St Helens and Knowsley Teaching Hospitals NHS Trust

ESR User Guide – Mandatory Training MyESR e-Learning

How to access MyESR ²⁻⁷ to complete e-Learning



How to log into MyESR

1. Log into the MyESR website: <u>https://my.esr.nhs.uk/</u>. You will be presented with the ESR Hub landing page.



To login, click on the **Login to ESR** button.

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

C	COVID-19 ESR Resources for Organisations and Users
Log in wit	th your credentials
Fields with an	asterisk (*) are required fields
Usemame*	1
	(Example: 999JSMITH01)

3. Once you are logged in, if you are not already choose the Go to MyESR Portal using the link on the right hand side.

Electro	onic Staff Rec	ord		Search o	ontent		Business Services Authority
Home Manage S	About ESR Subscription	Implementing ESR ESR Central Team	Notifications	NHSBSA Workforce Services	Browse Co	ntent	Jayne Bloggs
				You are logged in to the ESR Hub)		You are logged in via : INTERNET
				N	HS	ESR Planned M	Go to MyESR Portal
				Business Services Auth	ority	The next planned n	Logout

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 page loads, **In the Search** section choose **Learning Certification** from the dropdown box.

Search Learning Certification	Fire%	Exact Phrase	Go
	Learning Course Catalogue	Learning History	
Current Learning Requested Learning	Forums and Chats		
Learning Certification Learning Path Course		Exact Phrase	Go Advanced Search
Category Forum Category Chat	E-LearningEnrolments Enrolments Certification	s Learning Paths External Learning	

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 the available certificates will be listed below



7. A list of the training to be completed via learning certificate is listed below:

To be completed by <u>All Staff</u>:

- 096 Conflict Resolution
- 096 Equality, Diversity and Human Rights
- 096 Fire Safety
- 096 Health, Safety and Welfare
- 096 Infection Prevention Level 1
- 096 Infection Prevention Level 2
- 096 Data Security (Information Governance)
- 096 Moving and Handling Level 1
- 096 Moving and Handling Level 2
- 096 Basic Prevent Awareness
- 096 Awareness of Prevent
- 096 Resuscitation Level 1
- 096 Resuscitation Level 2 Adults Knowledge
- 096 Safeguarding Adults Level 1
- 096 Safeguarding Adults Level 2
- 096 Safeguarding Children Level 1
- 096 Safeguarding Children Level 2

Additional Training that may be required based on rotation:

Safeguarding Children - Level 3 Safeguarding Adults (Version 2) - Level 3 Resusctiation Level 2 Newborn Basic Life Support Resuscitation Level 2 - Paediatric Basic Life Support Resusitation Level 3 - Paediatric Immediate Life Support Resusitation Level 3 - Adult Immediate Life Support Resuscitation Level 3 Newborn Immediate Life Support **8.** Once you have selected the correct certificate, click **Subscribe** to proceed.



- 9. Next, click the Finish button. Finish
- 10. Then, click the Enrol button.

Learning Certification: 096 Fire Saf	ety					Learner Honee Skip Earuinenes
Vertification Information How You begin this contification period on: 06-Ad-2023 You want complete this certification period You can renew your certification period Subscription Number: 25800913 Renewable Yes	Mandatory Courses Al courses in this section are mandatory. Select one class for each course below to even in. 000 Five Salery Level 1					Hide
Delivered Competencies	Chen	Type	Language	Location	Class Start Date	Duration
	000 Fire Safety Level 1	14	English		16-Oct-2018	30
Competency Proficiency Level NH8(CSTF)Fire Safety - 2 Years) 1 - Accessed Return to Tree						Errol .
Copyright (c) 1998, 2019, Oracle and/or its affiliates. All rights reserved.						

11. Click the **Play** button to **start the e-Learning Session**.



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.



12. 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 **Competence Requirements**.

Competence Requirements			
Click "Search" to find certifications, cours with the required competence	es a	nd learni	ng paths
🕱 😂 🖻 🌞 🔻 🎟			
Competence Name		Expiry Date	Search
409 LOCAL Aseptic Non Touch Techniques - Theory General			٩
409 LOCAL COVID-19 Workforce Risk Assessment General			٩
409 LOCAL Local Induction Checklist Core			٩
NHS CSTF Equality, Diversity and Human Rights - 3 Years	-		٩
NHS CSTF Fire Safety - 1 Year	-		٩
NHS CSTF Health, Safety and Welfare - 3 Years			٩
NHS CSTF Infection Prevention and Control - Level 2 - 1 Year			٩
NHS CSTF Information Governance and Data Security - 1 Year			9
NHS CSTF Moving and Handling - Level 1 - 3 Years			٩
NHS CSTF Moving and Handling - Level 2 - 2 Years			٩
NHS CSTF NHS Conflict Resolution (England) - 3 Years			9

- 13. If you have to log out half way through your e-Learning, providing you exit via the Home ButtonYour progress will be bookmarked.
- 14. If you want to resume your e-Learning Session, there are <u>two</u> options to do this:

Option 1:

The e-Learning 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 learning

		Exact Phrase		G	o	Advance	ed Search	
Learning Enrolments Enrolments	Certifications	Learning Paths	External Lea	arning				
Certifications	R							
If any Certification have expired then pres	ss the Renew but	ton to allow the rela	ted course to b	e played.				
If any Certification have expired then pres	ss the Renew but	ton to allow the rela	ted course to b	oe played.				
If any Certification have expired then pres	ss the Renew but Progress 스	ton to allow the rela Certification	ted course to b	e played. △ Renew Date	△ Renew	Move to History	Unsubscribe	Play
If any Certification have expired then pres	Progress A	ton to allow the rela Certification Status Subscribed	ted course to b	Renew Date 07-Jan- 2021	△ Renew	Move to History		Play
If any Certification have expired then pres	ss the Renew but Progress A Inactive Active	Certification Status Subscribed Subscribed	Last Completed	 Renew Date 07-Jan-2021 07-Jan-2021 	 △ Renew ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Move to History	Unsubscribe	Play

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 the the Covid 19 Risk Assessment competency showing as a requirement on my ESR Record.

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 Line Manager will send you the risk assessment form to complete. Once your line manager 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 line manager 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 gillian.cartwright3@sthk.nhs.uk who can further assist with this matter.

3. My ESR Requirements for Safeguarding, Resus, IPC or Moving and Handling is showing non-compliant in Level 1 however I have already completed the higher-level requirement.

E-LfH statutory and mandatory sessions have been designed as standalone sessions, so where there is more than one level of training within a subject, users must complete all levels and not just the highest level of training their role requires. Therefore, all levels must be completed in order to be fully compliant. 4. 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 noncompliant?

All the above modules have an element of face to face training required. The elearning available is a pre-requisite 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.

5. 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.

6. I have completed my training with an alternative NHS Trust. Will this training transfer across to STHK?

Yes – Core Skills Training Framework for Statutory and Mandatory Training information will pull across to your STHK record from a previous NHS Trust through an Inter Authority Transfer (IAT) which is completed when you are hired onto ESR at STHK.

7. Can I undertake Core Statutory and Mandatory Training on STEP?

No, the STEP system is an employment passport only, it collects data from a variety of sources to be made available to the end user and Host Organisations. ESR and eLfH are the preferred systems for mandatory training as they can feed into STEP and keep all compliances up to date on your records.

8. How is STEP different to ESR and e-Learning for Health?

STEP is an employment passport that stores your training compliance and allows host organisations and future placement hosts (within 12 weeks of rotating) access to your training records. This gives organisations the opportunity to review the training requirements of incoming Doctors in Training in order to minimise the duplication of completion of Core Skills Training and also allows the host organisation the option to customise their induction process.

9. Why is my employment checks information blank on STEP?

STEP is yet to be developed further to include employment checks within its passporting functionality. At present STEP is restricted to training compliance only. Prior to any changes to employment checks on STEP you will be informed.

10. I have undertaken training on a different e learning platform to ESR and E - LFH, will this information transfer to STEP?

If you have training records on another NHS Trust ESR Record through a completion on an alternative E-Leaning Platform this will firstly transfer through to STHK via a Multiple Competency Update. STHK will approve this Multiple Competency Update, this will then be processed through to STEP via a weekly reconciliation process.