POD Training FAQ

Question: Why do I need to take the POD 101 training?

Answer: To increase your current knowledge base about the Point of Dispensing. By the end of the training, you will be able to:
 • Define the purpose of a POD
 • Describe how a POD is organized
 • Explain the five client areas in the POD
 • Describe your potential role in the POD

**It is important for all staff who will be working in the PODs to have a basic understanding of the POD and their potential role.

Question: How many courses do I need to take?

Answer: Clinical staff (LVNs, RNs, MDs, and PharmDs) need to take the following 7 trainings:

 1] Anaphylaxis Reaction
 2] Vaccine Administration Technique-EZIZ.org
 3] Point of Dispensing (POD) 101
 4] Vaccination Screening and Documentation
 5] Seasonal Flu Vaccine and Pneumococcal Polysaccharide Vaccine
 6] Introduction to Infection Control and Bloodborne Pathogens

*These trainings can all be found on the E-Learning site. Vaccine Administration Technique-EZIZ.org will redirect you to two courses offered by California State. **For more information about these courses please contact Nursing Administration at 213.240.7725**

**Non-Clinical staff only need to complete the POD 101 training

Question: How do I access the online trainings?

Answer:

 1] You can access the trainings by going to http://www.ph.lacounty.gov/elearning
 2] Create a new member login account.
 3] After you have created an account, you can log in using your email address and password.
 4] Once you are logged in, go to **My Courses** and select **Available Courses** from the drop down menu.
 5] A list of available courses will appear; select the course you want to take and click **Sign Up**.

Question: Will I receive an email confirming my member registration to E Learning?

Answer: Yes, after creating a new member login account you will receive an email with a link to the E Learning login site.

Question: Do I have to complete the first module before moving on to the next module in any given course?

Answer: Yes, you must take each section sequentially and cannot move to the next module of the course until the previous module is completed.

Question: Can I log out of the training and finish it at a later time?

Answer: Yes, you can log out of the training and return later to complete it. You must first finish and save the module that you are working on to avoid losing your answers.

Question: How do I log back into the training after exiting?

Answer:

1] Log back into the training by going to the same website you used to log in originally: http://www.ph.lacounty.gov/elearning
2] After logging in, you will be taken to the **My Courses** page.
3] Select **Taken/Registered** courses from the drop down menu.
4] The training will appear under the catalog name (for example **POD 101** will appear under **Organizational Development and Training**).
5] Click on **Course Map** to be directed to the POD 101 training modules.

Question: How can I be sure that I completed a section?

Answer: Once a module is completed it will be marked as completed in the course map under **My Courses.**

Question: How many times can I take each module?

Answer: Each module is different and this information can be found in the **Course Map** window.

Question: How long do I have to complete each module?

Answer: You have an unlimited amount of time to complete each module.

Question: What score do I need to get on the post-test to pass the training?

Answer: You need to get at least a **75%** to pass **POD 101**. Clinical staff need an **80%** to pass the trainings they are required to take.

Question: What if I do not receive a 75% on the post-test?

Answer: You can re-take the post-test until you pass.

Question: Is there a date that I need to complete the POD 101 training by?

Answer: Ideally, before you report to a POD. However, you may still be assigned to a POD site regardless of whether you've completed the training.

Question: How will the Office of Organizational Development and Training know that I have completed the POD 101 training?

Answer: After you have completed the course your supervisor will receive a confirmation email. However, you must select yes to notify your manager at the end of the module. Then ODT will do weekly downloads to send the information to the Learning Net.

Question: What happens once I have completed the POD 101 course? Will I receive an assignment to work in a POD?

Answer: You will receive a letter informing you of your POD assignment at anytime during the POD period. It is not determined by your completing POD 101 training.

Question: I am not comfortable taking the POD 101 training online; are there any other options for taking this training?

Answer: Yes. Several classroom-based trainings will be available for you to attend. In order to find out more about these trainings, go to www.lapublichealth.org/odt. Registration is not needed; you are welcome to attend any training that fits your schedule and is closest to where you live/work.