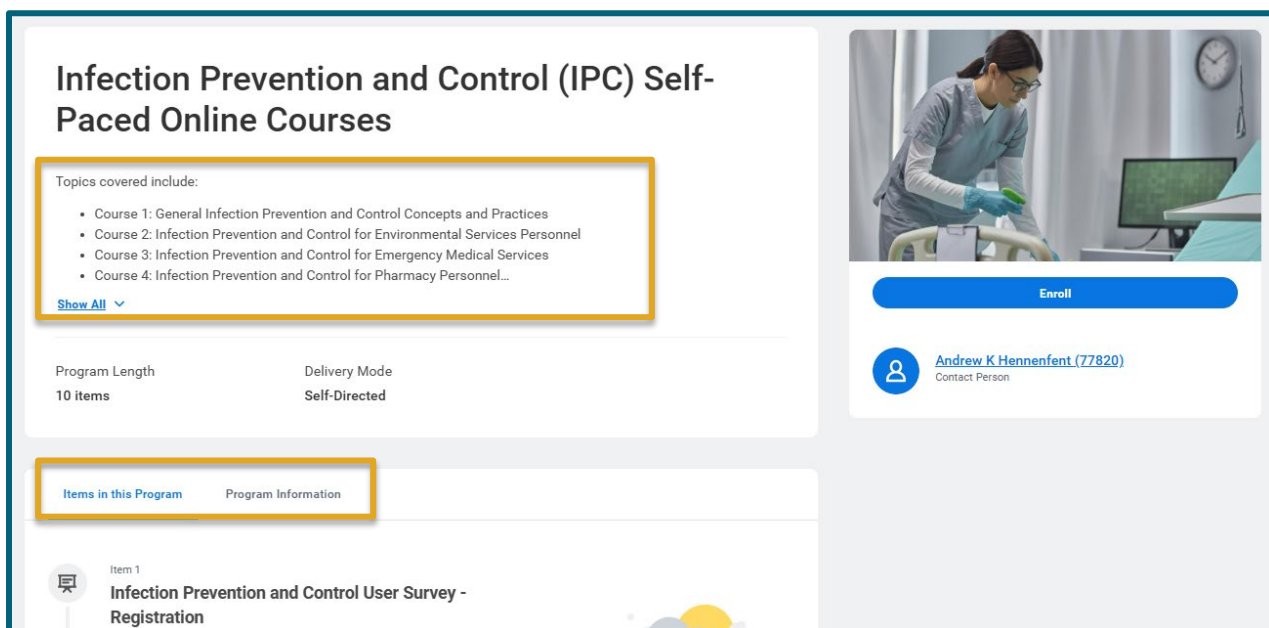
7. Select the **Infection Prevention and Control (IPC) Self-Paced Online Courses** learning program from the list.



8.
 - a. Note: you may use the **Learning search bar** to narrow your results.

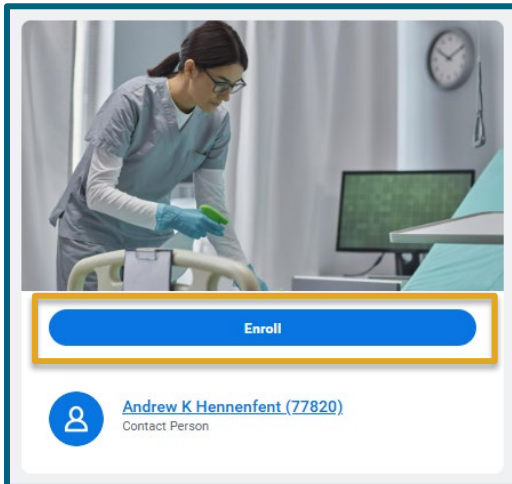


9. From the program page, you can review topics covered, items in the program, and program information.



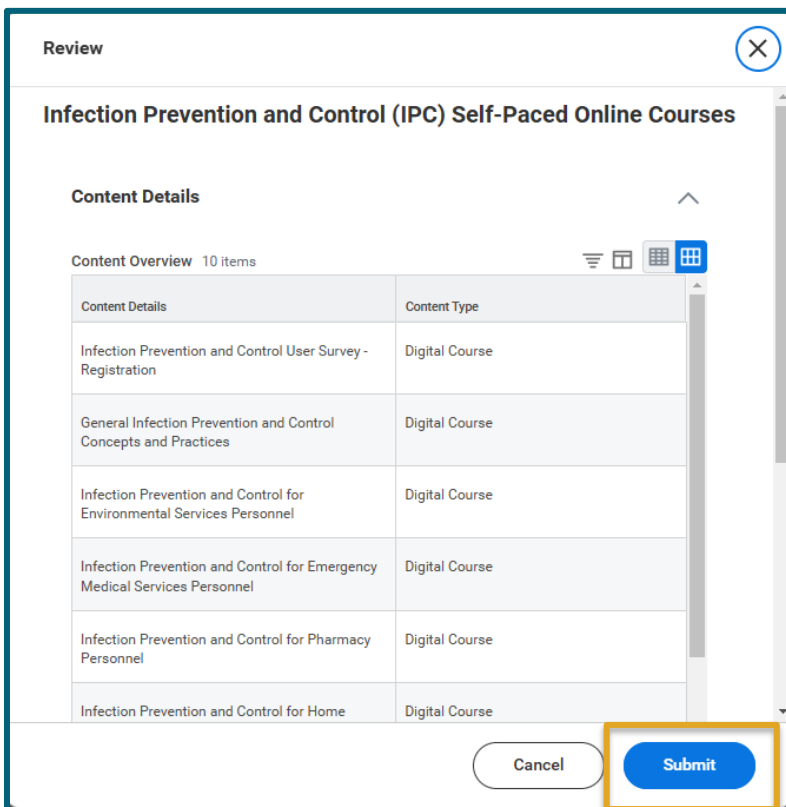
10. Last Updated: 10/2024

11. Select **Enroll**.



12.

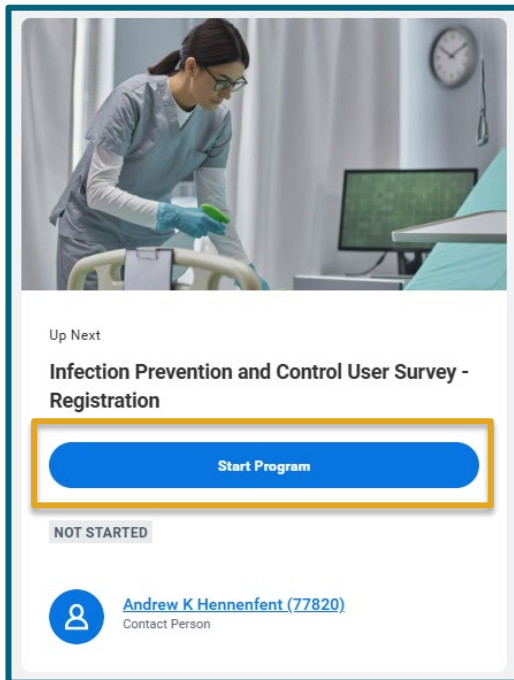
13. Review the program content details and select **Submit**.



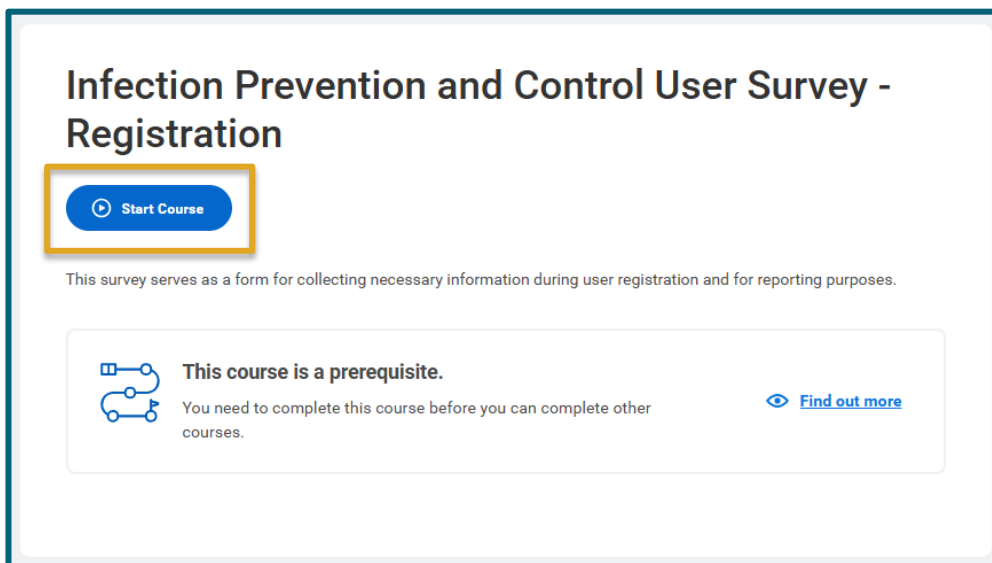
14.

Complete Required Modules

15. On the program page, select **Start Program**.

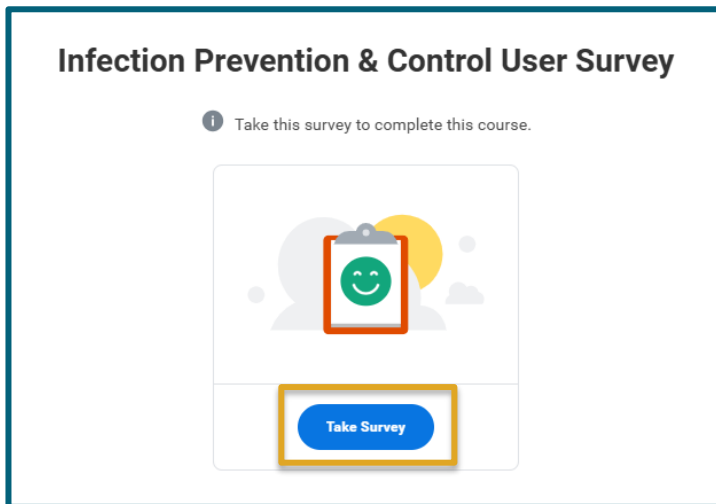


- 16.
17. You must complete the Infection Prevention and Control User Survey – Registration to begin the program. Select **Start Course**.



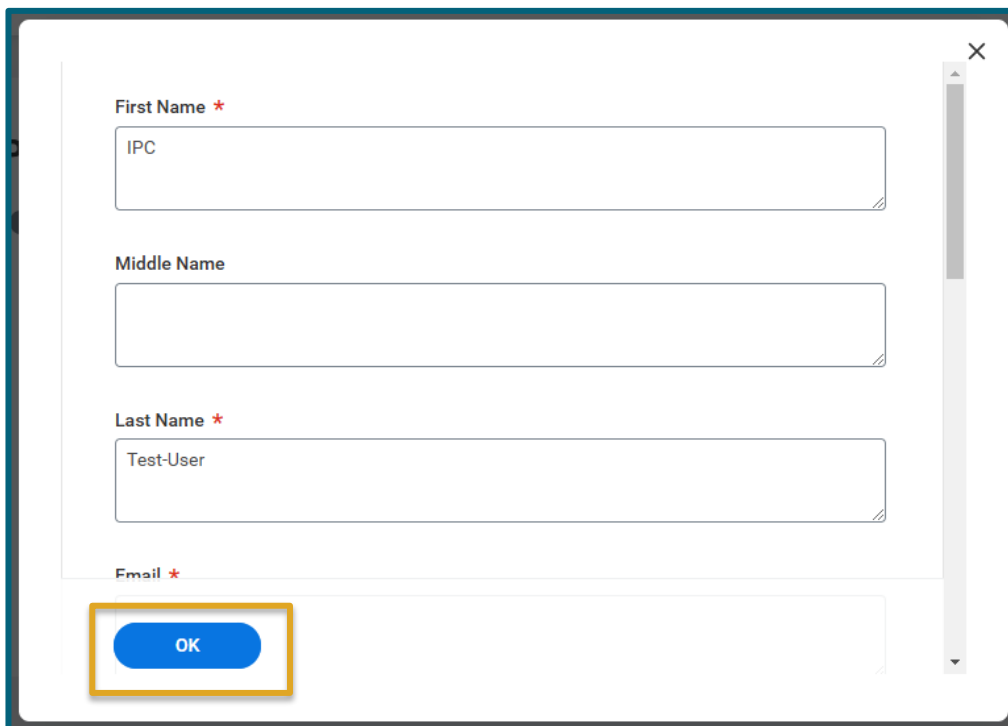
- 18.

19. Select **Take Survey**.



20.

21. Complete all required survey questions and select **OK**.



First Name *

IPC

Middle Name

Last Name *

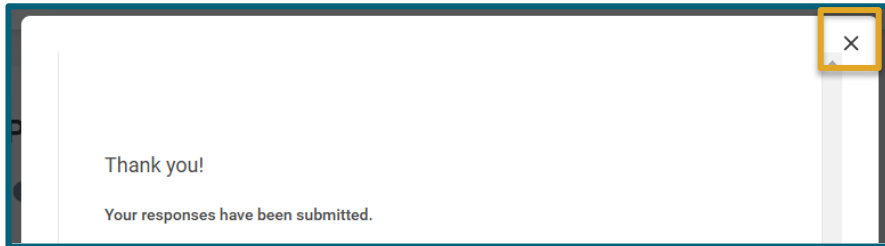
Test-User

Email *

OK

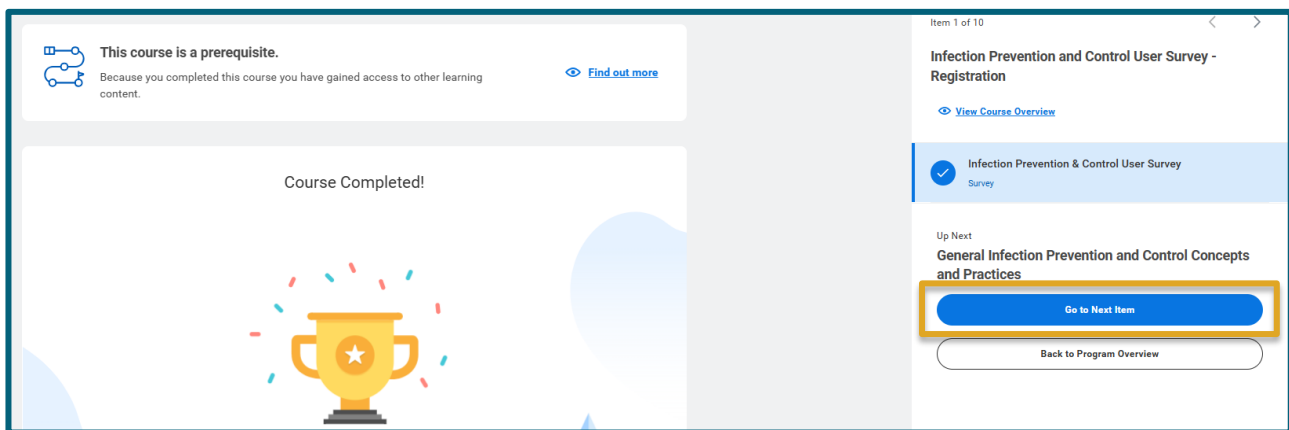
22.

23. Select the **X** to close the survey window when finished.



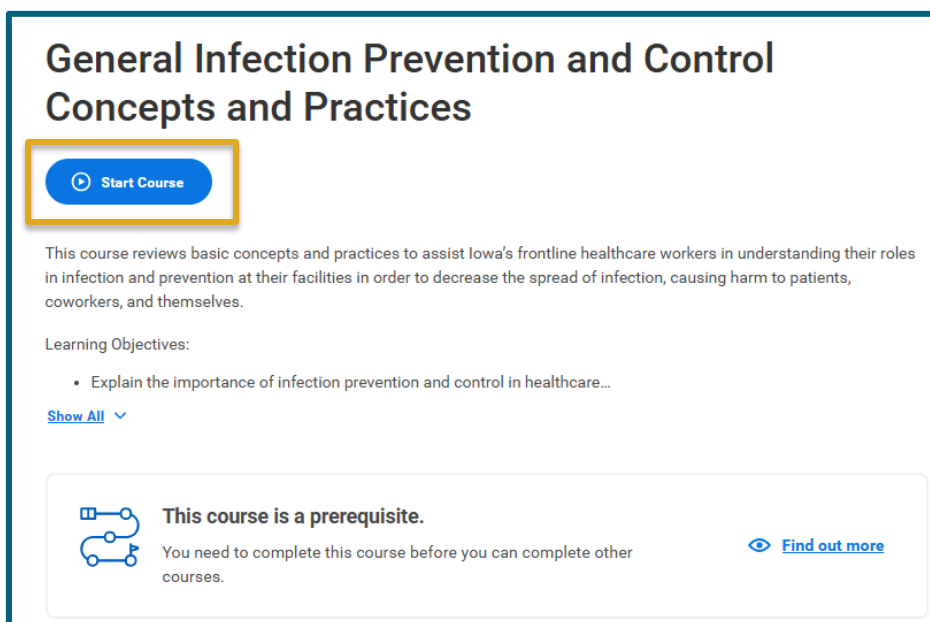
24.

25. Select **Go to Next Item** to continue.



26.

27. You must complete General Infection Prevention and Control Concepts and Practices. Select **Start Course**.



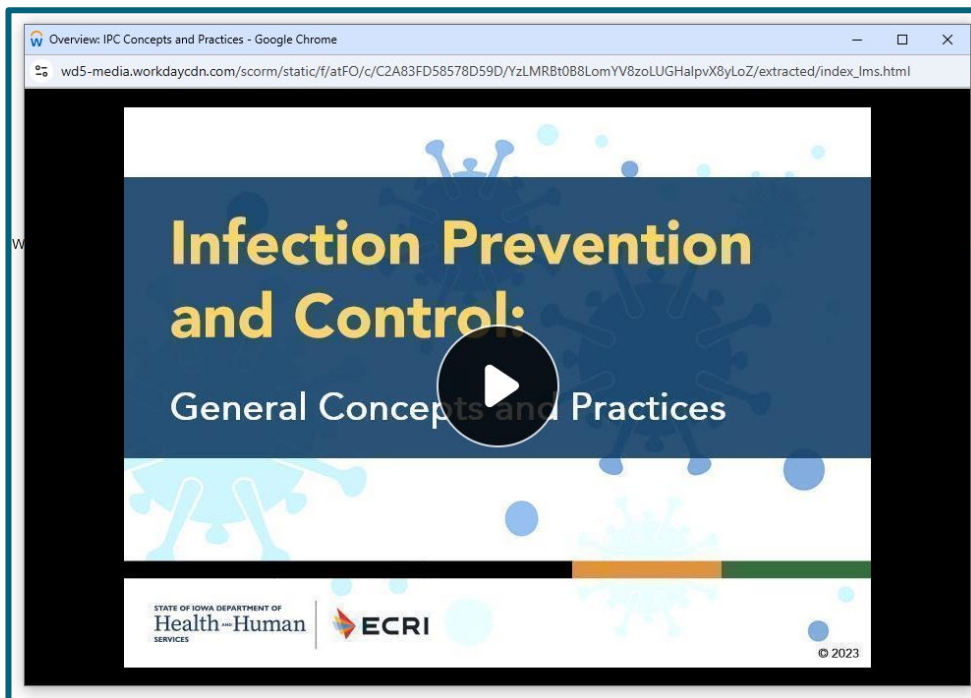
28.

29. Select **Launch Content**.



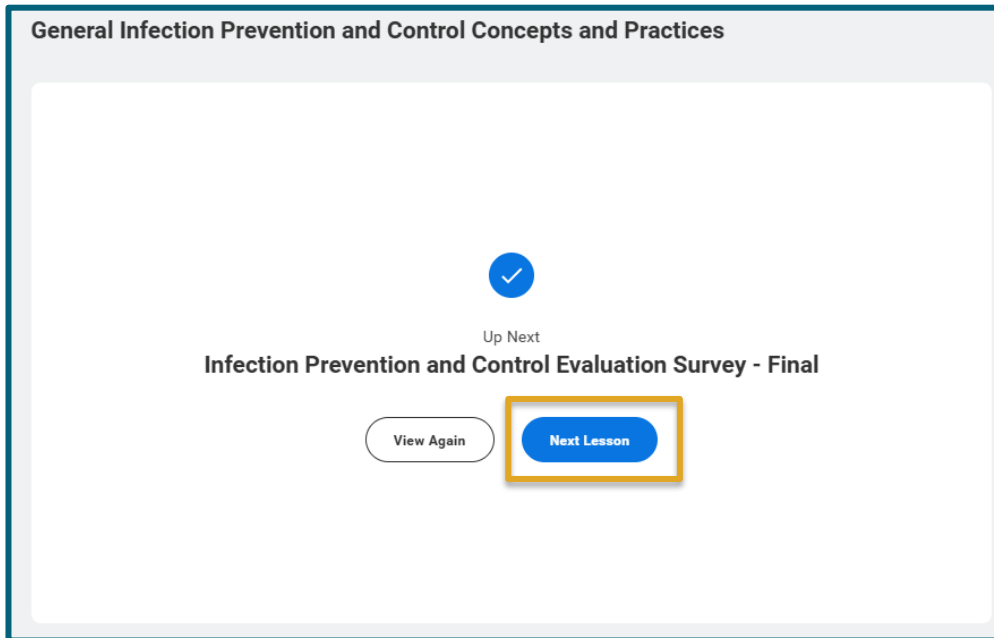
30.

31. Note: the course will launch in a new window. Please enable pop-ups if prompted. Google Chrome is the recommended browser for Workday Learning.



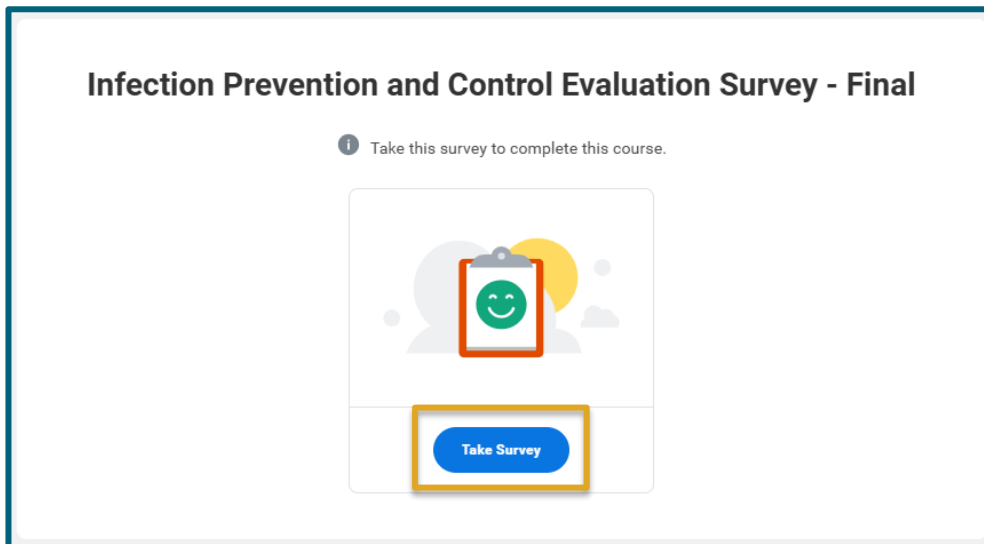
32.

33. You will need to complete the Infection Prevention and Control Evaluation Survey after the course. Once finished with the course, select **Next Lesson**.



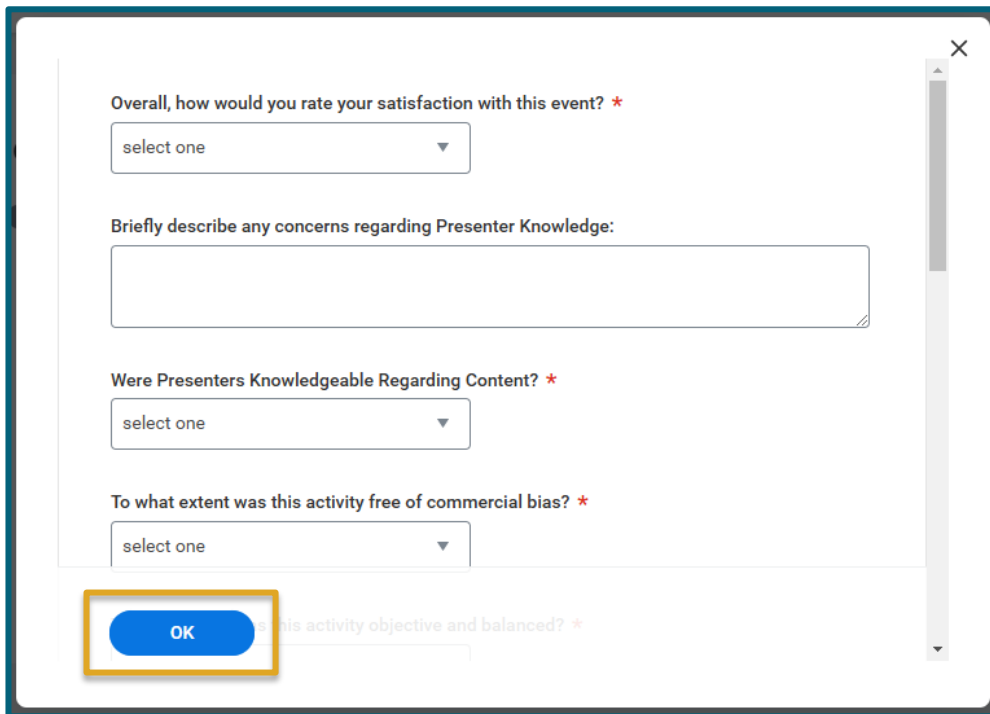
34.

35. Select **Take Survey**.



36.

37. Complete each required question in the survey and select **OK**.

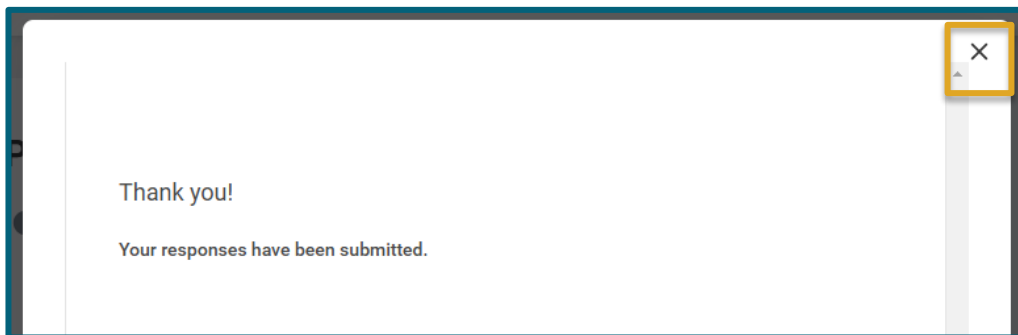


The screenshot shows a survey window with the following content:

- Question 1: "Overall, how would you rate your satisfaction with this event? *" with a dropdown menu showing "select one".
- Question 2: "Briefly describe any concerns regarding Presenter Knowledge:" with a text input field.
- Question 3: "Were Presenters Knowledgeable Regarding Content? *" with a dropdown menu showing "select one".
- Question 4: "To what extent was this activity free of commercial bias? *" with a dropdown menu showing "select one".
- Question 5: "This activity objective and balanced? *" with a dropdown menu showing "select one".
- A blue "OK" button is highlighted with a yellow box.
- A close button (X) is located in the top right corner of the window.

38.

39. Select the **X** to close the survey window when finished.



The screenshot shows a survey window with the following content:

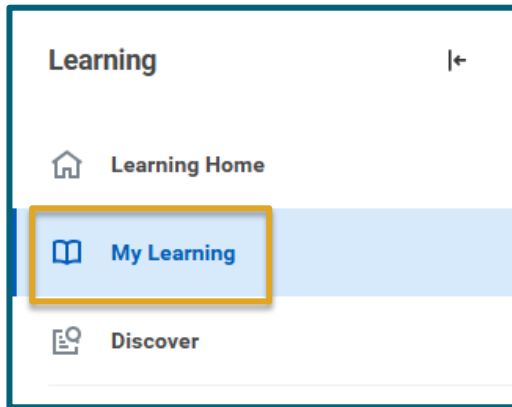
- Text: "Thank you!"
- Text: "Your responses have been submitted."
- A close button (X) is highlighted with a yellow box in the top right corner.

40.

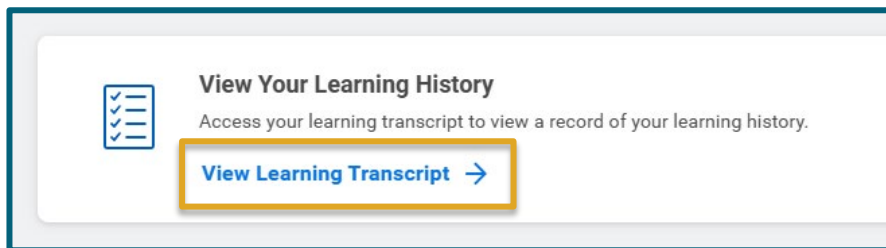
At this point, you have completed the required components of the Infection Prevention and Control program, and it will be marked as complete. Following are directions on how to complete additional IPC modules and print your certificates.

Complete Additional, Optional Modules

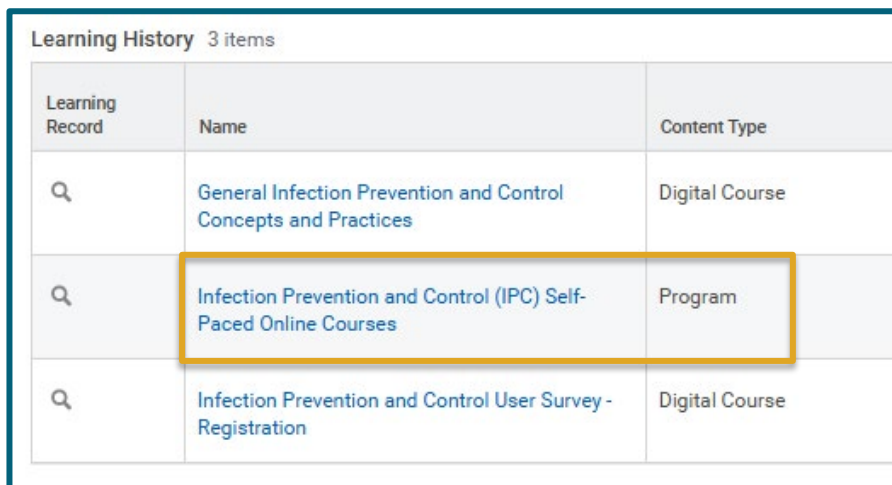
1. In the Workday Learning app menu, select **My Learning**.



- 2.
3. Under View Your Learning History, select **View Learning Transcript**.



- 4.
5. Under Learning History, select the **Infection Prevention and Control (IPC) Self-Paced Online Courses** program.



A screenshot of the "Learning History" section showing a table with 3 items. The table has three columns: "Learning Record", "Name", and "Content Type". The second row is highlighted with a yellow border.

Learning Record	Name	Content Type
Q	General Infection Prevention and Control Concepts and Practices	Digital Course
Q	Infection Prevention and Control (IPC) Self-Paced Online Courses	Program
Q	Infection Prevention and Control User Survey - Registration	Digital Course

- 6.

7. View additional modules under Items in this Program. Select **Item details** for a module you wish to complete.

Items in this Program Program Information

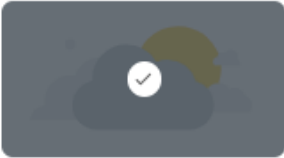
Item 1

Infection Prevention and Control User Survey - Registration

This survey serves as a form for collecting necessary information during user registration and for reporting purposes.

[Item details →](#)

Lessons	Delivery Mode
1	Self-Directed




Item 2

General Infection Prevention and Control Concepts and Practices

This course reviews basic concepts and practices to assist Iowa's frontline healthcare workers in understanding their roles in infection and prevention at their facilities in order to decrease the spread of infection,...

[Item details →](#)

Lessons	Delivery Mode
2	Self-Directed




Item 3 Optional

Infection Prevention and Control for Environmental Services Personnel

This course reviews basic concepts and practices to assist Iowa's environmental service workers in understanding their roles in infection and prevention at their facilities in order to decrease the spread of...

[Item details →](#)

Lessons	Delivery Mode
2	Self-Directed



- 8.

Print IPC certificates

1. Coming soon

