

# eLfH User Guide - Mandatory Training For CSTF Modules For Resident Doctors

## **How to access CSTF e-Learning on eLfH**

## How to log into eLfH

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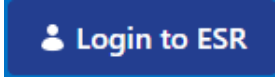
1. Visit <https://portal.e-learning.org.uk> and **log in** using your usual username and password. If you have not used eLfH before or since joining Lead Employer please see the **Quick Start Guide to eLfH**.

**Please note:** if you are inactive for more than **15 minutes the account will reset and close**. When this happens, you should be able to restart from where you left.

2. Then you need to enrol onto the appropriate courses.

To be completed by **All Resident Doctors**

- 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


 A blue rectangular button with a white user icon and the text "Login to ESR".

The below courses 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.

We recommend both elements to be completed, however this decision is down to the local Trust or Host.

- 096 Moving and Handling Level 2
- 096 Resuscitation Level 2 Adults - Knowledge

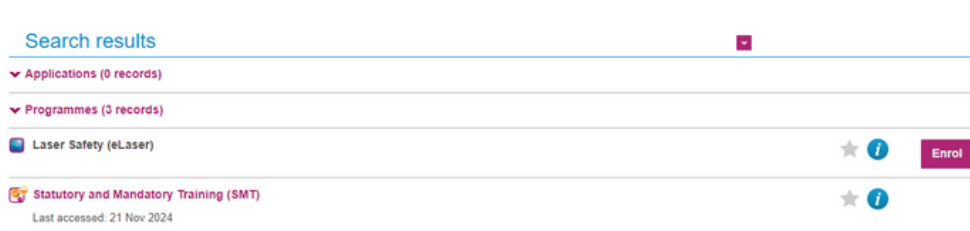
### **Additional Training that may be required based on rotation:**

- 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

### 3. To enrol:

Search for the course using the search function (search the e-learning box).

Click on the correct course and then click **enrol**.



### 4. To start the learning module, click the **Play** button.



## How to complete an eLearning Session

### 1. Open the **Course**

2. Click **Next** and complete the learning until you reach the end of the learning session. Click complete to register your completion.

3. Once you have completed, it will take an overnight refresh of the system to update in ESR.

**Please note:** each page must be visited correctly for the learning to register.

### Instructions

In order to complete this learning, visit each of the chapters shown below; a green tick appears on the Main Menu when each chapter has been opened. Complete the eAssessment in order to pass the course. Your training record will be updated with your eAssessment score.

If you feel you have the necessary knowledge, you can skip straight to the eAssessment without completing the knowledge chapters first.

For session information select the ☰ drawer icon


Select the ♿ accessibility icon to switch on the accessibility function, select the icon again to switch it off

To exit the session via **ESR** select the:


- 🏠 home icon at the top right of the window

For non ESR users select the:


- 🚪 exit icon to exit the session




Session Overview



Common Causes of Conflict

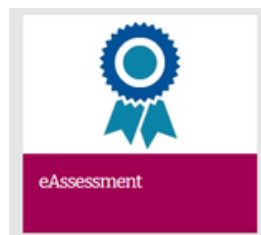


Avoiding Conflict



Dealing With a Conflict Situation

**Please note:** Each page must be visited correctly for the learning to register. You will also need to complete the eAssessment at the end of the module.



**Need help?**

For issues with completion on eLfH please contact eLfH at [support@e-lfh.org.uk](mailto:support@e-lfh.org.uk)

## FAQ's

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### **1. I have not received my log on to eLFH to access my Mandatory Training?**

On the eLFH homepage, there is an option to register for an account if you haven't used this system previously. It will prompt you to enter in your work email address. Please make sure that you use the same email address and GMC number as you have in ESR.

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### **2. I clicked a link in eLFH to launch the training, what do I do if I receive an error message?**

Try launching the session again. If that fails, log out of the Hub, close all browser windows, then log back in and try the session again. If it still fails, then visit the Technical Checker on the eLFH Help page to give your system a quick once over to see that it is set up correctly for accessing training content. If the Technical Checker gives your system a clean bill of health, then contact the Support Team - Please send a screenshot of the message or copy and include it.

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### **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.

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### **4. The training I have completed in eLFH is not showing in ESR?**

Training completed in eLFH will update in the ESR system overnight. If training is still not showing, please ensure your eLFH record holds your GMC number and the same email address as the one in your ESR account.

**Need help?**

For issues with completion on eLFH please contact eLFH at [support@e-lfh.org.uk](mailto:support@e-lfh.org.uk)