

MTT Courses

You must LOGIN, register, take the exam, and evaluate the course in order to receive a certificate. Please keep these instructions handy during these procedures.

Please note that the system will save your information so you may stop the course and pick up again later.

Once you complete the course remember to:

Print a hardcopy of the certificate and delivery to:

Hit "Print Screen ' and paste a copy of the certificate and email to:

You are strongly encouraged to maintain a copy of your certificate and save your login codes in case you need to access the system at a later date if you need to reprint your certificate for any reason.

Go to the EES Librix On-Line Learning Website:

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

- 1.** If you are a new user, click on **"First Time User"**. If you are a returning user and do not remember your username or password, click on **"Forgot Password"**. Follow the prompts to either create or retrieve your login information. If you have additional problems contact the Help Desk eeslibrixhelp@va.gov
- 2.** After you have completed the steps for new account creation or forgot password, go back to the Login screen, enter your username and password, and click on **"Login"**. You will be taken to the **"My Courses"** page.
- 3.** Click on the **"Available Courses"** link on the left-hand side bar above **"My Courses"**.
- 4.** Search for your course by entering one or more keywords such as "Mandatory Training for Trainees" and click **"Search"** button.
- 5.** You will be taken to the search results page. Click on the **"Sign Me Up"** link on the right side of the screen and you will be taken back to the **"My Courses"** screen, where your new course will now be listed.
- 6.** Click on your course name link to go to the course.
- 7.** If there are any issues regarding LOGIN, contact Chad Stepanian at (704) 638-9000 Ext: 2965.

Topics Included in MTT Course:

1. Mission of VA/VA Patient Population/Customer Service/Constitution
 - a. Service-specific illnesses
 - b. Suicide prevention
2. Trainee Supervision
3. Information Security
4. Privacy
5. Safety/Occupational health/Fire and other Emergencies
 - a. Includes blood and body fluid exposure
6. Patient Safety
 - a. Includes adverse events, close calls
 - b. Includes Joint Commission National Patient Safety Goals (including brief explanations of Patient ID, Communication, Medication Safety, Infection Control, Medication Reconciliation, fall Risk, Patient's Active Involvement, Universal Protocol)
 - c. Includes explanation of RCA, HFMEA
7. Government Ethics
 - a. Includes Ethics Most Wanted Video (trainee version)
8. Documentation of Health Records
 - a. Includes information about Compliance and Business Integrity (though not explicitly required for trainees in VA)
9. Violence in the Workplace and Handling Disruptive Behavior
10. EEO/Workplace Harassment/Sexual Harassment/ NO FEAR
11. Reporting Abuse and Neglect
12. Torts Claims protection
13. Patient Rights
14. VA Career Opportunities