

Mandatory Training e-Learning: Logging On (ESR Smartcard User)



Are you an ESR Smartcard User?

Holders of ESR enabled Smartcards use their cards to gain access to the Electronic Staff Records system for such purposes as web data entry, recruitment/payroll/HR administration, and Manager/Supervisor Self Serve.

If you possess one of these cards (pictured) but use it for solely for logging on to clinical/patient information systems please see the Logging On: (Non ESR Smartcard Users) guide available from the e-Learning page on oneHR. The majority of staff presently falls into this second category.



If you have a Smartcard and use it for ESR purposes, you can only access the e-Learning system as described below.

Logging on with your ESR Smartcard

1. Insert your card in to the card reader slot on your keyboard or laptop
2. Enter your Smartcard Passcode
3. Select Yes I accept and wish to proceed for the purpose of Patient Care

NHS

ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RAD1 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access.

Enter your Smartcard Passcode to access:

NHS

ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RAD1 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access.

Enter your Smartcard Passcode to access:

4. A confirmation message appears on the bottom right hand side of the screen

NHS

Stamp Malcolm J

You are logged on as:

BLACKPOOL TEACHING HOSPITALS
NHS FOUNDATION TRUST,
Support:Support/Admin/Clinical

5. Connect to the Mandatory Training pages on the oneHR website from the Trust intranet, making sure that you're using Internet Explorer as your browser

6. Go to the e-Learning page

Investors in People

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Payroll

Staff Benefits & Expenses

Recruitment

Occupational Health

Medical Workforce

Trade Unions

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Mandatory Training options are covered, please see the links on the right.

Access

Important Please Read

ESR Smartcard Users

If you have a Smartcard and used it to access the Electronic Staff Records system, you can only log on to the e-Learning system via ESR. You can use the 'ESR Smartcard Users' link below.

Non-ESR Smartcard Users

If you are a Non-ESR Smartcard user (which includes those without a Smartcard and Smartcard users accessing clinical systems but **not** ESR), you will need an e-Learning user name and password, which is different from the user name/password you use to log on to your work computer.

If you have forgotten your e-Learning user name/password or not been issued with one, please access the e-Learning login page using the 'Non-ESR Smartcard User' link below and retrieve it via the 'Forgotten Username or Password' facility.

To access e-Learning, use the appropriate link below.

For full instructions on how to log on and a more detailed definition on which category of user you come under, please see the 'Logging on' guides on the right.

[ESR Smart Card Users - I have a Smartcard for ESR access](#)

[Non-ESR Smart Card users - I have a Smartcard for clinical / patient information systems OR I do not have a Smartcard](#)

If you encounter any problems, please call 01253 95 1600, Option 6, then Option 1 (office hours only)

Basic line options

- Mandatory Training
- Workbooks
- Classroom

Downloads

- Mandatory Training: Your Guide to Keeping Compliant

Sepsis Pathway: Pneumonia Pathway

Click here to access the Pneumonia Pathway.

Divisions and Departments: Search: []

- Scheduled care: eDischarge System
- Unscheduled care: eReferrals
- Corporate Services: Question Time
- Facilities & Document Library
- Clinical Support: Health Records Document Library
- Non-Divisional: Communications
- Can't find it? A to Z: Clinical Pathways, Library Services, Room Booking System

System Access: Search: []

- Clinical: Vision - ALERT Access, CyberLab / CyberRad (Orders and Results)
- Clerical: HSS Live
- Training: HSS Web Live, PACS: BFWH Radiology, Pathology, NexusIA
- Resources: Vision Portal, 2012 Ed: Palliative Care Prescribing Booklet, Antimicrobial Formulary

The oneHR gateway:

- The oneHR Gateway: Your first point of access for HR
- NEW: e-Learning For Mandatory Training

Visit the gateway and learn more at: www.bfwh.nhs.uk/onehr

Ask a Question: Or call: 01253 95 1600

FLU VACCINATION: Click here for information on how to get yours...

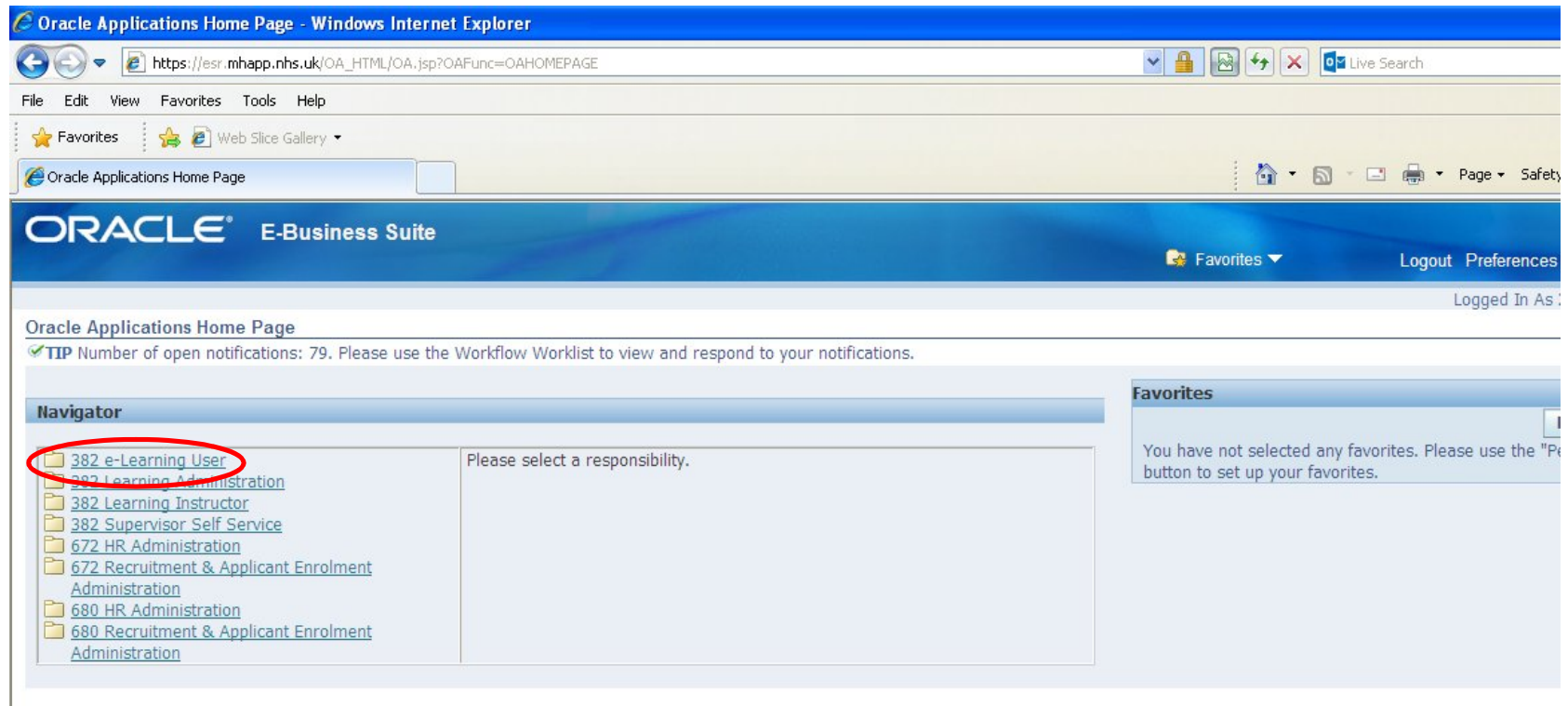
Celebrating Success Awards 2013: Have you reserved tickets for the Celebrating Success Awards? REMEMBER: You only have 48 hours to pay for tickets or they will be released to other staff! Visit the Official Site to see the Table Plan and to book tickets.

Click to read This Week, a weekly newsletter from the Chief Executive

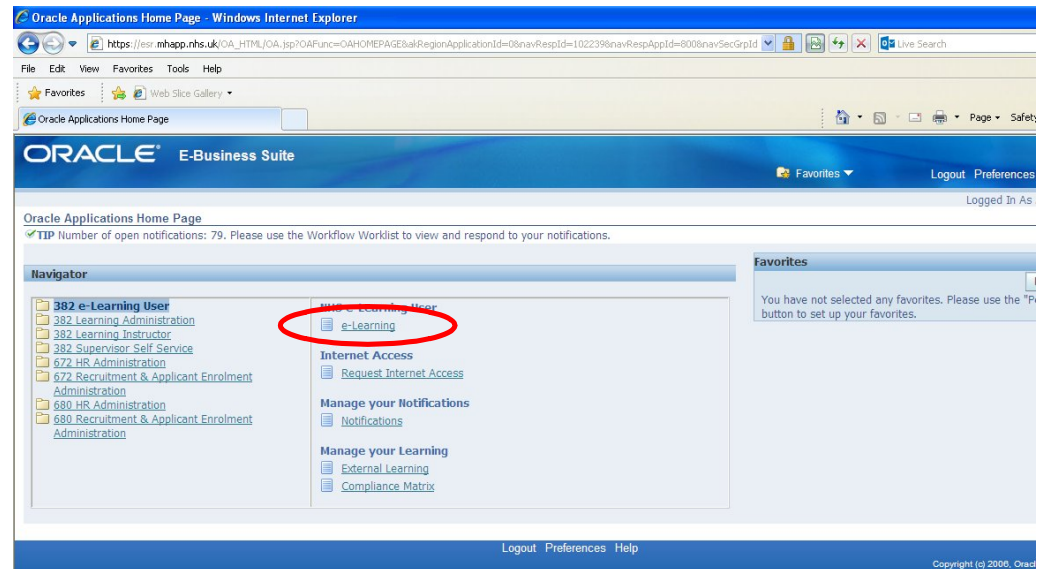
7. In the Access section click on the ESR Smartcard Users link

8. Click Run on any Java pop up messages which might appear

9. You should now see the ESR home page (see below)



10. Click on 382 e-Learning User (above)
11. On the following screen, click on e- Learning (right)



ORACLE Learning Management Home Logout Help

Learning | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Search Course Exact Phrase [Advanced Search](#) Welcome, O'Reilly, Holl

Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

Competence Name	Expiry Date	Search
NHS MAND Health and Safety - 3 Years		
NHS MAND Mental Capacity Act - 2 Years		
NHS MAND Infection Control - Level 1 - 2 Years		
NHS MAND Fire Safety - 1 Year		
NHS MAND Moving and Handling - 2 Years		
NHS MAND Safeguarding Adults Level 1 - 2 Years		
NHS MAND Safeguarding Children Level 1 - 2 Years		
382 LOCAL Risk Management inc. Investigation of Incidents, Complaints & Claims, VTE, Patient Falls & Pressure Area Risk Assessment		
NHS MAND Equality, Diversity and Human Rights - 3 Years		

Show Key

Enrollments

Hide Enrollments

All current enrollments are displayed in this section, including enrollments on physical and e-Learning classes. To view more detail about each enrollment, click your enrollment status. Click the play button where displayed to play the course.

Course Name	Status	Item In	Completion Date	Play Start Date	Start Time	End Date	End Time	Move to History	Unenroll	Evaluate	Add to Outlook
382 Mandatory Training e-Learning - Health & Safety	Incomplete			01-Sep-2013 00:00							
382 Mandatory Training e-Learning - Fire Safety	Incomplete			01-Sep-2013 00:00							

Show Key Notation

Learning Paths

Hide Learning Paths

List of all your active Learning Paths

Learning Path Name	Learning Path Status	Mandatory Courses Source Completed	Start Date	Due Date	Completion Date	Move to Update History
No results found.						

Learning Course Catalog Learning History Home Logout Help

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12. You are now logged on to the e-Learning system (OLM), (left)

13. See the Checking Your Compliance guide for the next step