Welcome to the e-Induction for Doctors 2016

Dear trainee,

You will receive an e-mail with login details to the new clinical learning platform for the region. The e-mail will include a link to the platform so that you can confirm your registration and access the courses. This platform holds the e-learning courses for your induction training; these include the e-induction for Doctors course, your Local Trust Induction and an Information Governance course. If you completed the e-induction for Doctors course in 2015, you will not be required to complete it again until 2017. However, you will still need to complete the local trust induction for the trust you are rotating into and the Information Governance course.

Logging on

Platform: https://heeclinicallearning.org

Username: This will be your GMC number

Password: This will be contained in the e-mail you receive. The first time you logon you will be asked to change the original password supplied to you.

Getting started on the platform

To get started, select the **MY LEARNING** tab at the top of the page.

The **MY LEARNING** page will give you a detailed list of all the courses that you are currently enrolled on, as well as the completion status of that course.

You should see:

- o A Trust Introduction course (for the Trust you are joining).
- o An e-Induction for Doctors course
- o An Information Governance course (based on the national NHS requirements)

If the Local Trust Induction is not correct for the Trust that you are joining, it maybe that your details have not been updated on the system. The data is updated regularly, so please login and check again a few days later.

If you have already completed your e-Induction for Doctors in 2015, but the course is showing as Not Started, then again, it will may be that your historic records have not yet been transferred through to this platform.

Course status

Course	Date Enrolled	Course Deadline	Course Status	Activities Completed	Date Completed
✔ Leeds Teaching Hospitals NHS Trust - Local Induction	29/06/2016	29/08/2016	Complete	1 of 1	29/06/2016
◑ e-Induction for Doctors 2016	29/06/2016	29/08/2016	In Progress	1 of 8	
○ Information Governance 2016	29/06/2016	29/08/2016	Not Started	0 of 1	

When you have started a course and haven't finished it, the circle to the left of the course name will be half filled, and the course status will be registered as In Progress. Once you have completed all of the activities within a course, the circle to the left of the course name will be filled in and ticked, and the course status will be registered as Complete.

To get started, select the Course title from the list in the MY LEARNING page. This will redirect you to the course page.

Launching a module from within a course

Once on the course page a course, you can select the module name to launch it. Trust Local Induction and the Information Governance courses only have one module to launch. The e-induction for Doctors course has eight modules to launch and work through.

Please note that selecting Enter on the launch pages will open the activity in a new pop-up. You will need to ensure that you have allowed pop-ups from the site. Advice on how to do this can be found in the TROUBLESHOOTER, which can be found at the bottom of the launch page.

If you close the window (therefore exiting the module) before finishing it, your progress will be saved and the next time you return to the module you'll be able to restart from the point where you left off.

When you have completed a module within a course you will receive a tick in the box to the right of the activity – as can be seen below for the Major incidents module, which is part of the e-Induction for Doctors course.

Updating your password

To update your password, select the **MY PROFILE** tab at the top of the screen. You will be directed to your profile page. In the administration block on the right of the screen, select **Change password –** you will then be able to update your password. If you ever forget your password, then you can click on the Forgotten Password link on the login page.

Troubleshooting

The platform and the courses are compatible with the vast majority of devices (including tablets and smart phones) and a variety of web browsers. The courses have not been developed specifically for viewing on a smart phone but they are able to be accessed in this way.

If you experience any issues when completing the learning, or if you have any questions, please click on the Troubleshooter tab at the bottom of the screen. This link provides key guidance to ensure that you can effectively complete the learning.