

Access to CDHB Information Systems for Ara Nursing Students

Log on to a CDHB computer using your User Account

A username and password will be provided to you during one of the CDHB presentations delivered at Ara. This will allow you to access the CDHB Network and clinical applications.

1. Log on to a computer with the given login and password

Depending on who has used the computer previously, you may see a User Name and Password field or you may need to select Switch User, press Ctrl Alt Delete and click Other Users before being able to enter your details.



Please note that if a wrong login or password is entered more than 5 times, the system will lock the User's login account and you will need to contact the CDHB Service Desk to get the access reset.

Some CDHB staff use their ID card to log on to some computers. Unfortunately this feature is not currently available to you, however you will still be able to use these computers by typing in your login and password manually.

2. Change your password


You must change your password the first time you log on to a CDHB computer. Your new password needs to contain at least 8 characters in length, with some alpha and numeric characters.

Every 90 days, you will be required to change your password to enable your continuous access to the CDHB computers and applications.

If you have forgotten your password, you will need to contact the CDHB Service Desk to ask for a reset. This is common after people come back from a long break.

Every Student's account will have an expiry date set against it. The CDHB Service Desk will be able to view the expiry date and extend it once the appropriate authority has been checked.

Access the Intranet

Most clinical applications and useful information can be accessed on the CDHB Intranet. The Intranet icon will take you directly to the website. 

Troubleshooting: If an issue arises when opening the CDHB Intranet page for the first time and a MSN website appears instead of the Intranet, please use the following instructions:

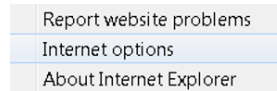
1. In the address bar at the top of the page, type **//intranet**



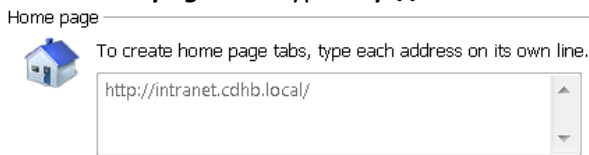
2. This will load the DHB's intranet page.
You must now set this page as your home page.

3. In the upper right of the screen press the **Tools**  icon, or alternatively, press the **ALT + X** keys

4. From the menu that appears, select **Internet options**



5. In the **Home page** field type **http://intranet.cdhb.local/**



6. Click **OK**

This will set your intranet home page to the DHB's intranet.

theintranet
your place to learn and work together online

Search where? Search and find
All Content

Home Departments Clinical Apps Clinical Resources Biz Apps Biz Resources Services Projects System News People and Capability Workplaces

CANTERBURY Hospital HealthPathways clinical guidance and process resources for hospital health professionals [Enter Site](#)

CH Labs Test Guide MedChart Clinical Pharmacology NZ Formulary Cochrane Library OVID Edair Pharmacy Harrison's Online SCOPE Health Connect South Up-To-Date

Clinical Quick Links

- Adverse Drug Reaction Reporting
- Blue Book - Management Guidelines for Common Clinical Conditions
- Clinical Manual (Vol 11)
- Community HealthPathways
- Fluid & Medication Manual (Vol 12)
- Green Book - A handbook for medical registrars & house officers in general medicine
- Health Connect South (HCS)
- Hospital HealthPathways (HHP)
- Hospital Medicines List (HML)
- Infection Prevention & Control Policies and Procedures
- Lippincott procedures
- Nursing Information
- Palliative Care Guidelines
- Physio 24/7
- Pink Book - An aid to informing clinicians about drug costs, choice and dosage.
- Red Book - Haematology Department Treatment Protocols & Guidelines

Clinical Applications

- Eclair
- Health Connect South (HCS)
- Laboratory Test Manager
- MedChart Reference Viewer
- Winscribe
- [More Clinical Applications](#)

Business Applications

- AeroScout MobileView

Staff News & Notices

See the Communications site for information about how to provide news and notices
CEO Update - Monday 19 December 2016

STAFF COMMUNICATION UPDATE - Fri 6 Jan 2017
STAFF COMMUNICATIONS UPDATE - Thu 5 Jan 2017

[More News & Notices](#)

Highlighted Activities

Individual Employment Agreement Remuneration Strategy 2016/17
REALIGN
CONNECTING CHRISTCHURCH CAMPUS
[Read more...](#)

Seeing our System
with Canterbury Health Information Portal
[View Portal](#)

Projects

- 100 Days Programme
Programme to provide an elective first specialist assessment (FSA) or surgical treatment within 100 days to a maximum of four months, from the time certainty for all patients.
- Christchurch
Realigning operational and clinical

Workday Essentials

Essential information and applications regularly used by staff.

- Car Parking Information (for staff)
- CDHB Rhonebook
- CDHB Policies and Documentation
- CDHB Public Website
- Email (Outlook webmail) for staff
- Forms
- Library Catalogue, e-Journals and Databases
- Medical Education and Training Unit (METU)
- Nurses Handover
- Oracle/iProc
- Password Reset/ Unlock Account
- Resident Doctors Support Team (RDST)
- Safety 1st - Incident Management and Reporting
- Service Desk Support Site (ISG) 80999
- Yourself: The People and Capability Self Service Kiosk

[More Workday Essentials](#)

Common Tasks

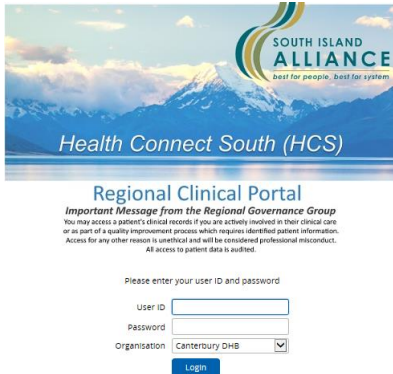
- Car Booking System
- CDHB Careers Search
- CDHB Staff & Patient Travel
- Claim work mileage
- Cleaning requests
- Courier Timetables
- Digital Dictation System (Winscribe)
- Maintenance Request Form
- Meeting Room Booking
- Pay & Policy Queries

Access the applications

1. Health Connect South (HCS)

HCS can be accessed from the Clinical Quick Links on the Intranet. The application uses the same login and password as the CDHB computer Network login.

On the logging page, please select Canterbury DHB from the Organisation drop down options.



Please enter your user ID and password

User ID:

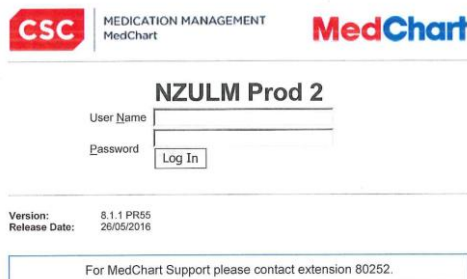
Password:

Organisation:

2. MedChart (eMeds)

MedChart can be accessed from the CDHB Intranet under Clinical Applications or from a ward iPad or laptop.

It doesn't use the same credentials as the CDHB computer Network so it is important that you check your MedChart login and password carefully before logging into the application. We recommend that you change your password to be the same as your computer Network password the first time you log into the system.



CSC MEDICATION MANAGEMENT MedChart

NZULM Prod 2

User Name:

Password:

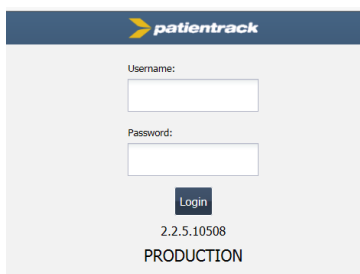
Version: 8.1.1 PR55
Release Date: 26/05/2016

For MedChart Support please contact extension 80252.

3. eObs (Patienttrack)

Patienttrack can be accessed from the CDHB Intranet under Clinical Applications or from a ward iPad.

The application doesn't use the same credentials as the CDHB computer Network. You will receive your user name and password during the presentation you attend at Ara. We recommend that you change your password to be the same as your computer Network one the first time you log into the system.



patienttrack

Username:

Password:

2.2.5.10508
PRODUCTION

Important Statement Regarding Access

You may only access a patients clinical records if you are actively involved in their clinical care or as part of a quality improvement process which requires identified patient information. **Access for any other reason is unethical and will be considered professional misconduct.**

The use of your password will serve as your electronic signature and all action undertaken against your username/password will carry the same responsibility as your written signature.

All access to patient data is audited by the CDHB Information Services Group and inappropriate use of this information will be managed by the Dept of Nursing, Midwifery and Allied Health at Ara in conjunction with senior CDHB nursing staff.

Who to contact for assistance with logging into your user account, HCS, eMeds and eObs:

Service Desk:

03 3640999 - Extension 80999 – Email address service.desk@cdhb.health.nz

Access to CDHB Glucose Testing Meters for Nursing Students

Glucose Testing (AccuChek) (Note this IS NOT an ISG application)

You will attend an education session in relation to using the AccuChek glucose testing device at Ara. To enable you to use this device you need to complete an online exam (on the CDHB intranet via Cobas Academy) to complete the certification process. (Note this doesn't use the same credentials as the CDHB computer Network).

To complete the online exam follow the steps below:

1. Go to Biz Apps

theintranet
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Search where? All Content Search and find

Home Departments Clinical Apps Clinical Resources **Biz Apps** Biz Resources Staff Support Services Projects Our System News HR & Learning

CANTERBURY Hospital HealthPathways clinical guidance and process resources for hospital health professionals

CHLabs Test Guide MedChart Clinical Pharmacology NZ Formulary Cochrane Library OVID Eclair Pharmacy Harrison's Online SCOPE Health Connect South Up-To-Date

Clinical Quick Links
Adverse Drug Reaction Reporting
Blue Book - Management Guidelines for Common Clinical Conditions

Staff News
See the Communications site for information about how to provide news and notices
CEO Update - Monday 1 February 2016
CEO Update - Monday 25 January 2016

Workday Essentials
Essential information and applications regularly used by staff.
Car Parking Information (for staff)
CDHB Phonebook
CDHB Policies and Documentation

2. Select Cobas Academy
Business Applications

On this page...

Business applications listed are non-clinical "business" systems or software used by DHB staff. If you are looking for business information, documents or database resources, see the [Business Resources](#) page or search the intranet using relevant search terms. If you are looking for clinical applications see [Clinical Apps](#)

Additions and changes to this page

To request an addition or change to this list, please use the [request form](#) stating the application name, the link address, a contact or owner and a short description of its function.

Best practice when

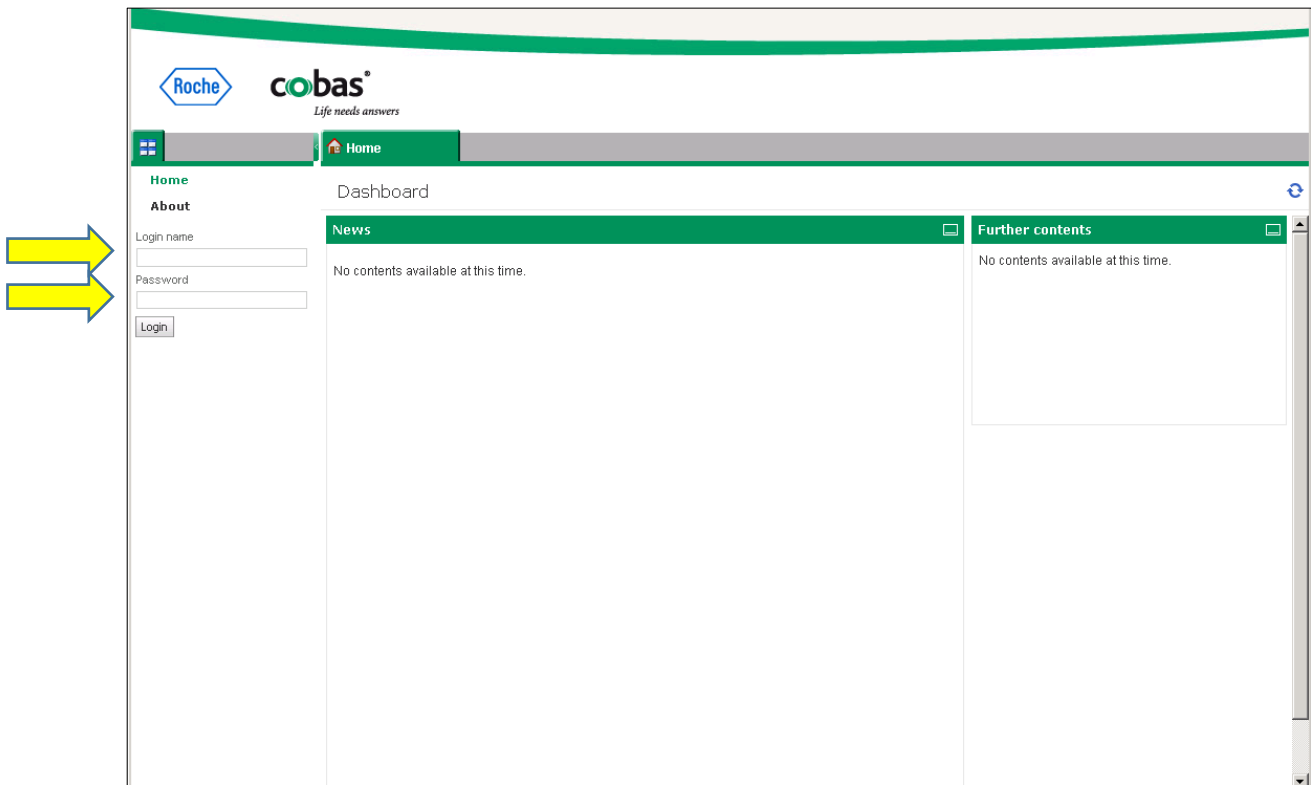
In some cases you should backup to access app system downtime.

PLEASE NOTE: Listings are subject to change if overall usability becomes compromised or the intranet design is upgraded.

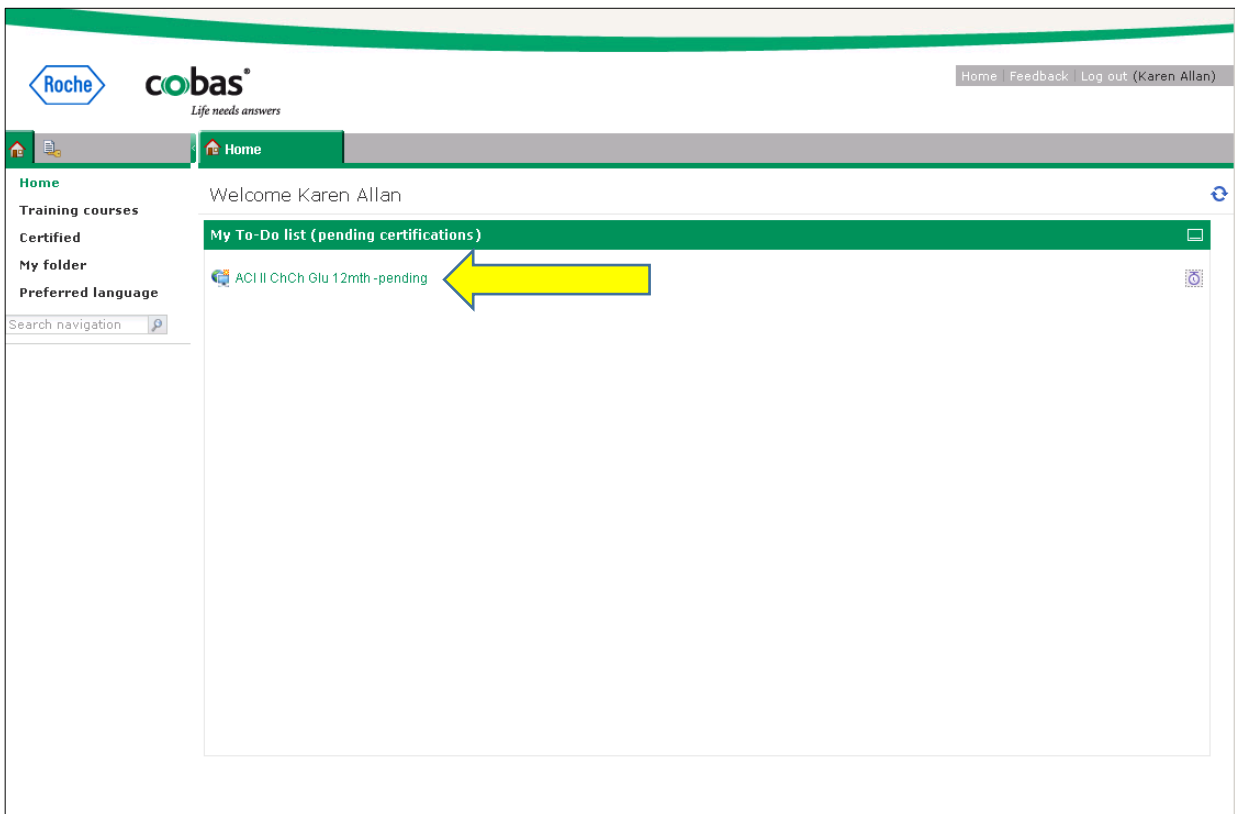
URL	Notes	
AeroScout MobileView	AeroScout - RTLS-RFID Solution for Equipment Tracking & Temperature Monitoring	Sh
CapPlan Viewer	Provides a view of Christchurch hospital capacity	
Car Booking System	Online fleet car booking system for CDHB, WCDHB & Nurse Maude. The CDHB Car Fleet is managed by the Support Services Transport Office.	Vi Bi
CDHB Phone Directory		
CDHB Product Evaluation	Real Time Evaluation of Medical Devices. Contact: Clinical Product Coordinator, Central Supply Department	
Cobas Academy	This is for Nurses or Outpatient Staff training in regard to blood testing with certain machines.	
Cobas IT 1000	Point of Care Interface	



3. If your student ID number is '12345678' **omit** the first number and enter '2345678' for both login **and** password



4. The home page will show your "my to do list" which will have the pending exam click on this to complete (this will take less than 5 minutes).



5. Once you have passed the exam you will be able to log in to the Accu-Chek meter using either the barcode from your student ID or by manually entering this number omitting the first digit.



Who to contact for assistance with AccuChek

Point of Care Testing Team

Email address poct@cdhb.health.nz

For any ongoing complications that are unable to be resolved by contacting either the ISG Service Desk or the Point of Care Testing Team please contact either:

CDHB

Jacinda.King@cdhb.health.nz

DEU Nurse Educator

Sarah.Gibbon@cdhb.health.nz

DEU Nurse Educator

Ara

Rose.Whittle@ara.ac.nz

Ara Clinical Manager

Kerry.Chisholm@ara.ac.nz

Ara Team Leader – Nursing Dept Support