

# How to access your eLearning before you start your new role

## PLEASE NOTE

This guide is intended only for use by those new starters who are still going through pre-employment checks with the recruitment team and have been asked to complete eLearning prior to starting their role



## Before you start....

All you need is

- A computer, laptop or tablet that is connected to the internet
- You may find a pen and paper handy if you like to take notes.

## The Website

In order to access eLearning before you have access to the trusts' training system we need you to visit an external website. You will need to register and set up an account but don't worry; this pack will guide you through the process.

The website you need to visit is

[www.e-lfh.org.uk](http://www.e-lfh.org.uk)

## What if you need help?

If you run in to any difficulties there are a number of ways you can get help from the website itself. Their support section is very helpful, you can access it here

<https://support.e-lfh.org.uk/>.

Alternatively you can get in touch with the HR Advisor you have been liaising with in the recruitment team, or if you are not sure who this is please e-mail

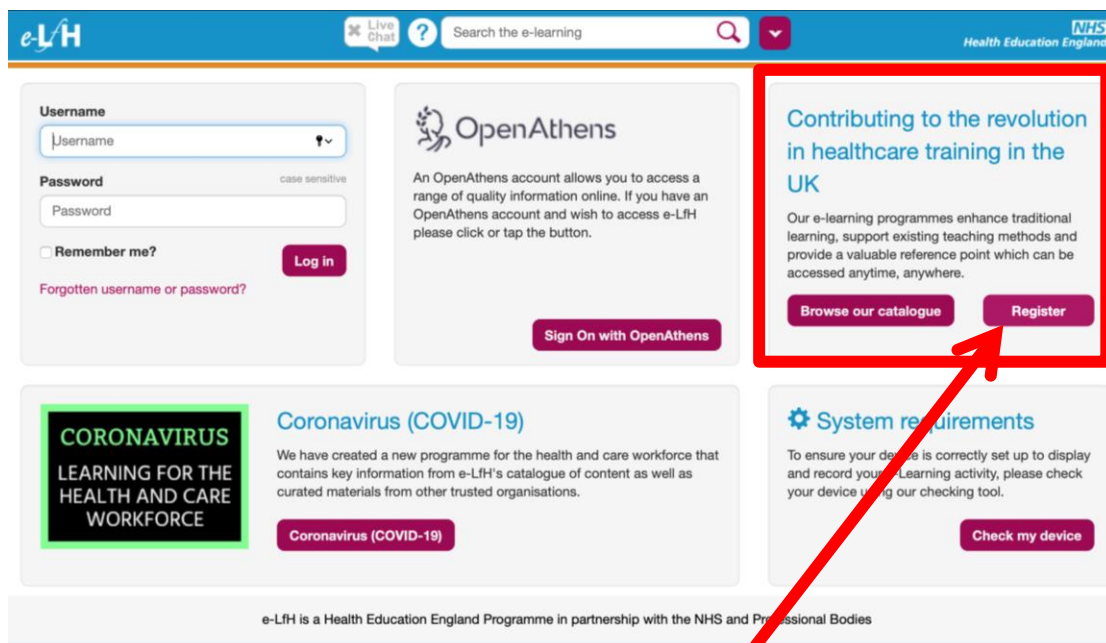
[recruitment@ghc.nhs.uk](mailto:recruitment@ghc.nhs.uk)

## 1. [www.e-lfh.org.uk](http://www.e-lfh.org.uk)

First you need to open an internet page and navigate to the website above, you should get to a page that looks like this....



Once here you need to click on the Register/Log in button in the top right corner of the screen, this will take you to this page...



Click on the 'Reaister' button

## 2. The Registration Process

You will then start the registration process. In order to do this you will need an e-mail address that you are able to access. Although it asks for a work e-mail address you can register and access everything you need with your personal e-mail account.

Registration

Ideally you should provide a work email address so that your registration results in the most appropriate access to e-learning content

**NOTE:** If you choose to use a personal email address the available e-learning content should be sufficient for volunteers or for those registering for personal use.

**Work email address**

Work email address

**Confirm work email address**

Confirm work email address

**Register**

e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies

Once you have entered your e-mail address twice and click on 'Register'. You will then be given a list of options to choose from, select the bottom, 'None of the above apply to me' option. This will then open up a further two lists and ask you to select one

About you

☐ I work in a Dental Practice or University Dental School that provides NHS care

☐ I am a care worker or hospice worker

☐ I work within the Social Care Sector in England and have a NMDS-SC registration code

☐ I am eligible for an OpenAthens account

☐ I am a student or student tutor/supervisor

☐ I am an active volunteer or I am interested in volunteering

☒ None of the above apply to me

**Continue**

The following e-learning content is freely available.

- Alcohol (PWP)
- Alcohol and Tobacco Brief Interventions
- Alcohol Identification and Brief Advice (ALC)
- All Our Health (AOH)
- Behaviour Change Literacy for Individuals and Workforce Leaders (BCL)
- Care and Treatment Reviews (CTR)
- Care Certificate (CCT)
- Child Health (PWP)
- Child Sexual Exploitation (CSE)
- Children's Emotional and Additional Health Needs (CPN)
- Children's Oral Health Advice (COH)
- Community-Centred Approaches to Health Improvement (CMH)
- Coronavirus (COVID-19)
- Critical Care IV Therapy (CCN)

**eIntegrity**

e-learning content can be licensed through eIntegrity. Please select the relevant link below to take you to more information on specific programmes and how to license.

**Visit integrity**

- Acute Medicine
- Adolescent Health
- Advanced Radiotherapy
- Anaesthesia
- Audiology
- Dementia
- Dentistry
- Deprivation of Liberty Safeguards
- Dermatology
- Electronic Fetal Monitoring
- End of Life Care
- Foundation Programme
- Healthy Child Programme
- Healthy School Child Programme

After this you will need to enter some basic details as shown on the following two images.

### Registration Details

**Your details**

Email address

Secondary email address

First name

Katie

Last name

Clark

Preferred name

Katie

Country

England

Region

South West

The screenshot shows a registration form titled "Your Current Role". It contains two main sections: "Job Role (Staff Group)" with a dropdown menu showing "Admin & Clerical worker (Education)", and "Organisation Name" with a text input field containing "Gloucestershire Health & Care".

Once you have done this click on 'Register' at the bottom of the page, this will complete the registration process.

## Registration

### Complete

Thank you for registering with e-LfH. You will shortly receive an email notifying you of your username and temporary password.

## 3. Setting a Password

The site will then send an e-mail to the address you gave at the beginning of the process. If you don't see it in your inbox please check your 'Junk' folder. That e-mail will contain your username and a link that you need to follow. This will take you to the website and you will be asked to set a password.

The screenshot shows a "Password Maintenance" form. It has a title "Change Password" and a note: "Password must be a minimum of 8 characters, must contain at least one numeric, at least one upper case AND one lower case alphabetical characters. The Username and Password cannot match." Below this are two input fields: "New password" and "Confirm new password". A "Change Password" button is located at the bottom right.

Once you have done that you will be able to log on using these details

**Your password has been changed successfully.**

To log on with your new credentials click here: [Log On](#)

If you need support please go here: [e-LfH Support](#)

Username

Password
case sensitive

☐ Remember me?

Log in

[Forgotten username or password?](#)

## 4. Logging On

When you log in for the first time you will be asked to accept some terms and conditions and some security questions, just follow the instructions on screen and then select complete registration

Login Wizard

1

Please complete the following steps to ensure the initial set up of your account is fully complete.

Terms & Conditions and Privacy Notice for e-lfh.org.uk

The e-LfH Hub terms and conditions have been updated. **You are required to accept these new Terms and Conditions before you are able to continue to use the Hub.**

Please read the Terms and Conditions below and click the 'I accept these Terms and Conditions' button.

I accept these Terms and Conditions

The text here forms part of the terms and conditions of use that every e-Learning for Healthcare (e-LfH) user must accept before getting access to the e-LfH Hub. e-LfH has also made this text publicly available on the e-LfH web site in the interests of transparency and updated based on the GDPR EU article29 Working Party which comes into force on 25th May 2018. The text can be [downloaded in pdf format](#) if required. As e-LfH is part of Health Education England (HEE), you can view the [updated HEE privacy notice here](#).

If you have any queries about any aspect of these terms and conditions, please contact [enquiries@e-lfh.org.uk](mailto:enquiries@e-lfh.org.uk).

Login Wizard

1 2

Please complete the following steps to ensure the initial set up of your account is fully complete.

Security Questions

These security questions can be used to help you to log in if you forget your password.

Please be reassured that anything you enter on this page is encrypted and will not be visible to anyone, including e-LfH administrators.

e-LfH will only use this information to help you to log in to the e-LfH Learning Portal.

1

Please select your first question

Please provide your answer

2

Please select your second question

Please provide your answer

Save Security Questions

Login Wizard

1 2 3

Technical Check

To ensure your device is correctly set up to display and record your e-learning activity, please check your device using our technical checker.

Check my device

Complete Registration

## 5. Finding the eLearning

Once you have logged on your screen will look something like this:

The screenshot shows the e-LH user dashboard. At the top, there is a navigation bar with the e-LH logo, a 'Live Chat' button, a search bar, and a dropdown menu. Below the navigation bar, the user is greeted with 'Welcome Katie | Log Out'. The main content area is divided into several sections: 'My e-Learning' (with a 'View full catalogue' link highlighted by a red box and an arrow pointing to a callout box), 'My Account' (showing user details for Katie Clark), 'Coronavirus (COVID-19)' (with a 'Find out more' button), 'Recent Activity' (showing no activity), 'My Statistics - Last 12 Months' (showing 0 sessions completed), and 'Notifications' (showing a system downtime notification). A red arrow points from the 'View full catalogue' link to a callout box that says 'Click here to 'View full catalogue''.

From the list that comes up scroll down to find 'Statutory and Mandatory Training' and click on the blue 'i'

Statutory and Mandatory Training (SMT)



And then choose the 'Enrol' option

The screenshot shows the 'Statutory and Mandatory Training (SMT)' enrolment screen. At the top, there is a header bar with the title 'Statutory and Mandatory Training (SMT)' and three buttons: 'View', 'Enrol', and 'Close'. The 'Enrol' button is highlighted by a red arrow. Below the header, there is a section titled 'Programme information' with the following details: Title: Statutory and Mandatory Training (SMT); Description: This programme covers the statutory and mandatory training required for all staff working in healthcare settings. The UK Core Skills Training Framework (CSTF) defines nationally agreed learning outcomes and training delivery standards for the statutory and mandatory training topics. Users can choose to view the knowledge chapters and then will need to complete and pass the eAssessment to demonstrate the required knowledge and understanding and to complete the course. A user's training record will be updated with their eAssessment score. If users feel that they have the necessary knowledge, they can skip straight to the eAssessment without completing the knowledge chapters first. Users should refer to their organisation's training policy before commencing on this course.

Enrolment

This will add this programme **Statutory and Mandatory Training (SMT)** to your e-LfH account.

Would you like to continue?

Cancel

Continue with enrolment

e-LfH

Live Chat

?

Search the e-learning

Q

NHS

Health Education England

Welcome Katie | Log Out

Home

My e-Learning

My Account

My Activity

★

2

Panel view

My e-Learning | Full catalogue

My e-Learning

Statutory and Mandatory Training (SMT)

★

i

Once you have enrolled on the programme you will be able to access the list of courses

e-LfH

Live Chat

?

Search the e-learning

Q

NHS

Health Education England

Welcome Katie | Log Out

Home

My e-Learning

My Account

My Activity

★

2

Panel view

My e-Learning | Full catalogue

My e-Learning > Statutory and Mandatory Training (SMT)

My e-Learning

Statutory and Mandatory Training (SMT)

Conflict Resolution - Level 1

★

i

Data Security Awareness - Level 1

★

i

Data Security Awareness Survey

★

i

Equality and Diversity and Human Rights - Level 1

★

i

Fire Safety - Level 1

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i

Infection Prevention and Control - Level 1

★

i

Infection Prevention and Control - Level 2

★

i

Health, Safety and Welfare - Level 1

★

i

Moving and Handling - Level 1

★

i

Moving and Handling eAssessment - Level 2

★

i

You can then work through the list provided on the next page. Once you have completed the courses required please contact your HR advisor or e-mail the Recruitment team [recruitment@ghc.nhs.uk](mailto:recruitment@ghc.nhs.uk)

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## 6. Which courses do I need to do?

Below is a list of the courses that need to be completed, the list you need will depend on your job and where you are going to be working.

<b>Statutory &amp; Mandatory Training Subject</b>	<b>Format</b>	<b>Clinical Staff in Mental Health services</b>	<b>Clinical Staff in Physical Health services</b>	<b>Non-Clinical staff Working in a Mental Health Inpatient Unit</b>	<b>Non-Clinical staff working anywhere else</b>
<b>Breakaway</b>	Face-to-Face*	✓		✓	
<b>Conflict Resolution</b>	eLearning	✓	✓	✓	✓
<b>Data Security Awareness Level 1 (Information Governance)</b>	eLearning	✓	✓	✓	✓
<b>Equality, Diversity &amp; Human Rights</b>	eLearning	✓	✓	✓	✓
<b>Fire Safety Awareness</b>	eLearning	✓	✓	✓	✓
<b>Health, Safety &amp; Welfare</b>	eLearning	✓	✓	✓	✓
<b>Infection Control Level 1</b>	eLearning			✓	✓
<b>Infection Control Level 2</b>	Face-to-Face*	✓	✓		
<b>Moving &amp; Handling Level 1</b>	eLearning	✓	✓	✓	✓
<b>Preventing Radicalisation-Basic Prevent Awareness</b>	eLearning	✓	✓	✓	✓
<b>Resuscitation</b>	Face-to-Face*	✓	✓		
<b>Safeguarding Adults Level 1</b>	eLearning			✓	✓
<b>Safeguarding Adults Level 2</b>	eLearning	✓	✓		
<b>Safeguarding Children Level 1</b>	eLearning			✓	✓
<b>Safeguarding Children Level 2</b>	eLearning	✓	✓		

\* If you are in a role that requires any of the face-to-face requirements listed you will receive separate details of these courses.