

ESR User Guide – Mandatory Training

MyESR e-Learning

How to access MyESR to complete e-Learning

2 - 7

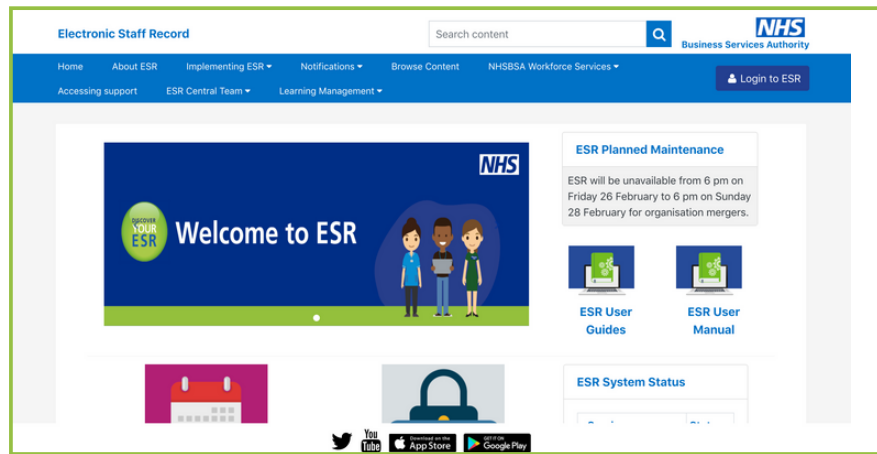


Welcome to ESR



How to log into MyESR

1. Log into the **MyESR** website: <https://my.esr.nhs.uk/>.
You will be presented with the ESR Hub landing page.

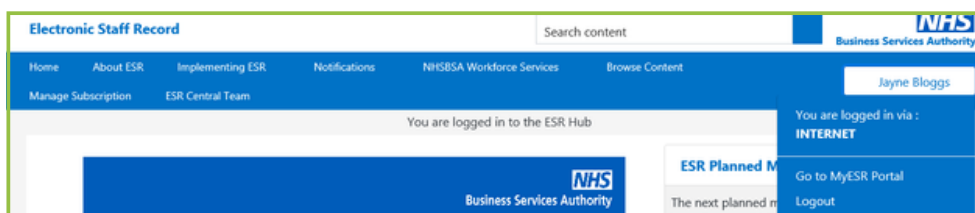


To login, click on the **Login to ESR** button.

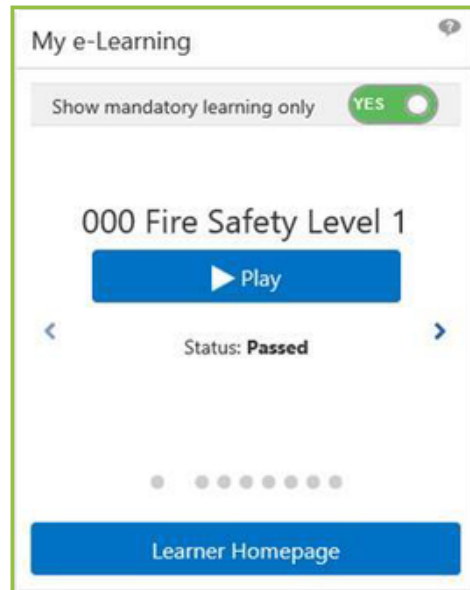


2. Enter your **username** and **password** or log in with your **smartcard**.

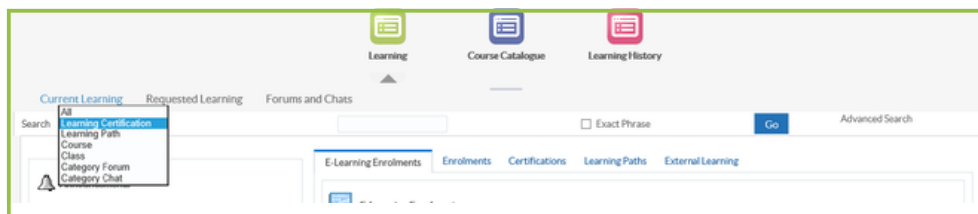
3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.



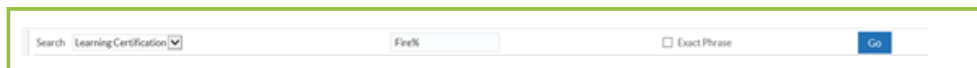
4. Click the **Learner Homepage** on the **My e-Learning** portlet. You can find this in the centre of the ESR webpage.



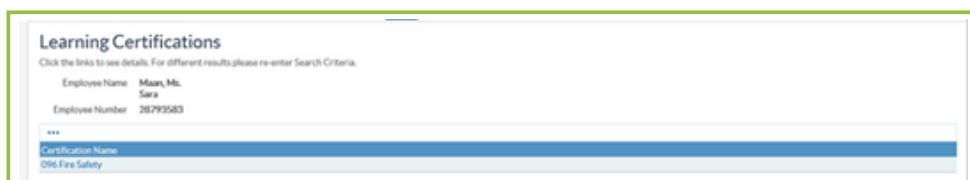
5. Once the learner page loads, **In the Search** section choose **Learning Certification** from the dropdown box.



6. Type the **Learning Certification name** in the search box by using a *keyword* and click **Go**.
E.g. “Fire” or “Conflict” or “Information Governance”



A list of the available certificates will be listed below



7. A list of Core Skills training to be completed via Learning Certificate is listed below:

To be completed by **All Doctors in Training**:

- 096 Equality, Diversity and Human Rights
- 096 Fire Safety
- 096 Health, Safety and Welfare
- 096 Infection Prevention Level 2
- 096 Data Security (Information Governance)
- 096 NHS Conflict Resolution
- 096 Awareness of Prevent
- 096 Safeguarding Adults Level 2
- 096 Safeguarding Children Level 2

The below courses need local assessment due to specific equipment being used at the Trust. Each module has two codes, one for the prerequisite course on ESR and the other for the face-to-face course at the Trust. We recommend both elements to be completed, however this decision is down to the local Host Trust.

- 096 Moving and Handling Level 2
- 096 Resuscitation Level 2 Adults - Knowledge

Additional Training that may be required based on rotation:

Safeguarding Adults (Version 2) - Level 3

Safeguarding Children (Version 2) - Level 3

Resuscitation Level 2 - Newborn Basic Life Support

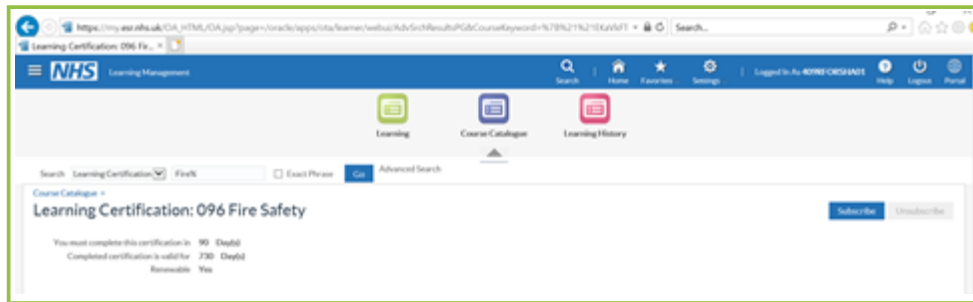
Resuscitation Level 2 - Paediatric Basic Life Support

Resuscitation Level 3 - Paediatric Immediate Life Support

Resuscitation Level 3 - Adult Immediate Life Support

Resuscitation Level 3 - Newborn Immediate Life Support

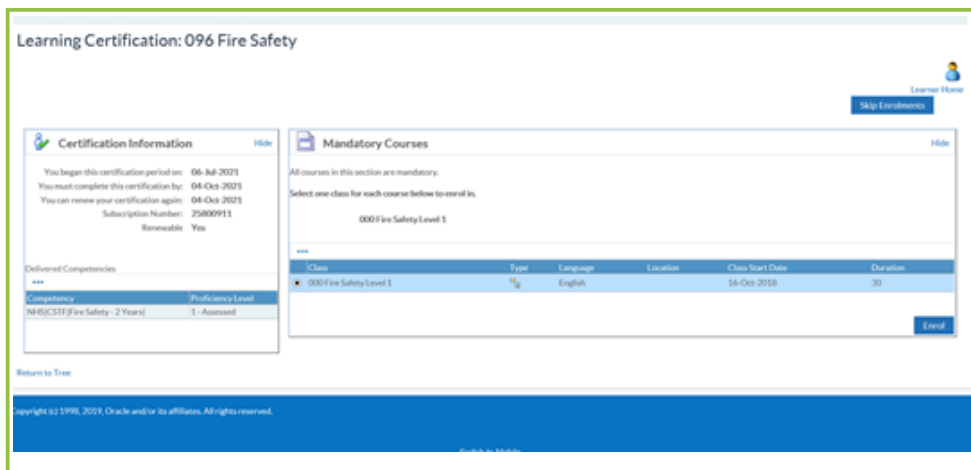
8. Once you have selected the correct certificate, click **Subscribe** to proceed.



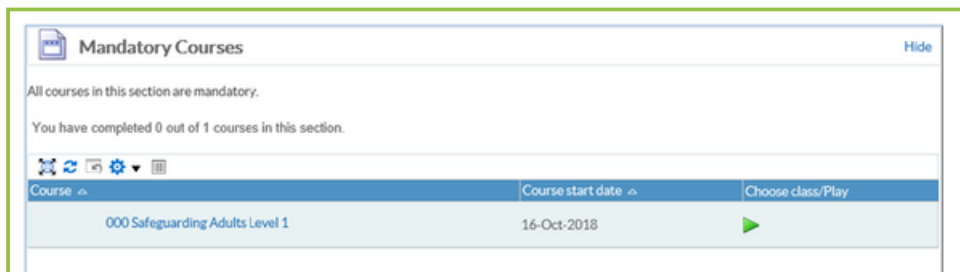
9. Next, click the **Finish** button.

Finish

10. Then, click the **Enrol** button.




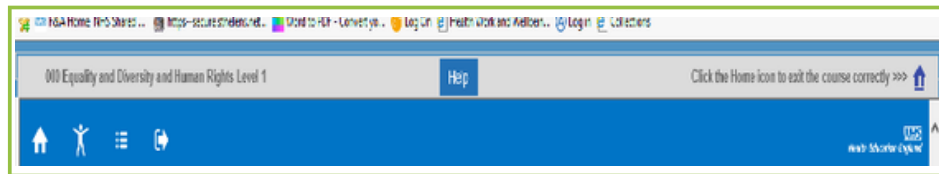
11. Click the **Play** button to **start the e-Learning Session**.



Please note, for all courses you will need to complete and pass an assessment after reading the course material.

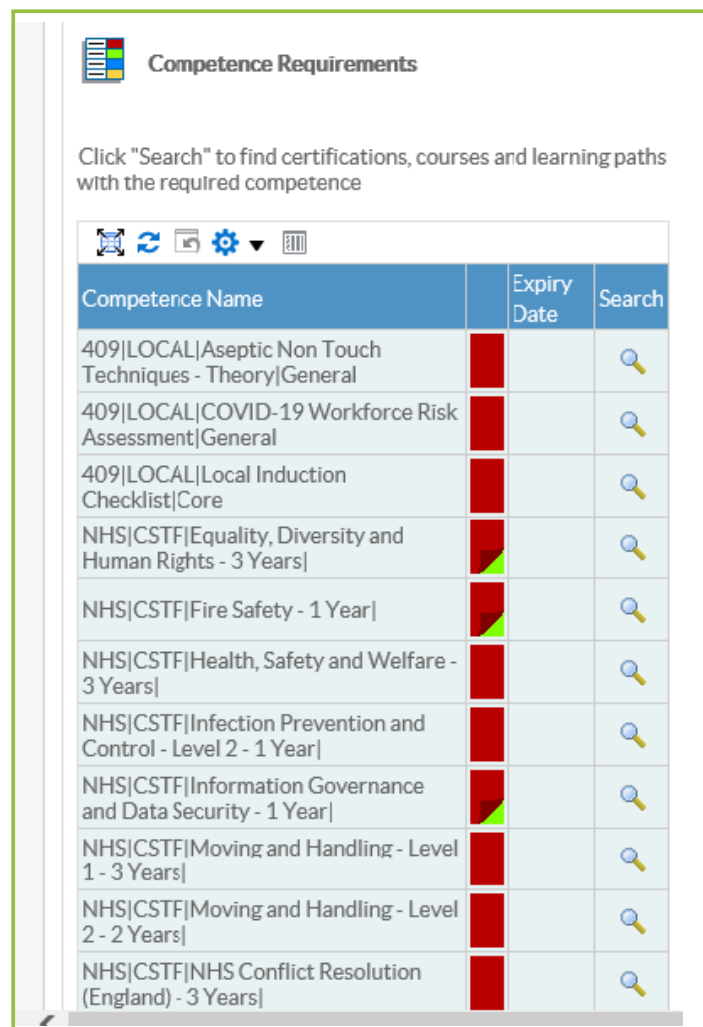
This does not apply to 000 Data Security Awareness Level 1

Follow the instructions to work through the e-learning. Once you have completed the course ensure you exit via the **Home button**. Failure to do this will result in your completion or progress not being saved. 















- 12.** Once you have successfully completed the e-Learning, your compliance requirements will be updated.

The subjects you have not completed will be listed under your **Competence Requirements**.



The screenshot shows the 'Competence Requirements' section of the system. It includes a search bar and a table of requirements. The table has three columns: 'Competence Name', 'Expiry Date', and 'Search'. The 'Expiry Date' column uses a color-coded bar to indicate the status: red for expired, green for active, and a red/green split for partial completion.

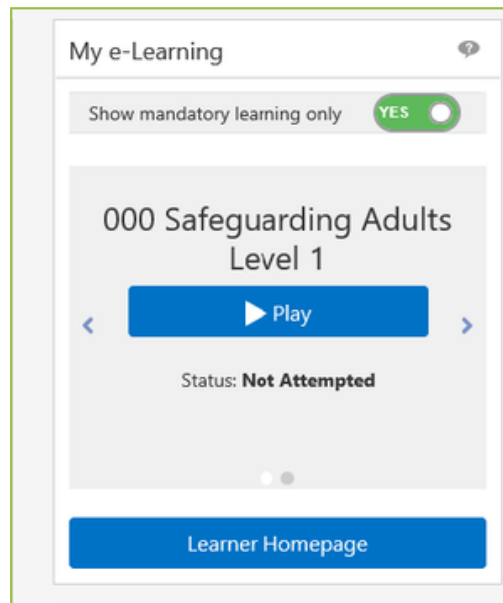
Competence Name	Expiry Date	Search
409 LOCAL Aseptic Non Touch Techniques - Theory General	Red	
409 LOCAL COVID-19 Workforce Risk Assessment General	Red	
409 LOCAL Local Induction Checklist Core	Red	
NHS CSTF Equality, Diversity and Human Rights - 3 Years	Red/Green	
NHS CSTF Fire Safety - 1 Year	Red/Green	
NHS CSTF Health, Safety and Welfare - 3 Years	Red	
NHS CSTF Infection Prevention and Control - Level 2 - 1 Year	Red	
NHS CSTF Information Governance and Data Security - 1 Year	Red/Green	
NHS CSTF Moving and Handling - Level 1 - 3 Years	Red	
NHS CSTF Moving and Handling - Level 2 - 2 Years	Red	
NHS CSTF NHS Conflict Resolution (England) - 3 Years	Red	

13. If you have to log out half way through your e-Learning, providing you exit via the **Home Button**  Your progress will be bookmarked.

14. If you want to resume your e-Learning Session, there are **two options** to do this:

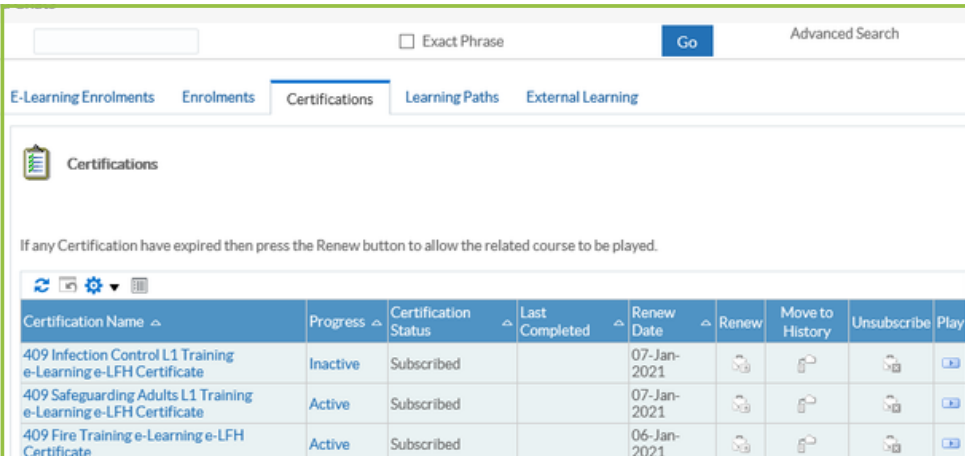
Option 1:













The e-Learning will be displayed in the **My e-Learning** section of your portal page. Click the **Play** button to launch the learning.



Option 2:

Click on the **Certifications** section of your **Learner Homepage**. Click the **Play** button to launch the learning



Certification Name ^	Progress ^	Certification Status ^	Last Completed ^	Renew Date ^	Renew	Move to History	Unsubscribe	Play
409 Infection Control L1 Training e-Learning e-LFH Certificate	Inactive	Subscribed		07-Jan-2021				
409 Safeguarding Adults L1 Training e-Learning e-LFH Certificate	Active	Subscribed		07-Jan-2021				
409 Fire Training e-Learning e-LFH Certificate	Active	Subscribed		06-Jan-2021				

FAQ's

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 Supervisor will send you the risk assessment form to complete. Once your Supervisor 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 Supervisor 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:

Lead.Employer@sthk.nhs.uk who can further assist with this matter.

3. 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 elearning available is a prerequisite 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.

Need help?

For enquires regarding completion of modules on ESR or log in details.
Please contact ESR.Leademployer@sthk.nhs.uk

FAQ's

4. 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.

5. I have completed my training with an alternative NHS Trust. Will this training transfer across to my Lead Employer account?

Yes – Core Skills Training Framework for Statutory and Mandatory Training information will pull across to your 096 Lead Employer record from a previous NHS Trust through an Inter Authority Transfer (IAT) which is completed when you are hired onto ESR by Lead Employer.

6. I have undertaken training on a different e-Learning platform to ESR and ELFH, 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 Lead Employer via a Multiple Competency Update. Lead Employer will approve this Multiple Competency Update and then this will then be processed through to STEP via a weekly reconciliation process. If you have completed CSTF training on a local Host Trust e-Learning platform with no links to ESR, your host trust will be able to manually add this training to STEP, which will synchronise to ESR following the weekly reconciliation process.

7. 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) to 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.

Need help?

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