NHS

Mersey and West Lancashire Teaching Hospitals
NHS Trust

ESR User Guide - Mandatory Training Modules for Dental Core Trainees

How to access My ESR to complete e-Learning

Version 4 February 2025

How to log into MyESR

Log into the **MyESR** website**: https://my.esr.nhs.uk/**
You will be presented with the ESR Hub landing page.
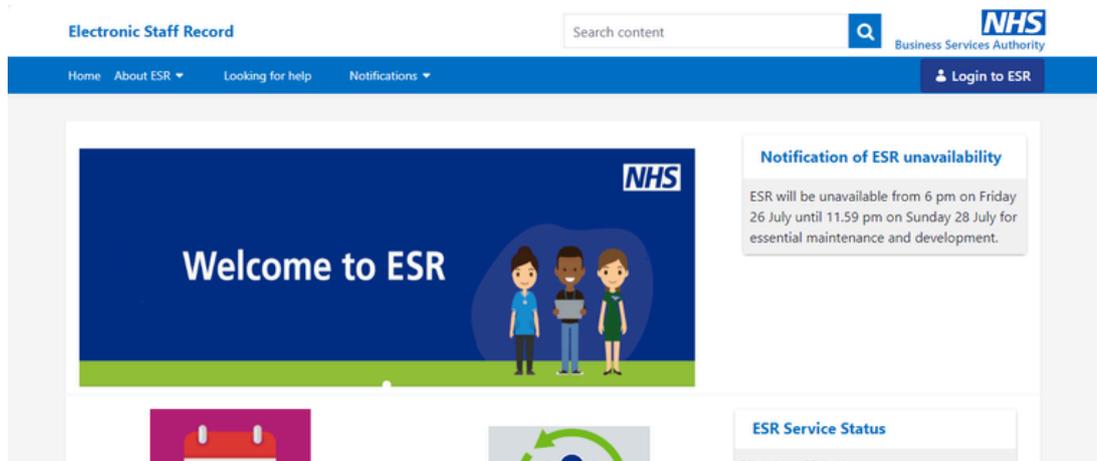
To login, click the **Login to ESR** button.

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

3. Once you are logged in, if you have not already done so choose the go to **MyESR Portal** using the link on the right hand side
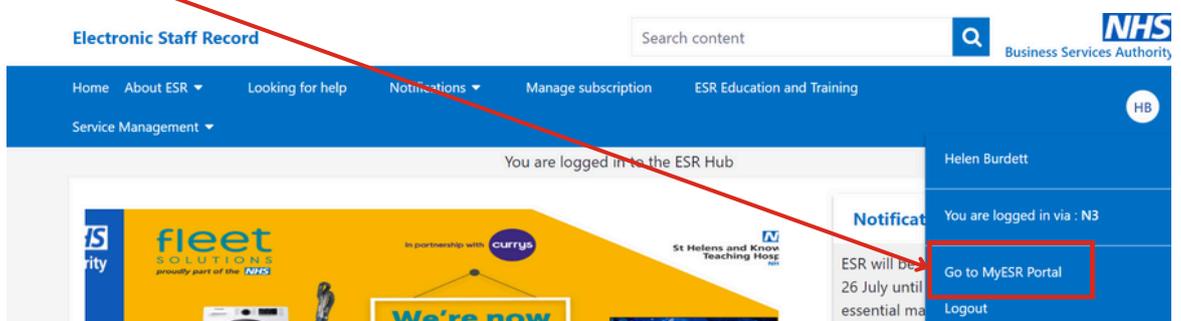
4. Click the **Learner Homepage** on the **My e-Learning** portlet.
You can find this in the centre of the ESR webpage

My e-Learning

Show mandatory
learning only   YES

409 Safeguarding Children
Level 2 E-Learning STHK

▶Play

Status: Passed
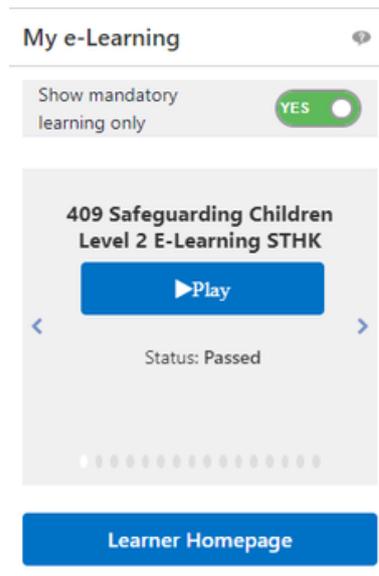
Learner Homepage

5. Once the learner homepage loads, **in the search** section choose **Learning Certification** from the dropdown box.

My Learning Home Page

Course Catalogue   Hide

Browse categories

Customer   Health & Safety
Relations

Induction   Informatics

Medical   Occupational
Equipment   Knowledge & Skill...

Personal   Post-Graduate Health
Development   Care and ...

Resuscitation   Risk Management

Search Course   ⌕

All   Advanced Search
Learning Certification
Learning Path
Course   Hide
Class
You ha Category Forum
Category Chat

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 certificates will be listed on the righthand side.
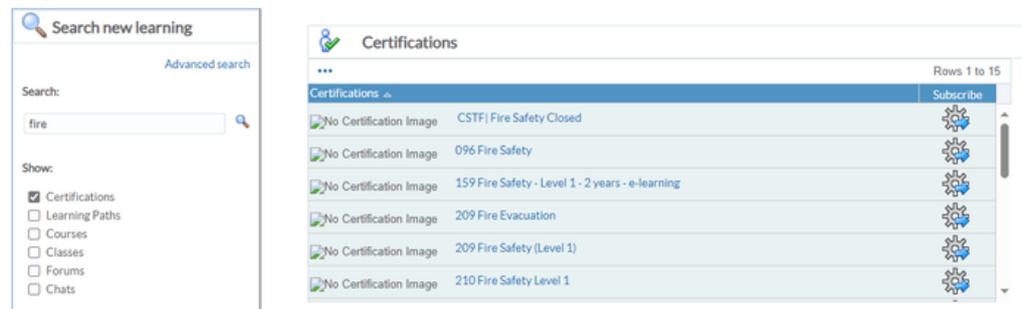
7. A list of Core Skills training to be completed via Learning Certificate is listed below:

To be completed by <u>**All Dental Core Trainees**</u>

- 096 Awareness of Prevent
- 096 Data Security (Information Governance)
- 096 Equality, Diversity and Human Rights
- 096 Fire Safety
- 096 Freedom to Speak Up - All Workers
- 096 Health, Safety and Welfare
- 096 Infection Prevention Level 2
- 096 Moving and Handling Level 1
- 096 NHS Conflict Resolution
- 096 Oliver McGowan e-Learning Certificate
- 096 Safeguarding Adults (Version 2) Level 2
- 096 Safeguarding Children (Version 2) Level 2

Depending on your Host you may be required to completed the courses listed below. These need local assessment due to specific equipment being used at the Trust or Host. Each module has two codes, one for the prerequisite course on ESR and the other for the face-to-face course at the Trust or Host. Both elements are to be completed, however the delivery of the practical 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, your Host will advise which if any are required:

- 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. Pick the required certification which begins **096** as listed in step 7.
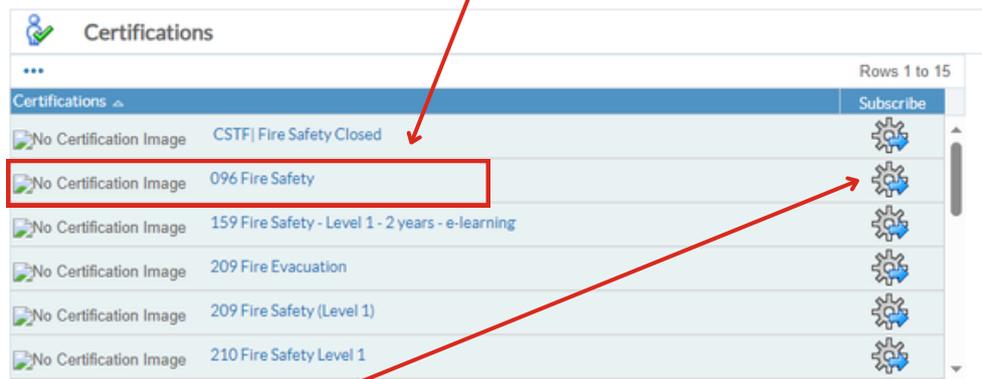
9. Click the cog to subscribe.

10. Next click the **Finish** button.
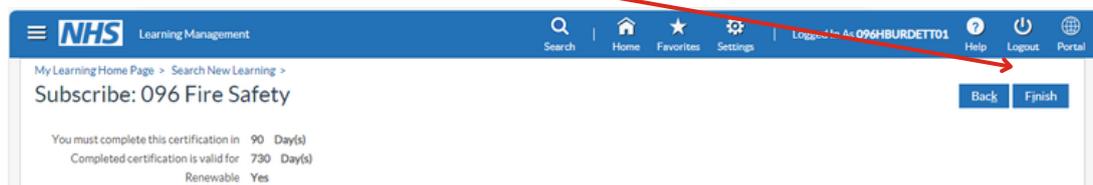
11. Click the **Enrol** button.

12. Click the ▶ button to start the course.

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 (Information Governance)

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.

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

The subjects you have not completed can be viewed by clicking on **My Compliance & Competency**.

My Pages

Dashboard

Portal Content

ESR Navigator

My Personal Information

My Pay & Rewards

My Learning

My Compliance & Competency

My Absence

My Appraisals and Reviews

My Employment

My Property Register

My Talent Profile

Manage Internet Access
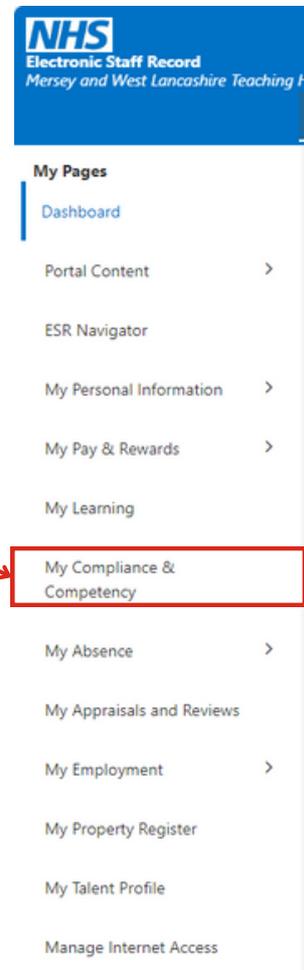
Compliance	All Competencies	Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go

31494204 - ⌄   Go   Compliance Percentage   0.0%

☐ Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

Export Printable Page | •••

Details	Competency Name △	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	NHS|CSTF|Equality, Diversity and Human Rights - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Fire Safety - 2 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Health, Safety and Welfare - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Information Governance and Data Security - 1 Year|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Moving and Handling - Level 2 - 2 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|NHS Conflict Resolution (England) - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎
>	NHS|CSTF|Safeguarding Children (Version 2) - Level 2 - 3 Years|		0 - Not Assessed	Y		🟥	🔍	✎

Compliance Status Key

🟩 Compliant with 3 or more months left

🟨 Compliant with less than 3 months left

🟥 Not compliant

🟥 Not compliant, bt has started the course.

13. 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 **My Compliance & Competency**.

14. If you have to log out half way through your e-Learning, exit by clicking on the **Home Button** 🏛 and your progress will be book marked.

15. If you want to resume your e-Learning session there are **two** **options** to do this:

Option 1:
The eLearning will be displayed in the **My e-Learning** section of your portal page. Click the **Play** button to launch the learning.
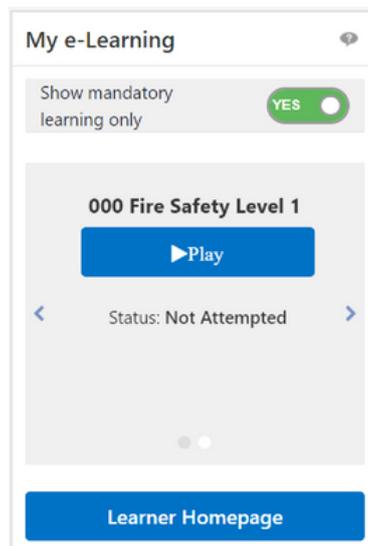
Option 2:
Click on the **Certifications** section of your **Learner Homepage**. Click the **Play** button to launch the e-Learning.

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 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.

3. 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.

4. 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. Please note that this is dependent on your previous Trust actioning the IAT request.

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

FAQ's

5. I have undertaken training on a different e-Learning platform to ESR and eLfH, will this information transfer over?

If you have training records on another Trust ESR through completion on an alternative e-Learning platform this will firstly transfer through to Lead Employer via a Multiple Competency Update.

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 09 ESR using Supervisor Self Service.

6. I have completed an Advanced Life Support (ALS) or Intermediate Life Support* (ILS) Course recently, do I still have to do Resuscitation Adults BLS Level 2?

If you have completed ALS or ILS Level 3 within the past year, BLS can be credited. However if you have completed ALS more than a year ago, BLS will not be credited as you are required to complete BLS on an annual basis.

*ILS is only valid for 1 year

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