

Hello, Creighton Standardized Patients!

Welcome to SPMS (Standardized Patient Management System). Here is a general guide to help you navigate.

The website is: <https://spms.creighton.edu>

You can save this as a bookmarked page in your browser for easy access OR you can find the login link in every confirmation email you receive. You may also access this page from your cellphone!

ONE: GETTING STARTED (LOGIN and HOMEPAGE)

1

You will need to **LOGIN** to your account each time you want to use it. Enter your email address and password. **Reminder: Always keep your password in a secure place.**

Standardized Patient Management System

Users

[Home](#) / [Users](#) / [Login](#)

You are now logged out.

Unable to automatically log in, please enter your credentials.

Login

Email

Password

Login

Forgot Password

Once you are logged in you will see the **HOME** page that looks like this. (Your name will be listed on the **HOME** page). This is the page that will take you wherever you need to go.

Standardized Patient Management System

Home

Home

Navigation

- View my SP information
- View my Timesheet information
- View my Confirmations
- View my Invitations
- View my SPMS account settings
- Helpful Resources
- Log Off

Contact Staff

Frequently Asked Questions

You might not be receiving invitations for work!

Important fields on your profile are empty, be sure to complete them:

- Street Address
- City

Hello, Billy.

Welcome to the Clinical Education & Simulation Center Standardized Patient Management System (SPMS). If you are new to the system, please take a moment to read the SPMS Crash Course document. Please remember to update your SP profile.

Here you will enter your time worked using a pre-populated list generated your confirmations. Once it has been entered, you can return any time within the pay period to make updates, or view past submissions. You will find your invitations and confirmations on the left-hand side of this page. If you have questions about SP program policies and procedures, please see the SP Program Manual.

This system is under continuous development. Please use Google Chrome or Mozilla Firefox to access the SPMS. Other browsers are not supported, and features are not guaranteed to work correctly when using them. This system is under continuous development. If you are using a supported browser and are having problems or have questions, please detail the problem as completely as possible by using the contact staff tool. Please include what browser and operating system you are using, and any additional information that can be used to replicate the issue as described in your message. If the tool is not working, you may email the developer directly at some.developer@fakeSchool.edu.

You will see a column with many **BLUE** clickable options on the left-hand side of the page. We will get to those options, but first...

Let's create your profile.

TWO: CREATE & UPDATE PROFILE

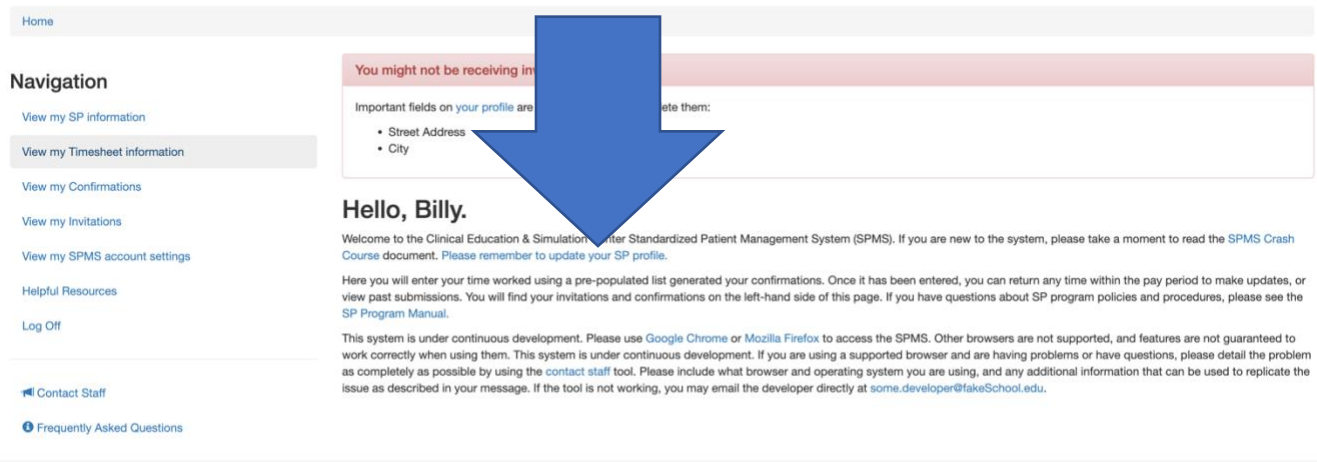
2

Look at the middle of the **HOME** page. You should see a line in blue that says: **Please remember to update your SP profile.**

Click on those words and you will be taken directly to the Edit page to complete your profile.

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Home



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You might not be receiving important emails.

Important fields on your profile are missing. Complete them:

- Street Address
- City

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Please make sure you fill out each line AND upload a photo. That way we can always have a name to go with the face. A complete and up to date profile helps CU staff find the projects that you are best suited for. If it is not complete or up to date, you may miss out on work.

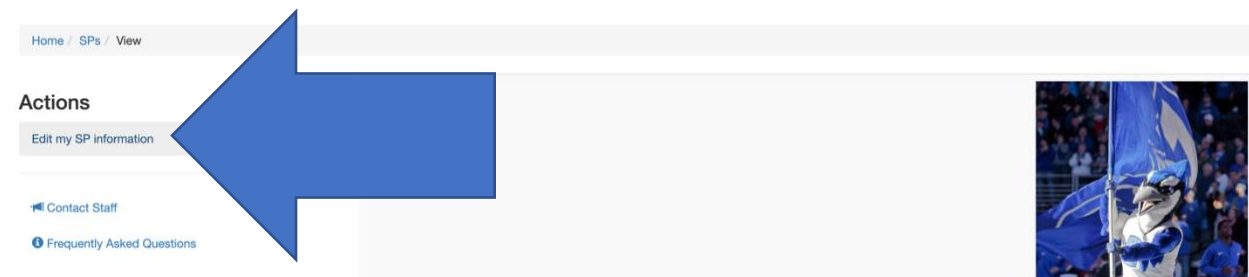
If anything changes about your history, e.g., you move to a new place or get a new tattoo, you can update it by following these instructions.

Click on **VIEW MY SP INFORMATION** in the left-hand side of the page.

This will take you to your **PROFILE** that has all information you already entered.

Standardized Patient Management System


SPs



Home / SPs / View

Actions

- Edit my SP information
- Contact Staff
- Frequently Asked Questions



Click the words **EDIT MY SP INFORMATION** in the left column. You can now make any changes. When you are done hit the **SUBMIT** button at the bottom of the screen.

THREE: ADJUST YOUR SETTINGS

3

On the **HOME** page, in the left column of options you will see **VIEW MY SPMS ACCOUNT SETTINGS**. Click that link to go to your settings page.

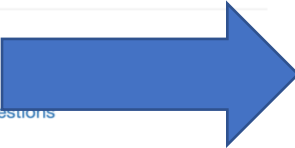
Standardized Patient Management System

Users

Home / Users / Preferences

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Frequently Asked Questions



Edit Preferences

Receive email notifications for invitations and confirmations?
 Receive email receipt of timesheets you submit?

Save

Change Password

Old Password

New Password

Confirm New Password

Save

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You should see a checkmark next to the words **RECEIVE EMAIL NOTIFICATIONS FOR INVITATIONS AND CONFIRMATIONS**. If this box is not checked, then you will not receive email notifications of new invitations and confirmations, and you may miss out on work.

You can also change your password on this page, but only if you remember your old one. Remember to **SAVE** any changes. If you forget your password, you must contact Jan or Kari to reset it.

FOUR: INVITATIONS

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On the **HOME** page, look to the left column again and click **VIEW MY INVITATIONS**

On the new page you will see both **INVITATIONS** and **CONFIRMATIONS**. (Clicking **VIEW MY CONFIRMATIONS** will also take you to this page.)

Standardized Patient Management System

Schedule and Invitations

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Please review all the details of the invitations carefully--times, dates, location, case and program description (click on the Case and Program names) before accepting. Clicking Accept tells us you're available. After accepting, await final confirmation at any time prior to confirmation. You may also change your response from 'Declined' to 'Accepted' by clicking the appropriate option. Invitations are automatically removed from this list after the program occurs, or once we have filled a slot.

Invitations

Start Time	End Time	SP Role	Location	Case	Program	Action
2/7/23, 9:00 AM	2/7/23, 10:30 AM	Training	omaha		SOM/M1/PE#4 Neuro	Accept Decline
2/8/23, 8:00 AM	2/8/23, 12:00 PM	Performance	omaha		SOM/M1/PE#4 Neuro	Accept Decline
2/9/23, 8:00 AM	2/9/23, 12:00 PM	Performance	omaha		SOM/M2/S2/Clinical Skills Exam	Accept Decline

Your schedule below displays all your final confirmations. If you have questions about an invitation or confirmation, Scheduling question, [contact us by clicking here](#). This will send a message directly to the SP Program staff. We will get back to you promptly. Thank you.

Confirmations

Start Time	End Time	SP Role	Location	Case	Program	
2/7/23, 10:30 AM	2/7/23, 12:00 PM	<input checked="" type="checkbox"/>	Training	omaha	None	SOM/M2/S2/Clinical Skills Exam
2/8/23, 1:00 PM	2/8/23, 5:00 PM	<input checked="" type="checkbox"/>	Performance	omaha	None	SOM/M2/S2/Clinical Skills Exam

The **INVITATIONS** section will list all the SP time slots that you are being offered. At the end of each row, you will see an **ACCEPT** and **DECLINE** option. Be sure to review all details before you **ACCEPT** or **DECLINE**. You can change your answer at any time before you are confirmed.

If you select **ACCEPT**, the CU staff will be informed that you are available. **Just because you have "accepted" a job does not mean you are "selected."** You must wait for a **CONFIRMATION**.

If you select **DECLINE**, the CU staff will be informed that you are not available. The invitation will drop off your list once the job is assigned, typically a few days.

If your **INVITATION** disappears before you've accepted or declined, that means the job has been filled.

You will also receive an email with the **INVITATION**, IF you checked the box in the **SPMS SETTINGS**.

FIVE: CONFIRMATIONS

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In the left-hand column on the [HOME](#) page, click the words [VIEW MY CONFIRMATIONS](#).

A **CONFIRMATION** is the CU staff telling you that you have been selected for the case. (*Congrats!*) All your confirmed time slots will be listed here.

Standardized Patient Management System

Schedule and Invitations

Home / Time Slots / Schedule and Invitations

Please review all the details of each invitation, including start and end times, dates, location, case and program description (click on the Case and Program names) before accepting. Clicking Accept tells us you're available. After accepting, await final confirmation notification. You can change your response from 'Declined' to 'Accepted' by clicking the appropriate option. Invitations are automatically removed from this list after the program occurs, or once we have filled all the slots.

Invitations

Start Time	End Time	SP Role	Location	Case	Program	Actions
2/7/23, 9:00 AM	2/7/23, 10:30 AM	Training	omaha		SOM/M1/PE#4 Neuro	Accept Declined
2/8/23, 8:00 AM	2/8/23, 9:30 AM	Performance	omaha		SOM/M1/PE#4 Neuro	Accept Decline
2/9/23, 8:00 AM	2/9/23, 9:30 AM	Performance	omaha		SOM/M2/S2/Clinical Skills Exam	Accept Decline

Your schedule below displays all confirmed time slots. If you have questions about an invitation or confirmation, scheduling question, contact us by clicking here. This will send a message directly to the SP Program staff. We will get back to you promptly. Thank you.

Confirmations

Start Time	End Time	SP Role	Location	Case	Program
2/7/23, 10:30 AM	2/7/23, 12:00 PM	Training	omaha	None	SOM/M2/S2/Clinical Skills Exam
2/8/23, 1:00 PM	2/8/23, 5:00 PM	Performance	omaha	None	SOM/M2/S2/Clinical Skills Exam

The **CONFIRMATION** will show the start time, end time, role, location, case, and program for each time slot you are scheduled for.

You will also receive an email with the **CONFIRMATION**, IF you checked the box on the **SPMS SETTINGS**.

You will receive a separate email from CU staff with your case script.

SIX: TIMESHEETS

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We will be able to track all SP working hours in the **TIMESHEET** feature of SPMS. On the HOME page, click [VIEW MY TIMESHEET INFORMATION](#). Click [NEW TIMESHEET](#) on the left-hand side.

Add Timesheet

Use this drop-down menu to auto-fill timesheet data. You may adjust the time as needed (for instance, to account for at-home study or because a program ended later than expected). [Please watch this demonstration video if you have not used this feature before.](#)

Select Event

Start Date and Time

2023 January 23 2 00 pm

End Date and Time

2023 January 23 2 00 pm

Notes: Please explain anything unusual about your timesheet here, such as late arrival or additional time for at-home study.

Submit Save and add another Timesheet

At the end of every program you work, you will record your hours by following these instructions.

- Select **PROGRAM** worked from the dropdown menu
- Click **START DATE AND TIME**. Fill in appropriate information.
- Click **END DATE AND TIME**. Fill in appropriate information.
- Add **NOTES**, if there is anything unusual with your time that we should know.
- Click **SUBMIT** to log your hours

SEVEN: HELPFUL RESOURCES & CONTACT STAFF

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In the left column of the [HOME](#) page, click on [HELPFUL RESOURCES](#). This page will provide links to resources like our website and contact info, and many other documents that will be relevant to your work as a Creighton SP.

In the left column on every page of SPMS, you can click the link to the [CONTACT STAFF](#) feature. Simply type a message to Jan and Kari and hit SEND.

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Resources

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Navigation

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Resources

Below is a list of resources that you may find useful for your SP or other university affiliated activities.

- [Clinical Education & Simulation Center website](#)
- [YouTube video](#)
- [Payroll Calendar 2022-23](#)

Staff Contact Information

- **Eric Peters**
Medical Director
402-280-5930 
ericpeters@creighton.edu
- **Jan Stawniak**
Education Director
402-280-5930 
janetstawniak@creighton.edu
- **Kari Goforth**
Program Coordinator
402-280-5930 
karigoforth@creighton.edu

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Contact Staff

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Navigation

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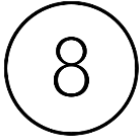
[Frequently Asked Questions](#)



Write your message to the staff here

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EIGHT: LOG OFF



Once you are done with your SPMS session, please return to the **HOME** page and click **LOG OFF** in the lower left-hand column, so your information stays secure. If you forget this step, please know that SPMS will automatically log you off after a few minutes of inactivity.

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For further clarification or to talk through any of these steps, please contact:

Kari (KariGoforth@creighton.edu)

Sarah Lynn (Sarah.Lynn.Brown.27@gmail.com)

or Sara Decker (snsdecker@gmail.com)

No question is too small! We want everyone to feel totally confident with this system.

Thank you so much!