

## GUIDE TO COMPLETING e-LEARNING MODULES VIA LTHT TRAINING INTERFACE

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### How to Access & Register

Click on the following link

<http://traininginterface.leedsth.nhs.uk> and click on the purple Registration box

You do not require a payroll number to register but ensure you click on and **Register yourself as a Junior Doctor.**

Now register as you would for any website creating a username and password. We would suggest the e-mail address you have supplied to us as your username and your password should contain the usual mix of upper & lower case letters/numbers/special characters (e.g. ! &)

To complete the training, once registered you will need to log out then back in again

***NB: If you have worked for the Trust in the past and think you may be already registered for a staff training account (contracted staff account) please ignore this and register as described above – you will not be able to complete the training if you register with an existing account and it doesn't matter if you end up with two accounts – a colleague has done just that so we can view what a junior doctor will see and that colleague also has contracted staff account in addition so it does work***

***To register for a Junior Doctor account, ensure you use a different e-mail address as your username and password to any existing contracted staff account***

**Please note that the system will be unavailable between 2.00 a.m. & 4.30 a.m. to allow the Electronic Staff Record to automatically update**

## MANDATORY TRAINING

- Junior Doctor e- Induction
- Junior Doctor Rotational
- Nasogastric Tube

## PRIORITY TRAINING

**eDAN (electronic discharge advice note)**

**epro (digital dictation software)**

**Order Comms (paper light system for requesting tests/examinations)**

**ppm+ (patient pathway manager)** is Leeds Teaching Hospitals Trust-wide Electronic Patient Record (ERP). It allows clinical staff to have the ability to share important information about their patients quickly, such as test results and diagnoses, which will in turn support the patient's journey and treatment seamlessly across the organisation

If you are expected to request tests/examinations, discharge patients and dictate patient correspondence and are able to complete the following modules prior to commencing work with the Trust our colleagues in Systems Training will be able to forward login details for these systems to your nhs.net account. Details of nhs.net accounts will be distributed at the face-to-face Induction. Please ensure you log onto your nhs.net account at your earliest convenience where you will find an e-mail from our colleagues in Systems Training with your login details for the above systems provided you have completed the training. You will then be able to perform these activities in your clinical areas from your start date.

**You will not be able to obtain login details for these systems via the Interface but the modules will turn green once completed which allows our colleagues in Systems Training to establish who has completed and forward login details to nhs.net accounts**

Any delay in completing the training will mean a delay in issuing login details, using the systems and therefore patient care.

**NB: If you "fail" the "Electronic Discharge Advice Note for Prescribers Assessment" on three occasions it will lock you out so you will then need to view the "Electronic Discharge Advice Note for Prescribers Intro" again which should then allow you to take the Assessment again**

Approximate timings to complete all these e-learning modules are:

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|--|---|
| <b>Regional Clinical e-induction:</b>        | 4 hours, although you are able to dip and in out saving what you have completed |
| <b>LTHT Rotational Clinical e-induction:</b> | 30 minutes  |
| <b>OrderComms, epro, ppm+:</b>               | 15 minutes per module   |
| <b>eDAN:</b>                                 | 30 minutes  |