

Student Placement Tip Sheet

Annual Education Clinical Course

Introduction

In this scenario, learners will complete the Annual Education Clinical Course module and post-test required for placement at UCLA Health. They will submit the appropriate documentation for their student placement.

1. From your internet browser, **launch the Annual Education Clinical Course** module.

Note:
Recommended browsers include Google Chrome or Microsoft Edge.

Welcome to Annual Education Clinical Course

Click here to begin...



Training Module Link: [Annual Education Clinical Course](#)

2. Follow the prompts to **complete the learner-paced module and post-test (about 144 slides).**

Table Of Contents

- Slide Title
- Specific Concerns
- Multi-drug-resistant Organisms (MDROs)
- Tuberculosis
- Aerosol-transmissible Diseases (ATD)
- Sharp Safety
- Decontamination
- Reporting of Blood Exposure
- Hazardous Drugs
- Work Restriction When You Are Sick
- Legal Issues/Patients' Rights
- Quiz

Clinical Orientation and Annual Education Guide

Ronald Reagan UCLA Medical Center
Resnick Neuropsychiatric Hospital
UCLA Medical Center, Santa Monica

UCLA Health

Start

Slide 3 of 144

3. The **post-test** includes **35 questions** about the content.

Click **“Click Here to Begin Quiz”**

*You must answer each question correctly to move forward.

UCLA Health

Click Here to Begin Quiz

Slide 109 of 144

4. **Once the module and post-test is complete**, you will see this screen.

Click **“Continue.”**

Thank you for completing the training.

Please click continue to complete the certification process in order to receive training credit.

CONTINUE

5. **Follow the directions** to retrieve your completion certificate.

6. **Click “Click Here”** to generate a temporary ID.

UCLA Health

**Annual Education (Clinical)
Training**

Please enter your 9-digit Employee ID number or 5-Digit Physician ID:

Note: Contractors, students, volunteers and non-Health System staff will need to use a temporary ID.

If you need a temporary ID please [click here](#).

Your 9-digit Employee ID is displayed here:



7. **Enter in your information** (e.g., your birth month and year and name).

8. **Enter “Visiting Student” as your affiliation** from the drop-down menu.

9. **Click “Continue”**



David Geffen
School of Medicine

UCLA Health System

Generate Temporary ID

Month and Year of Birth: January 2000

Affiliation: Visiting Student

First Name: Test

Middle Initial:

Last Name: Student

Continue

10. Once the temporary ID is generated, it will ask you to confirm the information you submitted.

11. **Select “Correct, Continue.”**



Annual Education (Clinical) Training

Please confirm the following information is correct:

Month & year of birth:	01 / 2000
Name:	Student, Test

Correct, Continue Incorrect, Cancel

12. **Click “Continue”**

**** DO NOT close your browser.**

Annual Education (Clinical) Training

Continue



David Geffen
School of Medicine



Health System

13. **Do not close your browser.** You must click "Print" to receive a copy of your certificate. This is what is submitted to the student placement team.

Thank you for completing this training and certification process.

THE END

Click below if you would like a printed version of the certifications:

Print

14. You will receive a one-page document. **Save this document** (recommended as a PDF).

15. **Submit the PDF to your school coordinator.** They will submit this to the UCLA Health student placement team when you are accepted for placement.

*UCLA Health **will not accept** document submissions directly from students.

UCLA Health

Certificate of Completion



This is to certify that I,

Student, Test

*have completed the University of California
Annual Education (Clinical) Training on*

Thursday, September 25, 2025

at UCLA Health

Reference No: 587528

Example of Acceptable Submission