

# ESR User Guide – Mandatory Training

## MyESR e-Learning

# How to access MyESR to complete e-Learning

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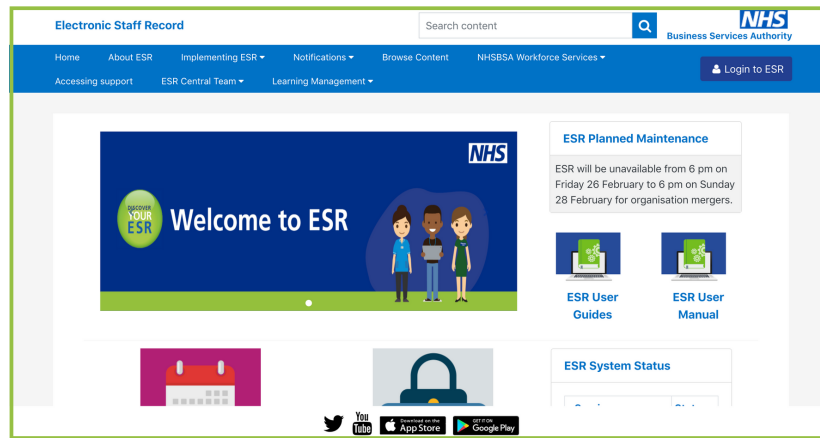


# Welcome to ESR



## How to log into MyESR

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

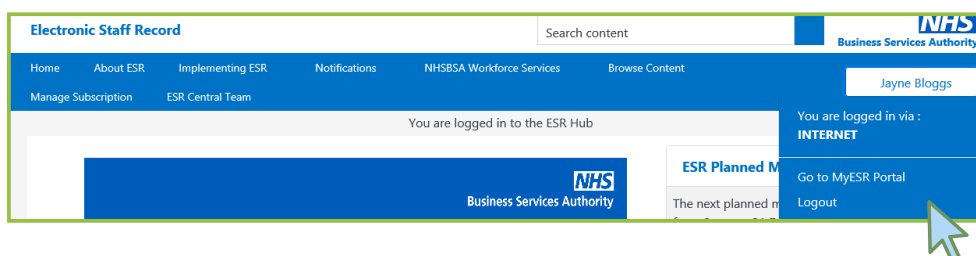


To login, click on the **Login to ESR** button.

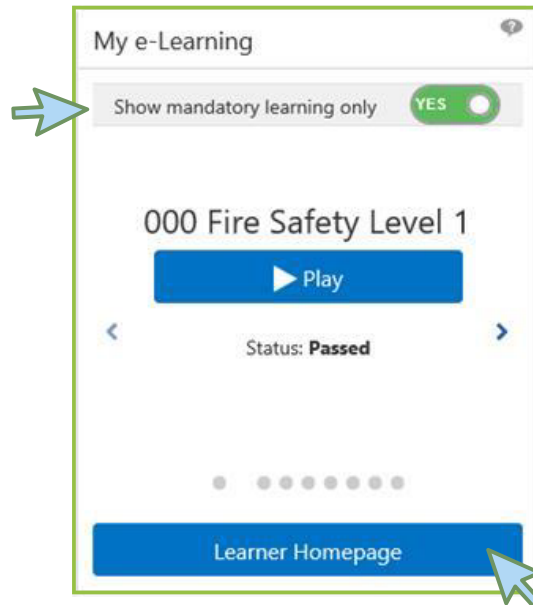


2. Enter your **username** and **password** or log in with your **smartcard**.

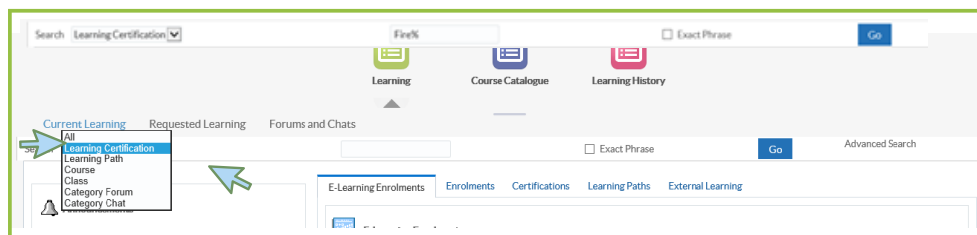
3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.



4. Click the **Learner Homepage** on the **My e-Learning** portlet. You can find this in the centre of the ESR webpage.



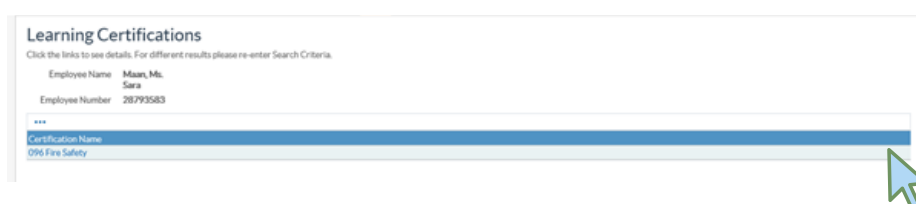
5. Once the learner page loads, **In the Search** section choose **Learning Certification** from the dropdown box.



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 **All Staff**:

- 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

Resuscitation Level 2 Newborn Basic Life Support

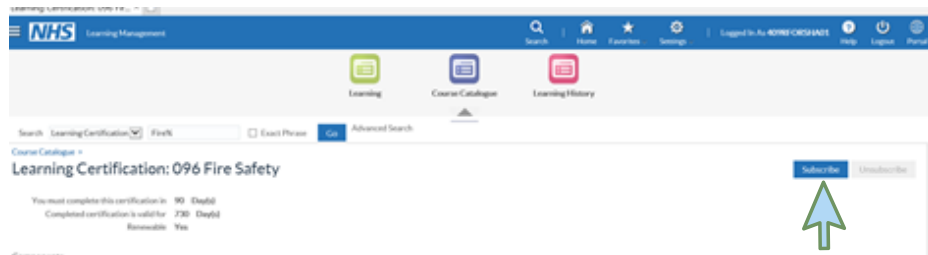
Resuscitation Level 2 - Paediatric Basic Life Support

Resuscitation Level 3 - Paediatric Immediate Life Support

Resuscitation Level 3 - Adult Immediate Life Support

Resuscitation Level 3 Newborn Immediate Life Support

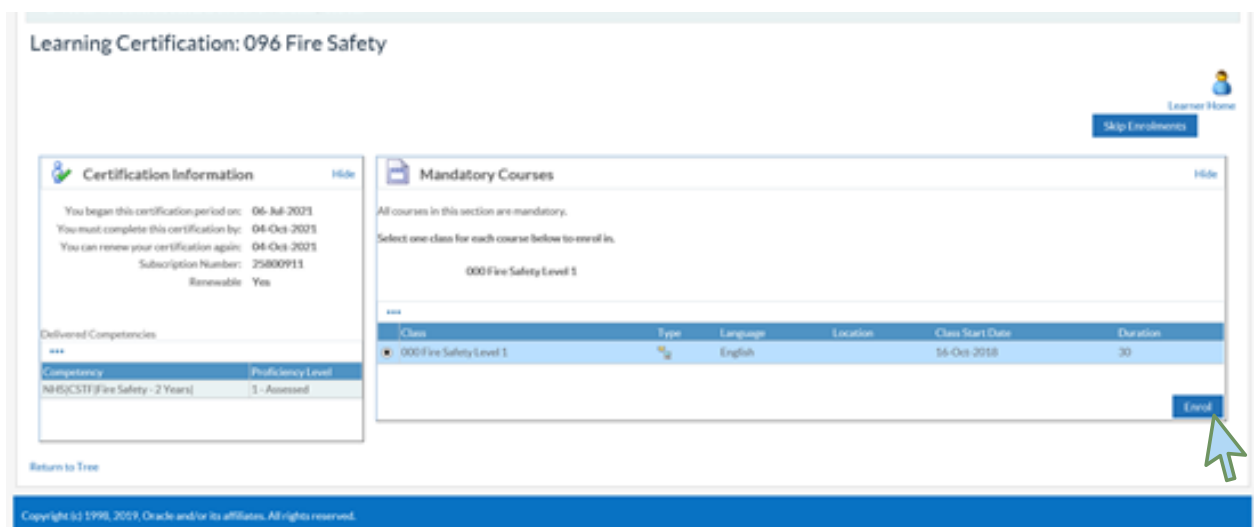
8. Once you have selected the correct certificate, click **Subscribe** to proceed.



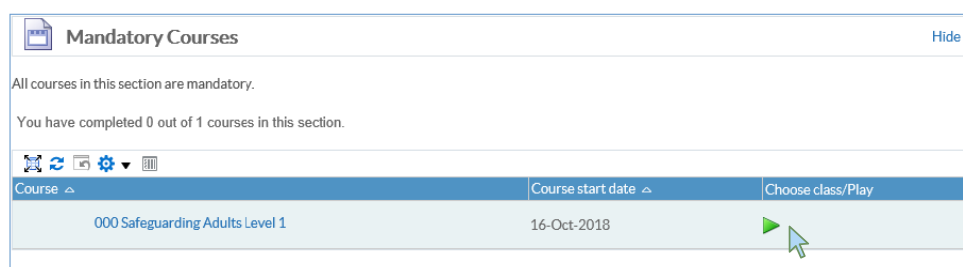
9. Next, click the **Finish** button.


**Finish**

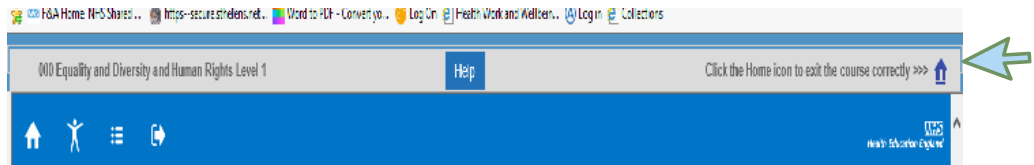
10. Then, click the **Enrol** button.



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**.

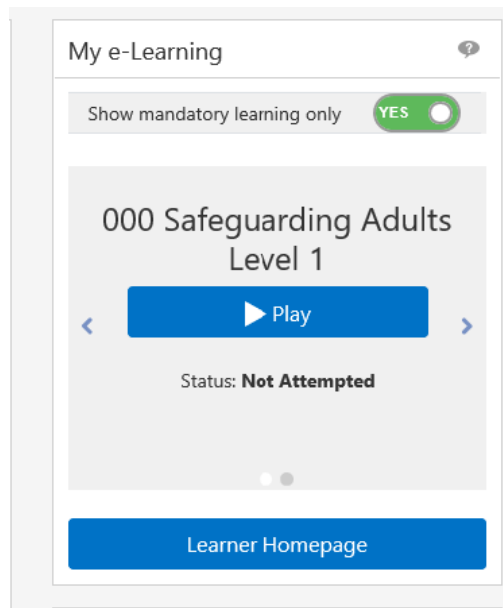
Competence Requirements		
Click "Search" to find certifications, courses and learning paths with the required competence		
Competence Name	Expiry Date	Search
409 LOCAL Aseptic Non Touch Techniques - Theory General		
409 LOCAL COVID-19 Workforce Risk Assessment General		
409 LOCAL Local Induction Checklist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

**13.** If you have to log out half way through your e-Learning, providing you exit via the **Home Button** Your progress will be bookmarked.

**14.** If you want to resume your e-Learning Session, there are **two options** to do this:

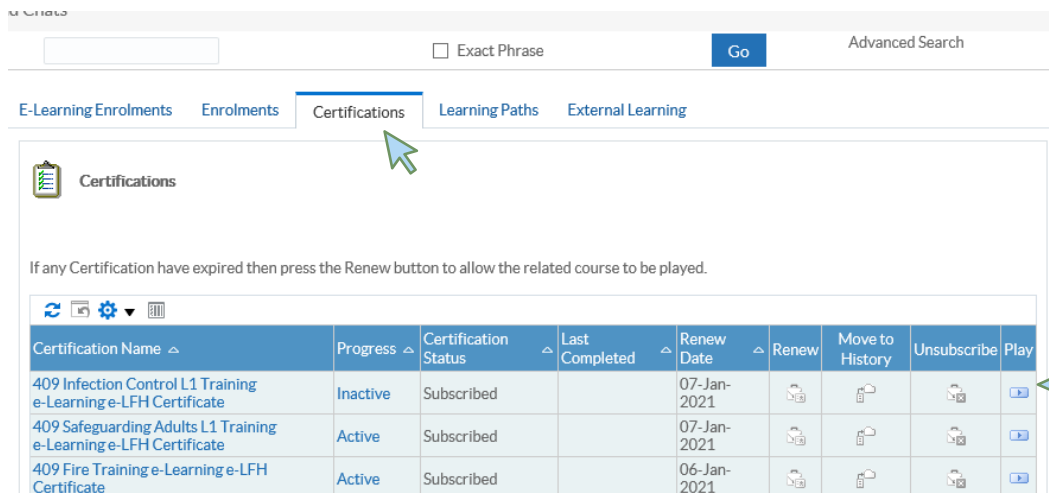
**Option 1:**

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



## FAQ's

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### **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](mailto: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.

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### **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](mailto:gillian.cartwright3@sthk.nhs.uk) who can further assist with this matter.

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### **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.

#### **Need help?**

For enquires regarding completion of modules on ESR or log in details. Please contact [ESR.Leademployer@sthk.nhs.uk](mailto:ESR.Leademployer@sthk.nhs.uk)



## FAQ's

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**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 non-compliant?**

**All the above modules have an element of face to face training required. The e-learning 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.**

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**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.**

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**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.**

### **Need help?**

For enquires regarding completion of modules on ESR or log in details.  
Please contact [ESR.Leademployer@sthk.nhs.uk](mailto:ESR.Leademployer@sthk.nhs.uk)

### 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.

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### 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.

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### 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.

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### 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-Learning 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.