

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**:

- 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

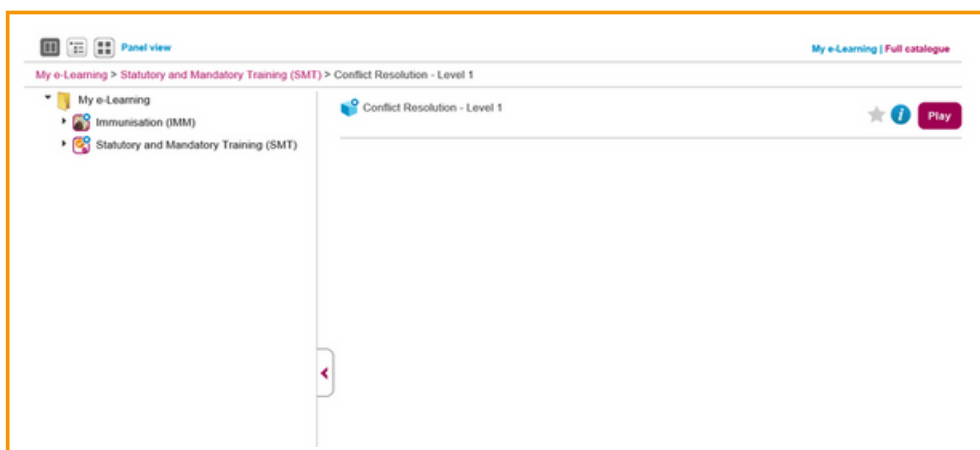
3. To enrol:

Search for the course using the **search function**
(search the e-learning box)

Click on the correct course and then click **enrol**



4. To start the learning module, click the **Play**  button.



How to complete an e-Learning Session

1. Open the **Course**
2. Click **Next** and complete the learning until you reach end of the learning session. Click the complete session to register your completion.
3. Once you have completed, 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




Session Overview



Common Causes of Conflict



Avoiding Conflict



Dealing With a Conflict Situation

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 ELFH at support@e-lfh.org.uk.

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

On the eLFH homepage, there is an option to register for an account if you haven't used this system previously. It will prompt you to enter in your work email address. Please make sure that you use the same email address and GMC number as you have in ESR.

2. 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.

3. I am unable to complete the the Covid 19 Risk Assessment competency showing as a requirement on my ESR Record. Can I complete this in eLFH?

No, 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.

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4. The training I have completed in eLFH is not showing in ESR?

Training completed in eLFH will update in the ESR system overnight. If training is still not showing, please ensure your eLFH record holds your GMC number and the same email address as the one in your ESR account.

5. 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.

6. 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.

7. I clicked a link in eLFH to launch the training, what do I do if I receive an error message?

Try launching the session again. If that fails, log out of the Hub, close all browser windows, then log back in and try the session again

If it still fails, then visit the Technical Checker on the eLFH Help page to give your system a quick once over to see that it is set up correctly for accessing training content. If the Technical Checker gives your system a clean bill of health, then contact the Support Team

Please take a screenshot of the message or copy and include it when you report the problem to the Support Team.

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