

096 Lead Employer New Starters (e-Learning for Healthcare)

How to complete your Training e-Learning

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How to complete a Session of e-Learning

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How to complete your e-Learning

1. Visit <https://portal.e-lfh.org.uk> and **log in** using your usual username and password. If you have not used ELFH before you will need to register and account using the link below

<https://portal.e-lfh.org.uk/Register>

Please note: *If you are inactive for more than **15 minutes the account will reset and close.** When this happens, you should be able to restart from where you left.*

2. Then you **need to enrol** onto the appropriate courses for your role (see below)

To be completed by **All Staff:**

- Conflict Resolution
- Equality, Diversity and Human Rights
- Fire Safety Level 1
- Health, Safety and Welfare
- Infection Prevention Level 1
- Infection Prevention Level 2
- Data Security (Information Governance)
- Moving and Handling Level 1
- Moving and Handling Level 2
- Basic Prevent Awareness
- Awareness of Prevent
- Resuscitation Level 1
- Resuscitation Level 2 Adults - Knowledge
- Safeguarding Adults Level 1
- Safeguarding Adults Level 2
- Safeguarding Children Level 1
- Safeguarding Children Level 2

Additional Training that may be required based on current rotation:

- Safeguarding Children - Level 3
- Safeguarding Adults (Version 2) - Level 3
- Resuscitation Level 2 Newborn Basic Life Support
- Resuscitation Level 2 - Paediatric Basic Life Support
- Resuscitation Level 3 - Paediatric Immediate Life Support
- Resuscitation Level 3 - Adult Immediate Life Support
- Resuscitation Level 3 Newborn Immediate Life Support

3. To enrol:

Search for the Programme using the **search function** (search the e-learning box (Statutory and Mandatory Training SMT))

Click on the correct Programme (Statutory and Mandatory Training SMT) and then click **enrol**

The screenshot shows a search results page titled "Search results" with a dropdown arrow. Below the title, there are two expandable sections: "Applications (0 records)" and "Programmes (5 records)". Under "Programmes (5 records)", several items are listed: "Death Certification (DCT)", "National Data Opt-out Training (NDO)", "NW - Healthcare Students", "NW - Social Care Students", and "Statutory and Mandatory Training (SMT)". The "Statutory and Mandatory Training (SMT)" item is highlighted in pink and includes the text "Last accessed: 07 Jul 2021". An orange arrow points to this item. Below the list, there is a pink "Enrol" button, also highlighted with an orange arrow.

4. To start the learning module open up individual modules and click the **Play** button.

The screenshot shows the interface for the "Conflict Resolution - Level 1" learning module. At the top, there are navigation icons and the text "Panel view" and "My e-Learning | Full catalogue". Below this, the breadcrumb path is "My e-Learning > Statutory and Mandatory Training (SMT) > Conflict Resolution - Level 1". On the left, there is a sidebar menu with "My e-Learning" expanded, showing "Immunisation (IMM)" and "Statutory and Mandatory Training (SMT)". The main content area displays "Conflict Resolution - Level 1" with a star icon, an information icon, and a pink "Play" button. An orange arrow points to the "Play" button.

How to complete an e-Learning Session


1. Open the **Course**
2. Click and complete the learning until you reach end of the learning session.
3. Once you have completed this it will take an overnight refresh of the system to update in ESR


Please note: Each page must be visited correctly for the learning to register.


Instructions

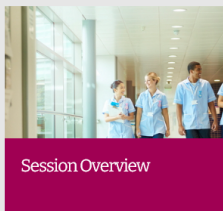
In order to complete this learning, visit each of the chapters shown below; a green tick appears on the Main Menu when each chapter has been opened. Complete the eAssessment in order to pass the course. Your training record will be updated with your eAssessment score.

If you feel you have the necessary knowledge, you can skip straight to the eAssessment without completing the knowledge chapters first.

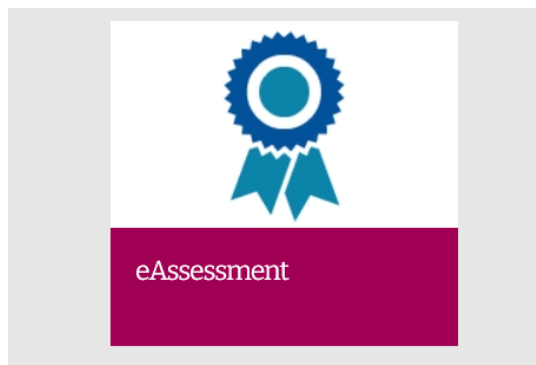
 icon to switch on the accessibility function, select the icon again to switch it off. View the e-LFH [accessibility statement](#) for additional information

 icon to access information regarding the learning objectives for the session, additional resources and to use the search function

 icon to exit the session



Please note: Each page must be visited correctly for the learning to register. You will also need to complete the eAssessment at the end of the module



Please refer to the ESR - Guide for completing modules directly Via ESR rather than ELFH

Need help? For issues with completion on ELFH please contact the ELFH via the "Contact us" page.

1. I have not received my log on to ESR to access my Mandatory Training?

In order to obtain your log in details for ESR please contact the ESR.Leademployer@STHK.nhs.uk team who will be able to assist. You will need your Employee Number/ National Insurance number and Date of Birth to hand to obtain your username and further guidance on how to log on to the system.

2. I am unable to complete the the Covid 19 Risk Assessment competency showing as a requirement on my ESR Record.

The Covid 19 Risk Assessment is carried out at your host organisation and is not an online module for Core Skills Statutory and mandatory training.

At your Host Organisation your Line Manager will send you the risk assessment form to complete. Once your line manager has received the completed form they will have an additional section to complete. This will then be sent to the Lead Employer ESR Team to mark as compliant. Your line manager should be aware that an N3 connection is needed for the e-link for the risk assessment form but there is also an alternative on an excel spreadsheet if this connection is not available.

If there are any problems with this process, please contact gillian.cartwright3@sthk.nhs.uk who can further assist with this matter.

3. My ESR Requirements for Safeguarding, Resus, IPC or Moving and Handling is showing non-compliant in Level 1 however I have already completed the higher-level requirement.

E-LfH statutory and mandatory sessions have been designed as standalone sessions, so where there is more than one level of training within a subject, users must complete all levels and not just the highest level of training their role requires. Therefore, all levels must be completed in order to be fully compliant.

Please refer to the ESR Guide for completing modules directly Via ESR rather than ELFH

Need Help? For issues please contact us at step.helpdesk.sthk.nhs.uk

4. I am unable to complete Safeguarding Level 3, Resus Level 2 or 3 and Moving and Handling Level 2 on ESR or E-Learning for Health, this is still showing non-compliant?

All the above modules have an element of face to face training required. The e-learning available is a pre-requisite for the face to face component. Please contact your local host to organise to attend a face to face training session. Once this is complete you will be marked as compliant by the Host organisation.

5. Will I get a compliance certificate at the end of my E-Learning completion to add to my personal portfolio?

There are some E-Learning Modules which offer a certificate of completion at the end of the module. This can be screenshot or printed. Once the module has been closed this cannot be re-accessed again. You are however able to access a compliance report via ESR on your "My Learning Page" as proof of evidence of completion.

6. I have completed my training with an alternative NHS Trust. Will this training transfer across to STHK?

Yes - Core Skills Training Framework for Statutory and Mandatory Training information will pull across to your STHK record from a previous NHS Trust through an Inter Authority Transfer (IAT) which is completed when you are hired onto ESR at STHK.

Please refer to the ESR - Guide for completing modules directly Via ESR rather than ELFH

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7. Can I undertake Core Statutory and Mandatory Training on STEP?

No, the STEP system is an employment passport only, it collects data from a variety of sources to be made available to the end user and Host Organisations. ESR and eLfh are the preferred systems for mandatory training as they can feed into STEP and keep all compliances up to date on your records.

8. How is STEP different to ESR and e-Learning for Health?

STEP is an employment passport that stores your training compliance and allows host organisations and future placement hosts (within 12 weeks of rotating) access to your training records. This gives organisations the opportunity to review the training requirements of incoming Doctors in Training in order to minimise the duplication of completion of Core Skills Training and also allows the host organisation the option to customise their induction process.

9. Why is my employment checks information blank on STEP?

STEP is yet to be developed further to include employment checks within its passporting functionality. At present STEP is restricted to training compliance only. Prior to any changes to employment checks on STEP you will be informed.

10. I have undertaken training on a different e learning platform to ESR and E-LFH, will this information transfer to STEP?

If you have training records on another NHS Trust ESR Record through a completion on an alternative E-Learning Platform this will firstly transfer through to STHK via a Multiple Competency Update. STHK will approve this Multiple Competency Update, this will then be processed through to STEP via a weekly reconciliation process.

Please refer to the ESR - Guide for completing modules directly Via ESR rather than ELFH

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