NHS

Mersey and West Lancashire Teaching Hospitals
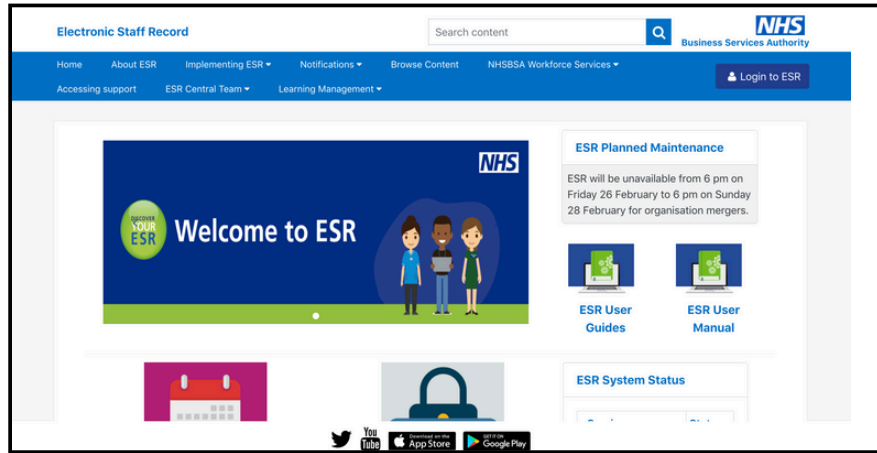
NHS Trust

ESR User Guide - Mandatory Training

MyESR e-Learning

How to access MyESR to complete e-Learning

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.
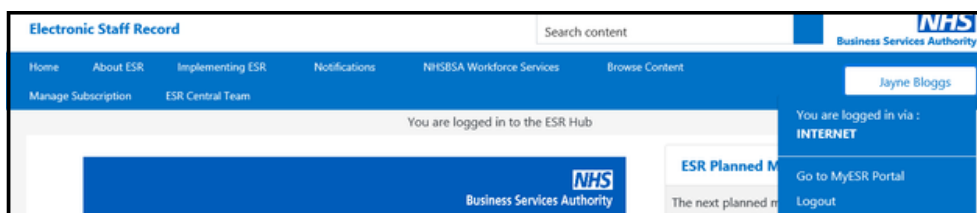

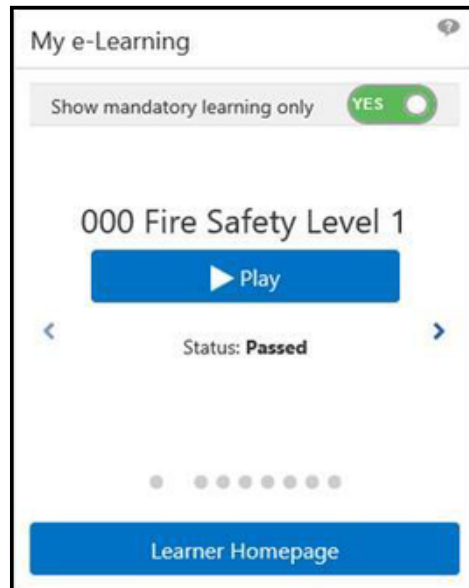To login, click on the **Login to ESR** button.

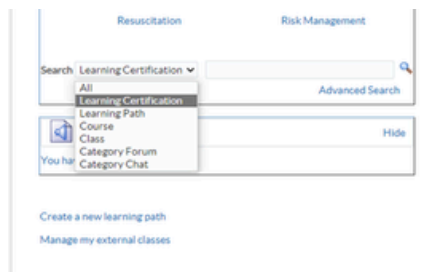**2.** Enter your **username** and **password** or log in with your **smartcard.**

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.
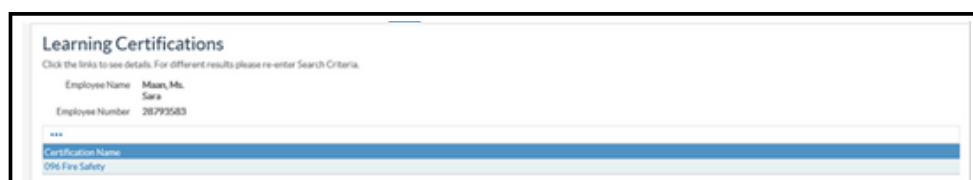*You can find this in the centre of the ESR webpage.*

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 Core Skills training to be completed via Learning Certificate is listed below:

To be completed by **All Doctors in Training:**

- 096 Equality, Diversity and Human Rights
- 096 Fire Safety
- 096 Health, Safety and Welfare
- 096 Infection Prevention Level 2
- 096 Data Security (Information Governance)
- 096 NHS Conflict Resolution
- 096 Awareness of Prevent
- 096 Safeguarding Adults (Version 2) Level 2
- 096 Safeguarding Children (Version 2) Level 2

The below courses need local assessment due to specific equipment being used at the Trust. Each module has two codes, one for the prerequisite course on ESR and the other for the face-to-face course at the Trust.
We recommend both elements to be completed, however this decision 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 based on rotation:

Safeguarding Adults (Version 2) – Level 3
Safeguarding Children (Version 2) – Level 3
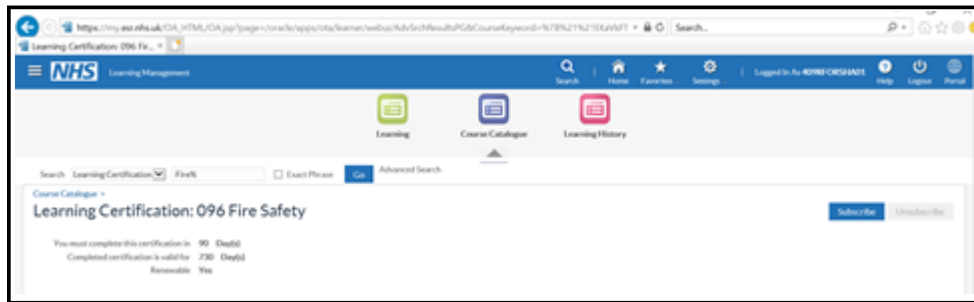Resuscitation Level 2 – Newborn Basic Life Support
Resuscitation Level 2 – Paediatric Basic Life Support
Resuscitation Level 3 – Paediatric Immediate Life Support
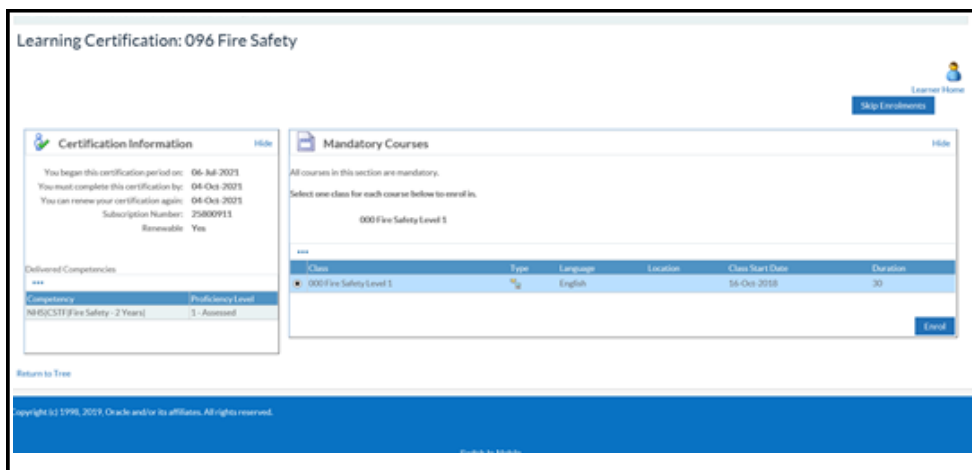Resuscitation Level 3 – Adult Immediate Life Support
Resuscitation Level 3 – Newborn Immediate Life Support

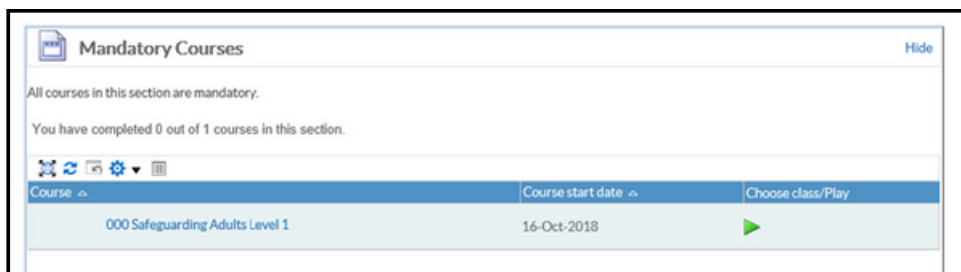**8.** Once you have selected the correct certificate, click **Subscribe** to proceed.

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

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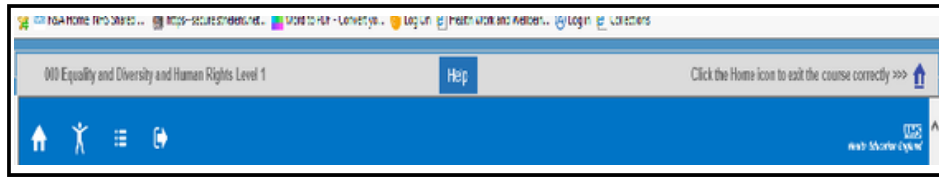

11. Click the **Play** ▶ button to **start the e-Learning Session**.

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

This does not apply to 000 Data Security Awareness Level 1

Follow the instructions to work through the e-learning. Once you have completed the course ensure you exit via the **<u>Home button</u>**. 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.

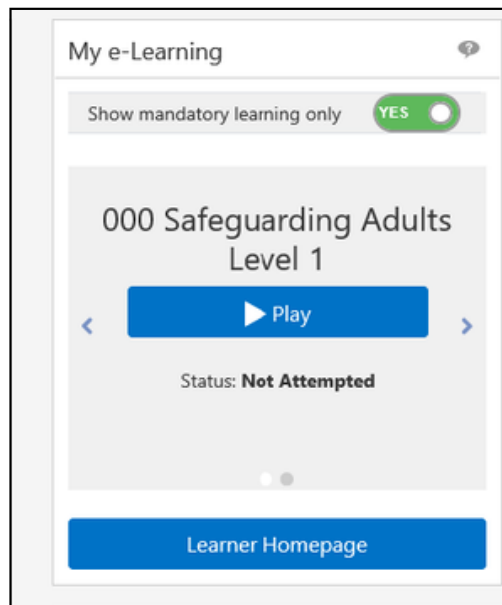The subjects you have not completed will be listed under your **Competence Requirements**.

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:
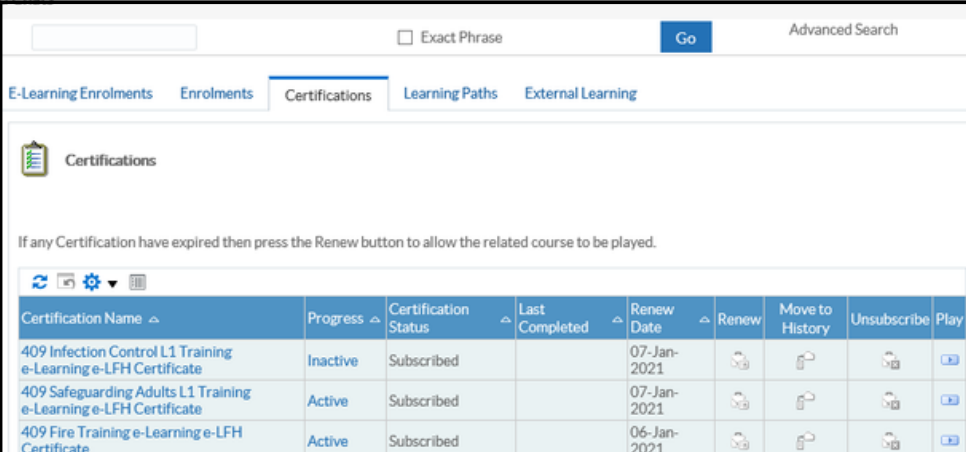
Option 1:

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

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.

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 NHS Trust ESR Record through a 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 096 ESR using Supervisor Self Service.

6. I have completed Resuscitation Adult ALS Training recently, do I still have to do Resuscitation Adult BLS Level 2?

If you have completed Resuscitation Advanced Life Support or ILS Level 3 within the past year, Resuscitation Basic Life support can be credited.
However if you have completed ALS/ILS more than a year ago, BLS will not be credited as trainees must complete Resuscitation BLS on an annual basis.

For trainees who are also ALS Trainers, please show the proof to your medical education team at your local Host Trust and they will credit Resuscitation Adult BLS Level 2 to your learning profile on 096 ESR

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