

Staff Instructions for Annual Refresher

- Please plan to complete test in one session/one sitting.
- Please review materials provided either via email or via paper copy available at the office.
- Please follow instructions below to take the test.

Log-In to OnTargetClinical.com and go to NOTES

Select Add Notes

Select Client: "Gastonia, Trainer"

Select Service Date: Date Completing the Refresher

Select Service: Annual Refresher

Click Save

Complete Refresher Questions (There are 50 questions. A score of 80 % or better is required. If not met, your QP/supervisor will provide follow up).

Go back to top of test and enter your DURATION. Based on the average time taken by staff to complete the refresher in previous years, it is expected that the test will take no more than 30-45 minutes. Example duration is :30.

If all items are addressed, it will allow you to save and process. Please sign the test as you would your notes, with your password.

Once signed and completed, the refresher will be graded and your score will be sent to you via a task.

Please complete the ANNUAL REFRESHER by APRIL 25, 2016.

If you have issues with meeting this deadline then please contact your immediate supervisor.