
PowerTrials

Children's National Health System

Obtaining Access to the Patient Protocol Manager (PPManager)

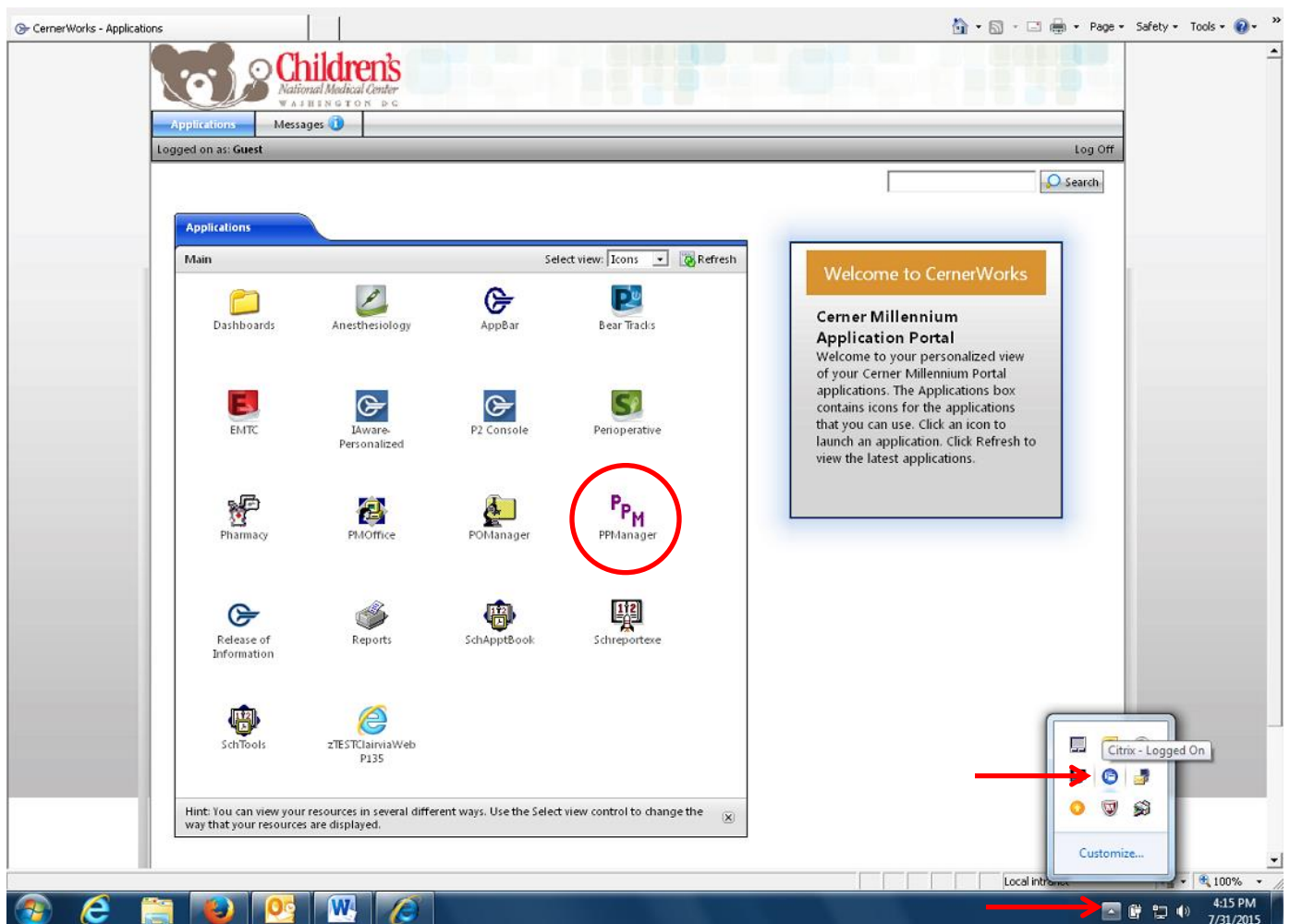


The PPM Application

The Patient Protocol Manager (PPManager or PPM) application is the tool utilized to operate the PowerTrials Prescreening Rule developed for your study. It is located within the CITRIX Cerner Millennium Application portal (i.e. the same location where you would access PowerChart/Bear TRACKS) and is accessible via the *Citrix Receiver* on your bottom-right icon toolbar. In the event you are unable to access your portfolio, please use the Children's National Intranet's *Application and Tools* menu. By selecting the "Back TRACKS" application you will be forwarded to the CITRIX Cerner Millennium Application portal.

The PPM application is only accessible to authorized Children's National employees and may only be requested after successfully completing the required PowerTrials training session and assessment (search "PowerTrials" in Cornerstone Learning Portal).

All requests for PPM are based on the Bear Institute's established process for obtaining this application detailed below.



The screenshot shows the 'Children's National Intranet' website. The top navigation bar includes links for Home, About Us, Departments, Healthcare Professionals, Applications & Tools, and Forms, Policies, Procedures. The 'Applications & Tools' section is active, displaying a search interface with a grid of letters (A-Z) and a list of applications. The 'Back TRACKS' application is highlighted with a red arrow.

Obtaining Access to the PPM Application

Children's National Identity (CNID) account

Per Bear Institute and Children's National IT policy, before access to PPM may be granted all users must first obtain a Children's National Identity (CNID) account. For full-time and part-time employees, this process is generally completed by the Human Resources department (via the PeopleSoft application) once Employee Orientation is completed. For all volunteers, contractors, and non-employees this process is performed by the individual's Department Manager or Administrator manually via the Contactor/Non-Employee Form. For additional information about this process please see the Children's National [Intranet](#) page (Intranet → IT and Technical Support → CNID).

If you already have an active CNID account, it is recommended that you log-in to confirm that all of your "My Profile" information is accurate and current (<https://cnid.cnmc.org/>). If you find any information to be incorrect or outdated please contact the CNHS Help Desk (202-476-HELP [x4357]) at your earliest convenience.

PowerChart/Bear TRACKS

In addition to obtaining a CNID account, all users are also required to have active access to PowerChart/Bear TRACKS prior to utilizing PPM.

As this application is essential to the responsibilities of many of our staff, most employees will have already obtained this during the "New Hire" process. However, employees with limited clinical patient contact may not have access to PowerChart/Bear TRACKS. In the event that an employee does not have PowerChart/Bear TRACKS access, CNID may be used by the individual or individual's Department Manager or Administrator to request the necessary permissions.

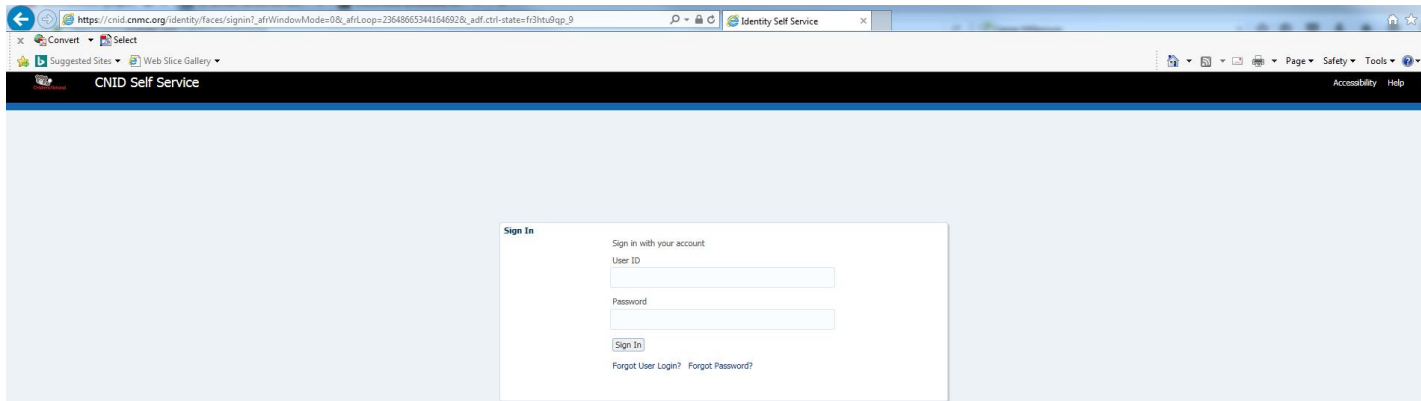
If requesting access, it is important to note that CNID allows a user to log a request for themselves or another employee. If you log a request for yourself, once submitted it is then forwarded to your Department Manager or Administrator for departmental approval, then to IT Security for final approval. The same process is followed if another employee (who is not your Department Manager or Administrator) submits on your behalf. If your Department Manager or Administrator logs the request it will proceed directly to IT Security for final approval. Final approval of all requests comes in the form of an Email indicating that you have an action within CNID.

Submitting a Request in CNID for PowerChart/Bear TRACKS

*Note: This process should only be completed if the user **DOES NOT** already have research-level access to PowerChart/Bear TRACKS. If you already have a PowerChart/Bear TRACKS account of any type, please proceed to the next section.*

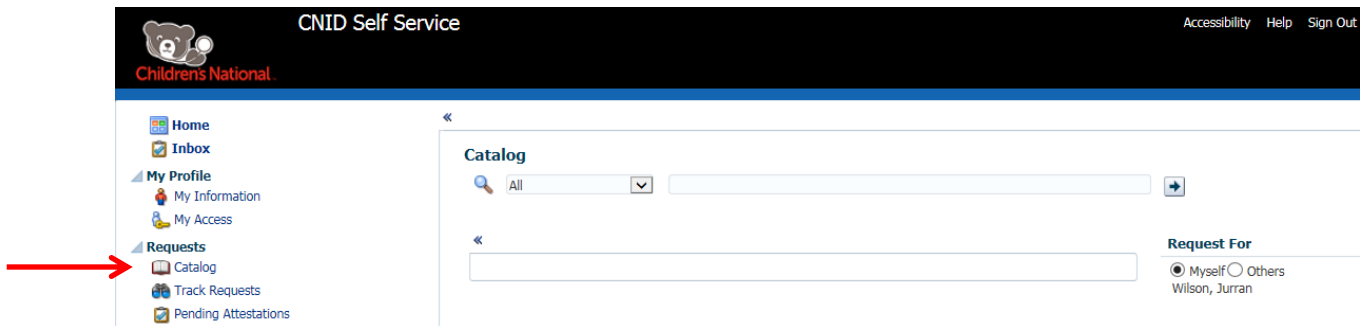
Step 1

Log-in to CNID using your Children’s National Health System credentials at <https://cnid.cnm.org/>



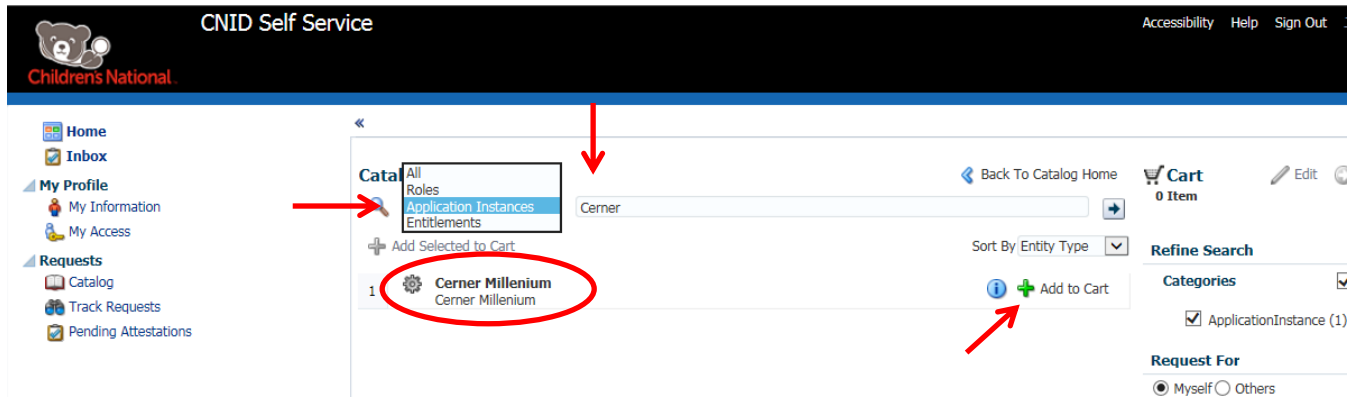
Step 2

Select “Catalog” option within the *Requests* folder on the left-hand menu tree.



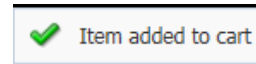
Step 3

Select “Application Instances” from the Catalog drop-down menu and type “Cerner” into the text field. After pressing the *Enter* button “Cerner Millennium” will appear as a selectable option.



Step 4

Select “Add to Cart” and you will receive a prompt displaying:



Step 5

Once “Cerner Millennium” has successfully been added as an Application, a “Research role” must be added to the cart as well. These roles, also known as “Entitlements” within CNID denote the level of access an individual will receive within PowerChart/ Bear TRACKS, and vary depending on your occupation at Children’s National.

Please see the following “Entitlements” and select that which is most appropriate based on your occupational role:

1) Provider

Occupation example: Physician (MD, DO); Nurse Practitioner (NP); Physician Assistant (PA); etc.

Per CNHS policy, employees that hold the role of *Provider* automatically receive the full package of applications within the CITRIX Cerner Millennium Application portal. As this level of access is provided during the “New Hire” process, *Providers* do not need to take any action (within CNID or otherwise) to obtain the PPM application.

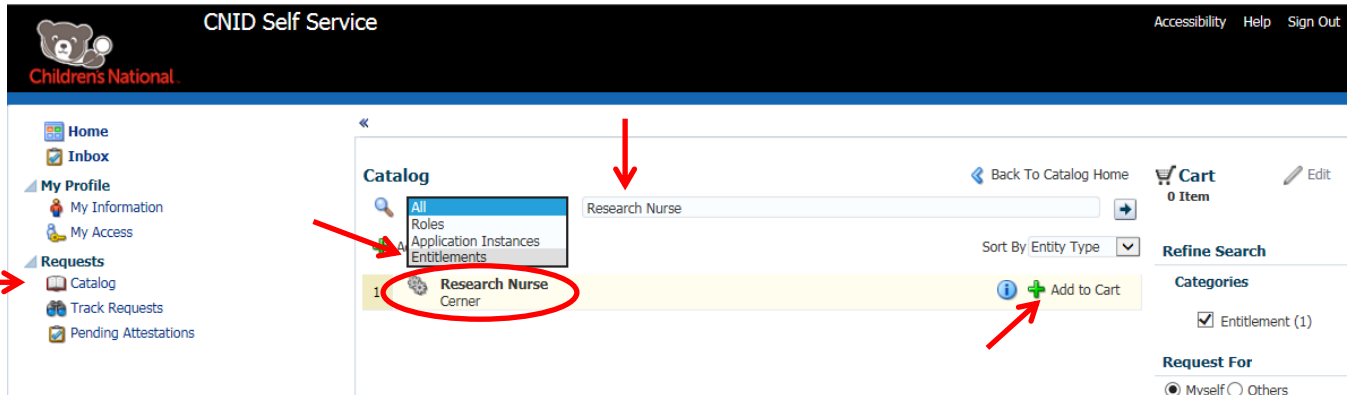
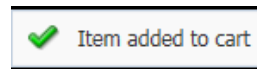
2) Research Nurse

Occupation example: Inpatient Nurse (RN); Emergency Department Nurse (RN)

Per CNHS policy, only Registered Nurses that have the *Research Nurse Entitlement* may be given access to PPM. If your nursing role includes the conduct of research please perform the following actions:

- Select “Catalog” option within the *Requests* folder on the left-hand menu tree.
- Select “Entitlements” from *Catalog* drop-down menu and type “Research Nurse” into the text field. After pressing *Enter* “Research Nurse” will appear as a selectable option.

- Select "Add to Cart" and you will receive a prompt displaying:



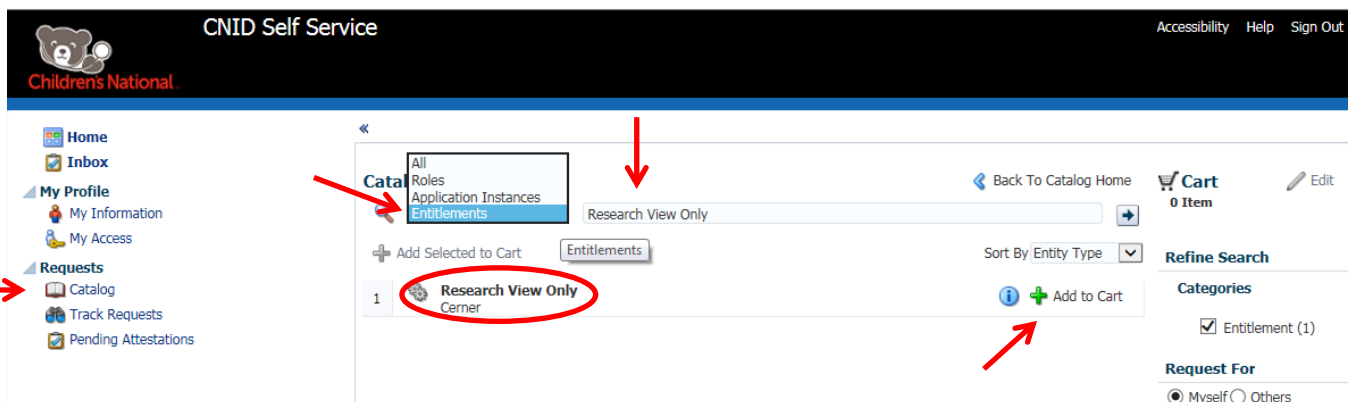
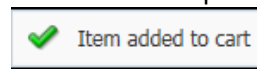
3) Research View Only

Occupation example: Research Coordinator; Research Navigator; Research Assistant; Licensed Practical nurse; etc.

Per CNHS policy, only non-clinical staff that have the *Research View Only Entitlement* may be given access to PPM. If your occupational role is non-clinical and includes the conduct of research please perform the following actions:

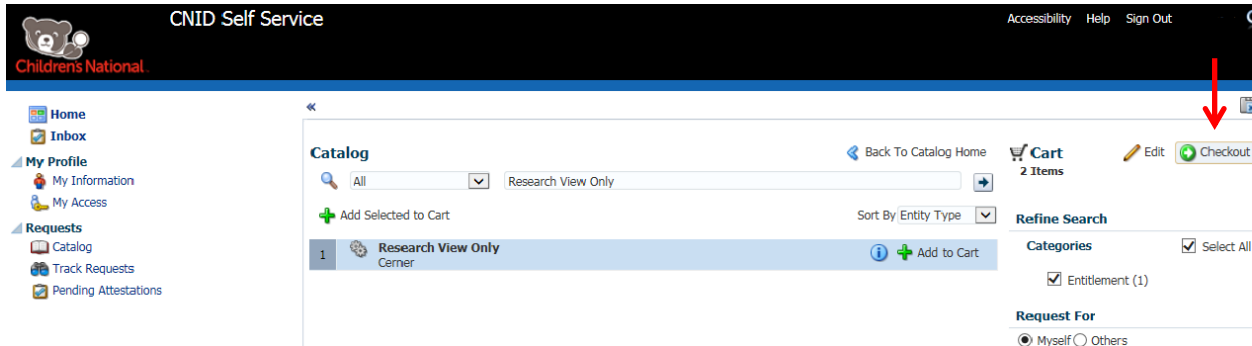
- Select "Catalog" option within the *Requests* folder on the left-hand menu tree.
- Select "Entitlements" from Catalog drop-down menu and enter "Research View Only" into the text field. After pressing *Enter* "Research View Only" will appear as a selectable option.

- Select "Add to Cart" and you will receive a prompt displaying:



Step 6

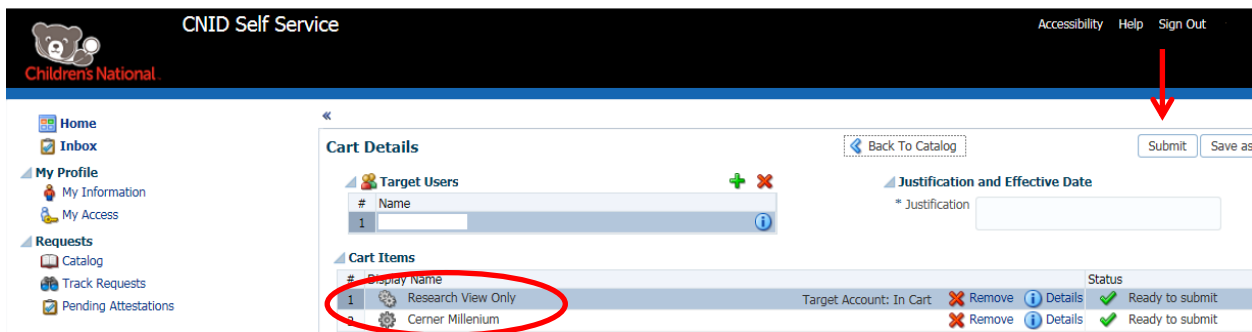
Once the appropriate *Entitlement* has successfully been added, select “Checkout” to initiate the finalization of the request.



Step 7

Once “Checkout has been selected your *Cart* should appear including, 1) *Cerner Millennium* as the *Application Instance* and 2) the *Entitlement* that you have selected.

Please select the *Submit* button to finalize your selections and submit them for review. Upon doing so you will receive a prompt indicating that your order has been submitted successfully.



Dual-Access via Children's National Help Desk

*Note: This process should only be completed if the user **DOES** currently have non-research access to PowerChart/Bear TRACKS.*

In the event that the user already has non-research related PowerChart/Bear TRACKS access, Bear Institute and Children's National IT requires a call to the CNHS Help Desk to obtain "Dual-Access." This process will allow access to PPM by adding an additional Research-specific position to your account.

Please perform the following steps to obtain "Dual-Access:"

1. Call the Children's National Help Desk at 202-476-HELP (x4357)
2. Provide the Clinical Analyst the requested triage information (i.e. Name, Employee ID, Department, etc.)
3. Inform the Clinical Analyst that you require access to the *PowerTrials Patient Protocol Manager* and that you would like to place a ticket for *Dual-Position*.
 - a. If you are a Nurse, request "Research Nurse" be added as a position to your current Nurse position.
 - b. If you are non-clinical, request "Research View Only" position to be added to your current position.
 - c. **Note: If you are a Provider this is not necessary as Providers receive the full package of applications within the CITRIX Cerner Millennium Application portal**
4. The Clinical Analyst will log a ticket and immediately add the new position to your profile. Now that you have two separate positions they will also provide detailed instructions on how to switch between your clinical account (used for your normal clinical duties) and your Research Account (used for PowerTrials). You may also see the **Dual Position** document on the CTSI-CN website that includes detailed instructions as well.

If You Should Need Assistance:

**For technical questions related to PowerTrials,
Please contact the Children's National Help Desk at
202-476-HELP (x4357).**

**For any other questions related to PowerTrials, please
contact Jurrán Wilson at 202-476-2196.**

**Wishing you great success with your recruitment and enrollment efforts,
The Children's National PowerTrials Team**