

## **NIH Clinical Center Online Orientation for Institute/Center (Non-CC) Staff Working in Building 10**

All new employees working in the NIH Clinical Center, Building 10, must complete initial training as part of their onboarding process. Institute/Center (Non-CC) new hires working in Building 10 may complete NIH Clinical Center orientation training requirements online.

The following online training courses, aligned to NIH Clinical Center core competencies for Safety and Emergency Procedures; Diversity, Equity, Inclusion, and Accessibility; Quality Improvement; Service Excellence; and Patient Confidentiality and Privacy **must be completed upon entry**. These courses can be found in the HHS Learning Portal (LMS) at

<https://ams.hhs.gov>

- *NIH Clinical Center Patient Safety*
- *NIH Clinical Center Emergency Procedures for the Hospital*
- *NIH Clinical Center Fire Safety*
- *NIH Clinical Center Infection Control*
- *NIH Clinical Center Preventing Tuberculosis in the Workplace*
- *NIH Clinical Center Universal Precautions and COVID-19 Safety*
- *NIH Clinical Center Patient Confidentiality and Privacy*
- *NIH Clinical Center Diversity, Equity, Inclusion, and Accessibility*
- *NIH Clinical Center Quality Improvement*
- *NIH Clinical Center Service Excellence*
- *NIH Clinical Center Workplace Violence Prevention and Response Training*

**This list of initial training requirements for working in the NIH Clinical Center, Building 10, does not include NIH mandatory training, or role-specific training. Please work with your IC supervisor to determine the mandatory training required for your role.**

### **TROUBLE LOGGING INTO THE LMS?**

Having trouble logging into the AMS? AMS profiles are automatically disabled after 60 days of inactivity and you will get an “Authentication Error”. To re-enable your AMS profile click this link and follow these instructions: [https://ams-portal.psc.gov/JobAids/How\\_to\\_Re-enable\\_a\\_Disabled\\_AMS\\_Profile\\_20140505.pdf](https://ams-portal.psc.gov/JobAids/How_to_Re-enable_a_Disabled_AMS_Profile_20140505.pdf)

Having trouble logging into the LMS? LMS automatically deactivates your learning account after 365 days of inactivity. To reactivate your account please contact the LMS Administrator for your IC/department and have them follow these instructions to reactivate your LMS account: [https://hr.od.nih.gov/hrsystems/benefits/lms/documents/TS56-A\\_Reactivating\\_a\\_Deactivated\\_Account.pdf](https://hr.od.nih.gov/hrsystems/benefits/lms/documents/TS56-A_Reactivating_a_Deactivated_Account.pdf)

To submit a LMS Help Desk Ticket: <https://intrahr.od.nih.gov/wits/index.aspx>