

ESR User Guide - Mandatory Training For New Modules for Resident Doctors

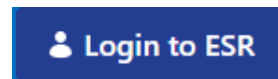
How to access additional e-Learning on ESR

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**.

NHS Electronic Staff Record

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

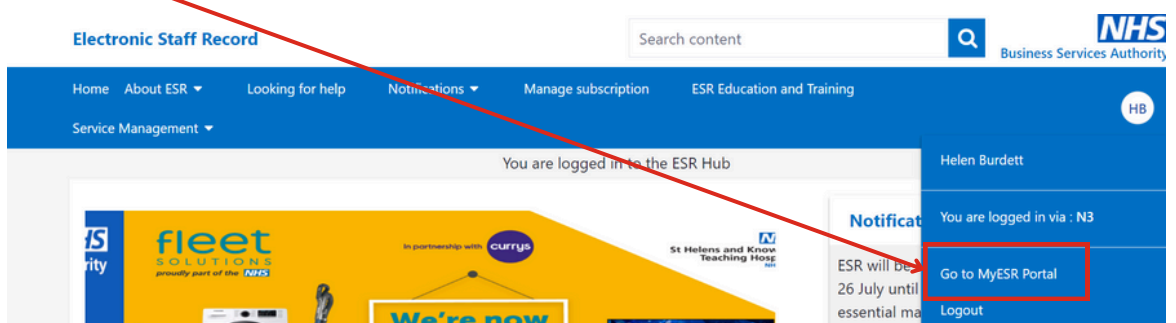
[Log in via Username Password](#)

Log in with your Care Identity

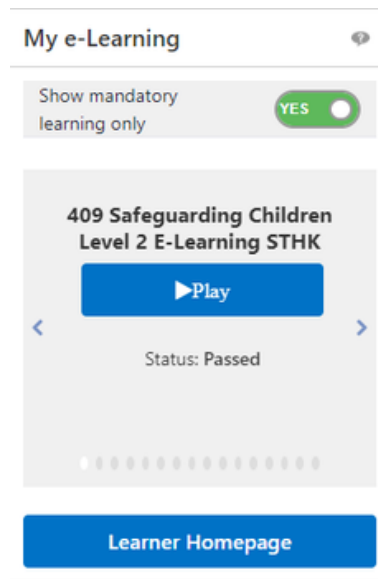
Access ESR via your Care Identity by clicking the 'Log in with my Care Identity' button below

[Log in with my Care Identity](#)

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



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

My Learning Home Page



6. Type the **Learning Certification name** in the search box by using a *keyword* and click **Go**.

E.g. "000 VTE" or "000 blood"

A list of certificates will be listed on the righthand side.



Ensure that you put 000 before the name to find the course easily.

The screenshot shows two panels. The left panel is titled 'Search new learning' and contains a search box with '000 blood' entered. Below the search box are several checkboxes under the heading 'Show:'. The right panel is titled 'Courses' and displays a list of search results. Each result includes a course title and an 'Enrol' button with a gear icon.

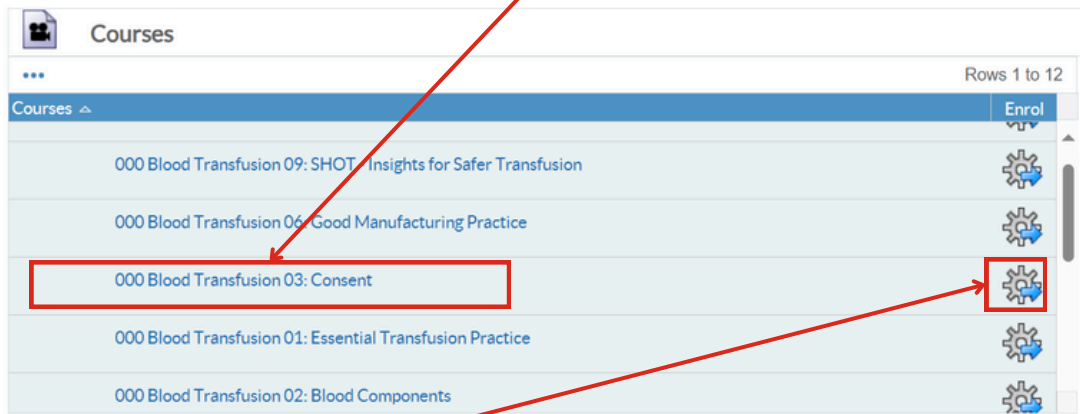
Course Title	Action
000 Blood Transfusion 10: Safe Blood Sampling for Transfusion Video	Enrol
000 Blood Transfusion 09: SHOT - Insights for Safer Transfusion	Enrol
000 Blood Transfusion 06: Good Manufacturing Practice	Enrol
000 Blood Transfusion 03: Consent	Enrol
000 Blood Transfusion 01: Essential Transfusion Practice	Enrol

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

To be completed by **All Resident Doctors**

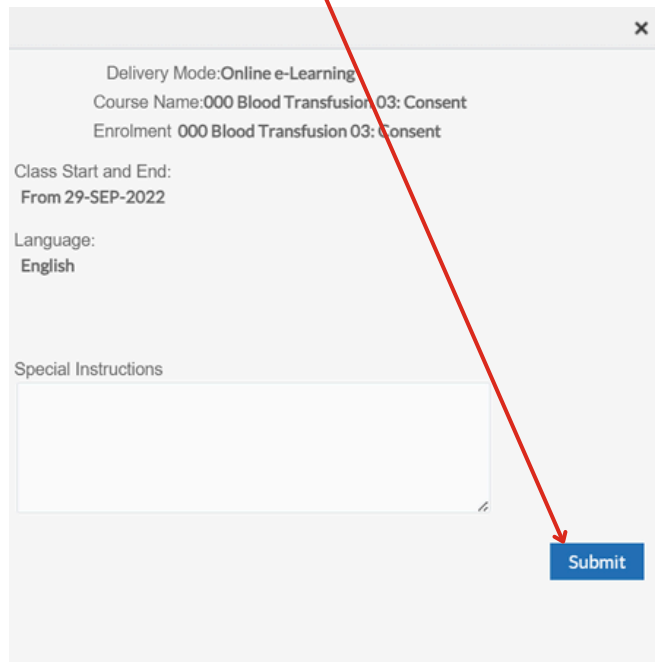
- 000 Blood Transfusion 01: Essential Transfusion Practice
- 000 Blood Transfusion 02: Blood Components
- 000 Blood Transfusion 03: Consent
- 000 Blood Transfusion 04: Transfusion Reaction
- 000 The Oliver McGowan Mandatory Training on Learning Disability and Autism Part 1
- 000 Speak Up - Core Training for all Workers
- 000 VTE Prevention in Secondary Care

8. Pick the required course which begins **000** as listed in step 7.



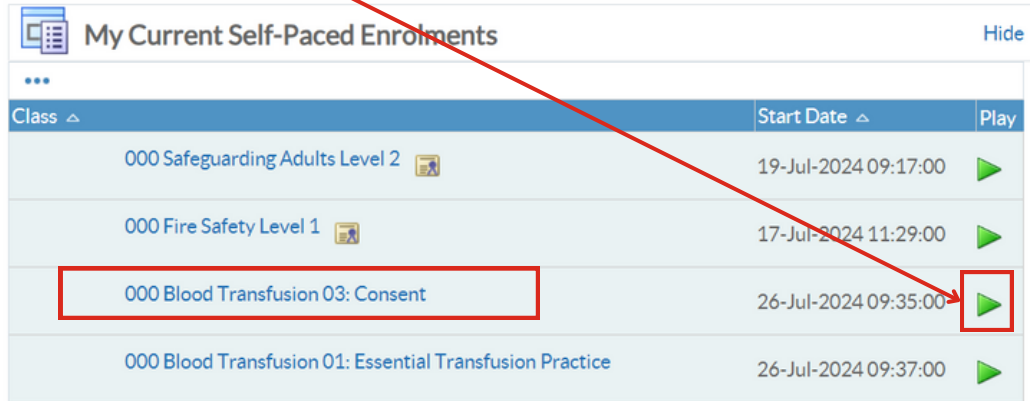
9. Click the cog to subscribe.









10. A pop up will appear and click submit



11. Return to **My Learning Home Page**

12. Click the  button to start the course.



Class 	Start Date 	Play
000 Safeguarding Adults Level 2 	19-Jul-2024 09:17:00	
000 Fire Safety Level 1 	17-Jul-2024 11:29:00	
000 Blood Transfusion 03: Consent	26-Jul-2024 09:35:00	
000 Blood Transfusion 01: Essential Transfusion Practice	26-Jul-2024 09:37:00	

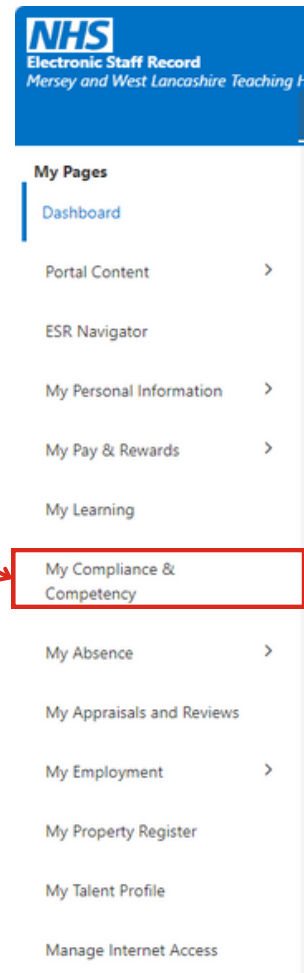


Please note, for all courses you will need to complete and pass an assessment after reading the course material.

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**.



Compliance All Competencies Awaiting Approval

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

31494204 - v 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.

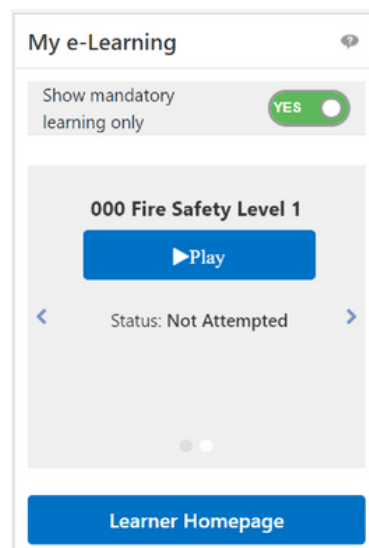
The subjects you have not completed will be listed under your **My Compliance & Competency**.

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.

My Current Certifications Hide			
Certification ▲	Due Date ▲	Renew Date ▲	Play
096 Fire Safety 	15-Oct-2024	15-Oct-2024	
096 Safeguarding Adults Level 2 	17-Oct-2024	17-Oct-2024	

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 Adults Level 3, Resuscitation Adult Basic Life Support Level 2 and Moving and Handling Level 2 on ESR, what do I do

Resuscitation Adult Basic Life Support Level 2 and Moving and Handling Level 2 require face to face training. Safeguarding Adults Level 3 is available via eLfh as eLearning. 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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