

IMPORTANT - Do you have an NHS.NET email address?

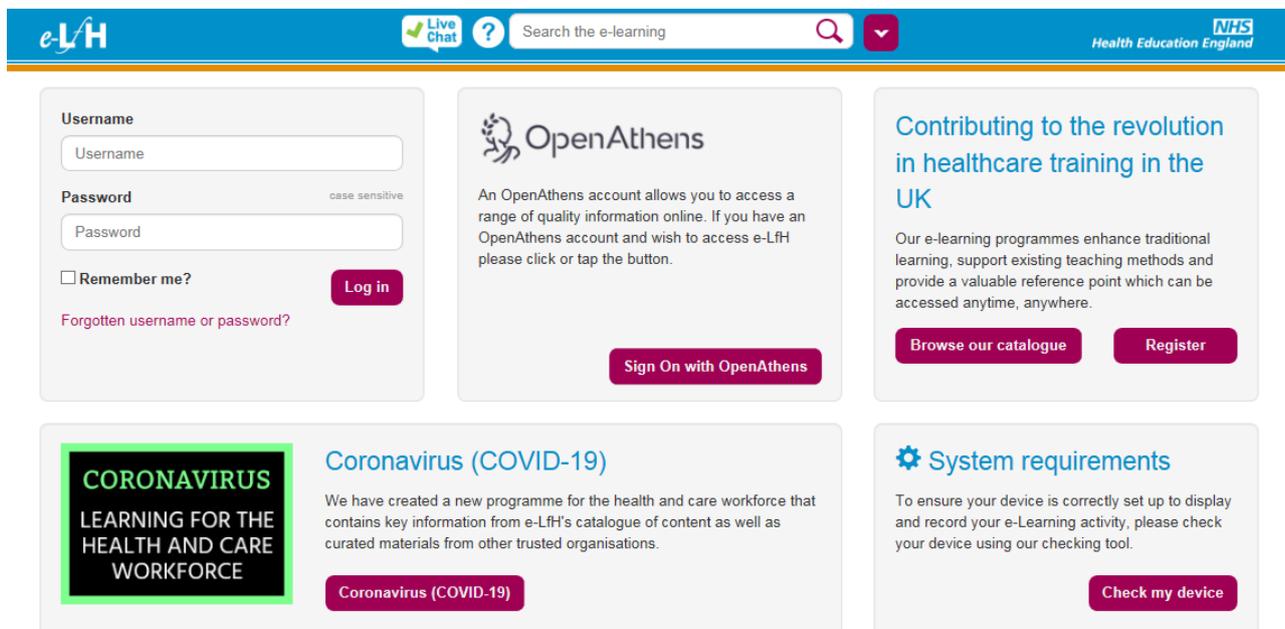
If not, please contact IT on **Ext: 2522** and they will create one for you.

Please **keep** a note of the details they give you as training is on a 1 - 3 yearly basis.

An NHS.NET email address not only provides eligibility for a number of websites such as e-LfH, OpenAthens and many NHS databases. It also give you eligibility for lots of NHS discounts from various sources.

Statutory & Mandatory Training with e-Learning for Healthcare (e-LfH)

To get onto e-LfH click on the link - <https://portal.e-lfh.org.uk/> or type this into a search engine, such as Google. You can find this on the Intranet via e-Learning. E-LfH is hosted by Health Education England and looks like this:



The screenshot shows the e-LfH portal interface. At the top, there is a navigation bar with the e-LfH logo, a 'Live Chat' button, a search bar with the text 'Search the e-learning', and the NHS Health Education England logo. Below the navigation bar, there are three main content areas:

- Username/Password Login:** A form with fields for 'Username' and 'Password' (marked as 'case sensitive'), a 'Remember me?' checkbox, and a 'Log in' button. A link for 'Forgotten username or password?' is also present.
- OpenAthens:** A section with the OpenAthens logo and text explaining that an OpenAthens account allows access to a range of quality information online. It includes a 'Sign On with OpenAthens' button.
- Contributing to the revolution in healthcare training in the UK:** A section with text describing how e-learning programmes enhance traditional learning. It includes 'Browse our catalogue' and 'Register' buttons.

Below these sections, there are two more featured areas:

- Coronavirus (COVID-19):** A section with a 'CORONAVIRUS LEARNING FOR THE HEALTH AND CARE WORKFORCE' banner and text about a new programme. It includes a 'Coronavirus (COVID-19)' button.
- System requirements:** A section with a gear icon and text about ensuring device settings for e-learning activity. It includes a 'Check my device' button.

This is the recommended eLearning resource used by the Trust. Once you have registered, you will be able to complete the *relevant* statutory modules for your role, plus many other *optional* courses - for example:

- Data Security Awareness – Level 1
 - Fire Safety Awareness – Level 1
 - Health & Safety - Level 1
 - Infection Prevention - Level 1
 - Safeguarding Adults - Level 2
 - Safeguarding Adults - Level 1
 - Safeguarding Children - Level 1
 - Safeguarding Children - Level 2
 - Conflict Resolution - Level 1
 - Equality and Diversity and Human Rights - Level 1
 - Preventing Radicalisation – Basic Prevent Awareness
 - Preventing Radicalisation - Awareness of Prevent (Level 3)
 - Blood 01 - Safe Transfusion Practice
 - Blood 02 - Blood Components and Indications for Use
 - Blood 09 - Consent for Transfusion
 - Resuscitation Adults - Level 2
- If you deal with Paediatrics, you also need to complete:
- Resuscitation Paediatric - Level 2

For more information, see the FAQs at the end of this leaflet.

OpenAthens Registration

Once you have your NHS.NET email address from IT (if you haven't already got one), you will need to have an NHS **OpenAthens** account.

You could register directly onto e-LfH, but the Library doesn't advise this as we don't have any administration access. If you do have any problems with e-LfH or forget your login details, we may not be able help you.

An **OpenAthens** account (often known as just **Athens**) is a way of proving you have eligibility to use **e-LfH**, and several other **NHS** websites which you may need for further courses, study or research.

Copy this link into a search engine - <http://www.library.sath.nhs.uk/services/athens/>

It will take you to one of the pages of the Shrewsbury and Telford Heath Libraries' website, as seen below:

The screenshot shows the website for Shrewsbury and Telford Health Libraries. The header includes the library logo, a navigation menu with items like 'About', 'Search', 'Make a Request', 'UpToDate', 'OpenAthens', 'Get Help', 'Evidence Updates', 'What's New', 'Contact Us', 'A-Z', and 'COVID-19'. The main content area is titled 'OpenAthens Accounts' and contains the following sections:

- OpenAthens Accounts**: A paragraph explaining that an OpenAthens account provides access to a wide range of online resources, such as e-journals, e-books, databases, and evidence resources.
- How to get an OpenAthens account**: A section stating that accounts are free and allow access from anywhere. It lists three options: joining the library, using a self-registration form, or contacting the library.
- Which organisation do I register under?**: A section providing guidance on how to choose an organisation for registration, with a table of options.
- Key OpenAthens Resources**: A list of resources including UpToDate (SaTH only), BMJ Case Reports (SaTH only), NHS Healthcare Databases (Medline, CINAHL, PsycINFO and many more), NHS Journals A-Z List, Royal Marsden Manual of Clinical Nursing Procedures, and e-Learning for Healthcare (e-LfH).
- OpenAthens links**: A list of links for account management, including 'Register for an account', 'Log into OpenAthens', 'Change your organisation', 'Change your email address', 'Change your password', and 'Forgotten your password?'

Employer / Role	Athens organisation
Severn Hospice	Other eligible staff in the Midlands and East of England
Ambulance service staff in Shropshire	West Midlands Ambulance Service NHS Trust
General Practice in Shropshire (including practice staff and practice nurses)	GPs, Practice Staff and CCG Staff in Shropshire
Shropshire Clinical Commissioning Group (CCG) staff	GPs, Practice Staff and CCG Staff in Shropshire

This will give you more information about **OpenAthens** and tell you all you need to know about the self-registration form you need to fill in for an account. If you have any problems with this, contact **Shrewsbury** or **Telford Health Library** to help you:

Telford Health Library

01952 641222 Ext: 4440

sath.telford.library@nhs.net

Shrewsbury Health Library

01743 49 2512 Ext: 2512 or 1440

sath.shrewsbury.library@nhs.net

Or just pop in to either of the Libraries. We are staffed Monday to Friday, 8.30am until 5pm, and are happy to help with the whole registration process.

e-LfH Registration with an OpenAthens account

Now you have your **NHS.NET** email address and your **OpenAthens** account you can register with **e-LfH**. The web pages contained here may have a slightly different look, but the boxes and buttons should still be there to use.

1. Go to :

<https://portal.e-lfh.org.uk/>

or copy this into a search engine.

Click **Sign On with OpenAthens**

The screenshot shows the e-LfH portal homepage. At the top, there is a navigation bar with the e-LfH logo, a 'Live Chat' button, a search bar, and the NHS Health Education England logo. Below the navigation bar, there is a login form with fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. To the right of the login form is an 'OpenAthens' section with a description of the account and a 'Sign On with OpenAthens' button, which is highlighted with an orange box. Further right is a section titled 'Contributing to the revolution in healthcare training in the UK' with a 'Register' button. Below these sections are two more boxes: 'CORONAVIRUS LEARNING FOR THE HEALTH AND CARE WORKFORCE' with a 'Coronavirus (COVID-19)' button, and 'System requirements' with a 'Check my device' button.

2. Click **NHS England**

The screenshot shows the 'OpenAthens provider' selection screen. The page title is 'OpenAthens provider'. Below the title, there is a heading 'Log in with your OpenAthens provider' and a sub-heading 'Please select a provider to log in.'. There are two buttons: 'NHS England' and 'NHS Scotland'. The 'NHS England' button is highlighted with an orange box.

3. Enter your **OpenAthens** username and password.

Click **Sign in**

The screenshot shows the 'Sign in with an OpenAthens account' form. At the top, there is the NHS logo. Below the logo, there is a heading 'Sign in with an OpenAthens account.'. There are two input fields: 'Username' with the value 'nhsphtraining001' and 'Password' with masked characters. Below the input fields is a 'Sign in' button, which is highlighted with an orange box. Below the 'Sign in' button is a link 'Problems signing in?'. At the bottom of the form, there is a small text: 'By using this site you agree to us setting cookies. Please see our privacy and cookie information.'

4. Click **Proceed to next step.**

The screenshot shows the 'Linking your e-LfH account' screen. The page title is 'Linking your e-LfH account'. Below the title, there is a heading 'Do you already have an eLfh account?'. There is a text box with the following text: 'We can link your OpenAthens account to an existing e-LfH account in order to maintain a single learning record on the e-LfH platform.' Below the text box are two input fields: 'Username' and 'Password'. Below the input fields is a 'Find your account' button. To the right of the input fields is a section titled 'I don't have an e-LfH account.' with a 'Proceed to next step' button, which is highlighted with an orange box.

5. Enter your surname and email address.

Click **Create account**.

Linking your e-LfH account

Create an account

In order to record your learning activity on the Hub, we need to create an account. This account will be automatically linked to your OpenAthens account so you can continue to use your OpenAthens sign on credentials.

Please enter your last name

Training

Please supply a valid email address

training001@walthamforest.gov.uk

Please type your email address again to verify

training001@walthamforest.gov.uk

Create account

6. Click **I accept these Terms and Conditions**.

e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies

Terms and conditions | Accessibility | Contact us | Version: © e-Learning for Healthcare 2018

Live chat ? Search the e-learning

Welcome oa-First-Name | Log Out

Login Wizard

Please complete the following steps to ensure the initial set up of your account is fully complete.

Terms & Conditions and Privacy Notice for e-lfh.org.uk

The e-LfH Hub terms and conditions have been updated. You are required to accept these new Terms and Conditions before you are able to continue to use the Hub.

Please read the Terms and Conditions below and click the 'I accept these Terms and Conditions' button.

I accept these Terms and Conditions

The text here forms part of the terms and conditions of use that every e-Learning for Healthcare (e-LfH) user must accept before getting access to the e-LfH Hub. e-LfH has also made this text publicly available on the e-LfH web site in the interests of transparency and updated based on the GDPR EU article29 Working Party which comes into force on 25th May 2018. The text can be downloaded in pdf format if required. As e-LfH is part of Health Education England (HEE), you can view the updated HEE privacy notice here.

If you have any queries about any aspect of these terms and conditions, please contact enquiries@e-lfh.org.uk.

Using e-lfh.org.uk

e-lfh.org.uk is a collection of online resources provided as part of the Health Education England e-Learning for Healthcare programme and is maintained for your personal

7. Enter your job title and click **Search**.

Live chat ? Search the e-learning

Welcome oa-First-Name | Log Out

Login Wizard

Please complete the following steps to ensure the initial set up of your account is fully complete.

Job Role

This Role

Job Role (Staff Group)

Clinical Librarian

Search

Grade

Select Grade...

Primary Specialty

Select Specialty...

Place Of Work

Unknown location (Unknown)

Start Date

23 Nov 2018

End Date

Additional Responsibilities

Caldicott Guardian

Information Governance Professional

Information Security and Risk Professional

8. The search should come up with options for you to choose from. If you get an error message, try again using just one word from your job title.

Select the option that matches your job most closely.

Job Role

This Role

Job Role (Staff Group)

Librarian

Search

Librarian (Administrative and Clerical)

Librarian (Community)

9. Select your pay band.

Please complete the following steps to ensure the initial set up of your account is fully complete.

Job Role

This Role

Job Role (Staff Group)
Librarian (Administrative and Clerical)

Grade
Select Grade:
Band 1
Band 2
Band 3
Band 4
Band 5
Band 6
Band 7
Band 8a
Band 8b
Band 8c
Band 8d
Band 9
Band 10
Student
Not applicable

Primary Specialty
Select Specialty...

Additional Responsibilities
 Caldicott Guardian
 Information Governance Professional
 Information Security and Risk Professional
 SIRO

If you require assistance, please use the [support site](#).

10. Select your specialty. If it is not on the list, choose the nearest to your specialty.

For certain roles such as nursing or doctors, another field may pop up asking for your **Nursing Pin** or **GMC** number.

Please complete the following steps to ensure the initial set up of your account is fully complete.

Job Role

This Role

Job Role (Staff Group)
Librarian (Administrative and Clerical)

Grade
Band 6

Place Of Work
Unknown location (Unknown)

Start Date
23 Nov 2018

End Date

Primary Specialty
Select Specialty:
Not Applicable
Foundation
Emergency Medicine
Acute Internal Medicine
Adult Mental Illness
Anaesthetics
Audiological Medicine
Blood Transfusion
Cardiology
Cardiothoracic Surgery
Chemical Pathology
Clinical Cytogenetics And Molecular Genetics
Clinical Genetics
Clinical Haematology
Clinical Immunology & Allergy
Clinical Neuro-Physiology
Clinical Oncology (Previously Radiotherapy)
Clinical Pharmacology
Clinical Physiology
Community Health Services Dental
Community Medicine
Community Sexual And Reproductive Health
Continuing Healthcare
Critical Care Medicine
Dental Medicine Specialties
Dermatology
Endocrinology
Endodontics

If you require assistance, please use the [support site](#).

11. To complete this field you *must* type in **Shrewsbury and Telford Hospital Trust**. It is very important that you select the right address with the code **RXW**.

Job Role (Staff Group)

Grade
Select Grade...

Primary Specialty
Select Specialty...

Place of Work

Start Date
16 Apr 2020

Place Of Work
Enter your ODS code (if known) or work place postcode to start searching
shrewsbury and Telford hospital

SHREWSBURY AND TELFORD HOSPITAL NHS TRUST, NHS ENGLAND MIDLANDS (NORTH MIDLANDS) (NHS TRUST)
Address: MYTTON OAK ROAD, SY3 8XQ
Org Code: RXW

12. You should now have the job role, grade, primary specialty, and place of work fields all filled out.

Click **Save Changes**.

Job Role

This Role

Job Role (Staff Group)
Librarian (Administrative and Clerical)

Grade
Band 3

Primary Specialty
Not Applicable

Place of Work

Start Date
16 Apr 2020

Place Of Work
SHREWSBURY AND TELFORD HOSPITAL NHS TRUST, NHS ENGLAND MIDLANDS (NORTH MIDLANDS) (NHS TRUST)

If you require assistance, please use the [support site](#).

13. You now have an **e-LfH Username**.

Make sure to make a note of it.

Select **England** from the list of countries.

Login Wizard

Please complete the following steps to ensure the initial set up of your account is fully complete.

Personal Details

Username
TRAIN9527

First Name
Training

Last Name
Training

Preferred Name
Preferred name

Country
England

Region

14. Select your region from the list of regions.

Click **Save Changes**.

Training

Last Name
Training

Preferred Name
Preferred name

Country
England

Region

- Please Select
- East of England
- East Midlands
- London
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire and the Humber

Save Changes Existing Details Correct

15. The system now gives you an option to check your device to make sure it is set up correctly for e-learning. You can skip this. Click **Complete Registration**.

You will only have to go through the registration process once. After this you just have to log in.

It is very important that you keep notes of your **Usernames** and **Passwords**. All of the courses are to be repeated every 1 - 3 years.

e-LfH

Live Chat Search the e-learning

Welcome oa-First-Name | Log Out

Health Education England NHS

Login Wizard

Technical Check

To ensure your device is correctly set up to display and record your e-learning activity, please check your device using our technical checker.

Check my device

Complete Registration

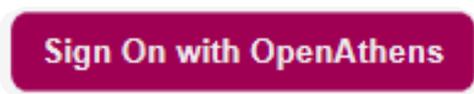
e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies

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16. You can now see your **e-learning portal**.



In future, you can just use:



To sign in to **e-LfH**.

e-LfH

Live Chat Search the e-learning

Welcome Training | Log Out Home My e-Learning My Account - My Activity -

My e-Learning View full catalogue

You are not currently enrolled on any programmes or applications
Select **Enrolment** to add programmes to your account

My Account

Training Training

Primary Email Address:
training001@walthamforest.gov.uk

Place of Work:
HIGHAM HILL CHILDRENS CENTRE | Update

We Need You!

We are conducting user research to help inform the development of Health Education England's (HEE) Learning Solution and e-Learning for Healthcare Hub to ensure they meet the needs of users.

Find out more

My Statistics - Last 12 Months

Number of sessions launched

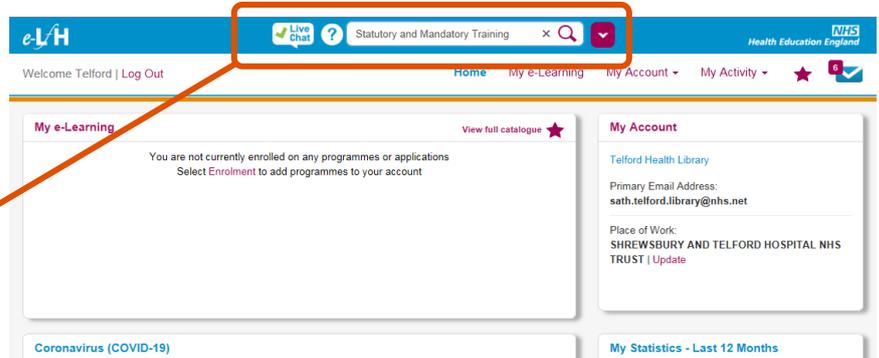
0

Recent Activity

Notifications

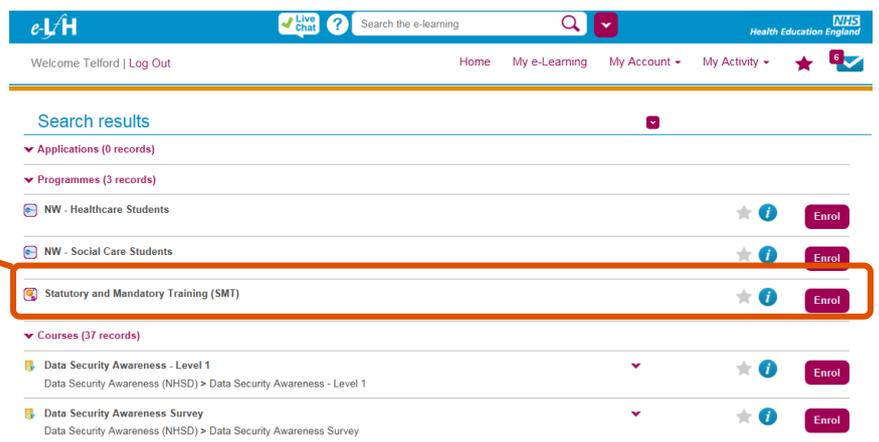
17. To find an e-learning programme, enter some search terms in the search box at the top. In this example, the search is for **Statutory and Mandatory Training**.

Click the **magnifying glass**.

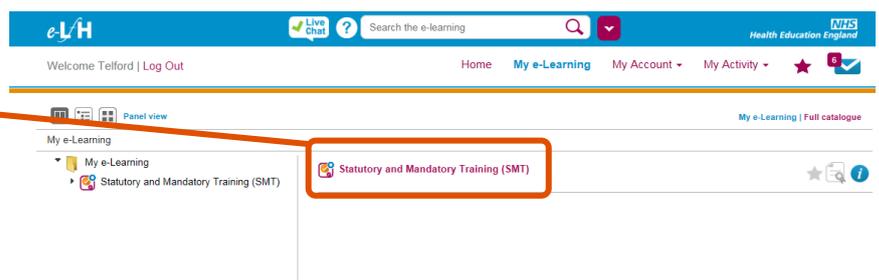


18. A list will appear.

Click **Enrol** on the course you wish to complete.



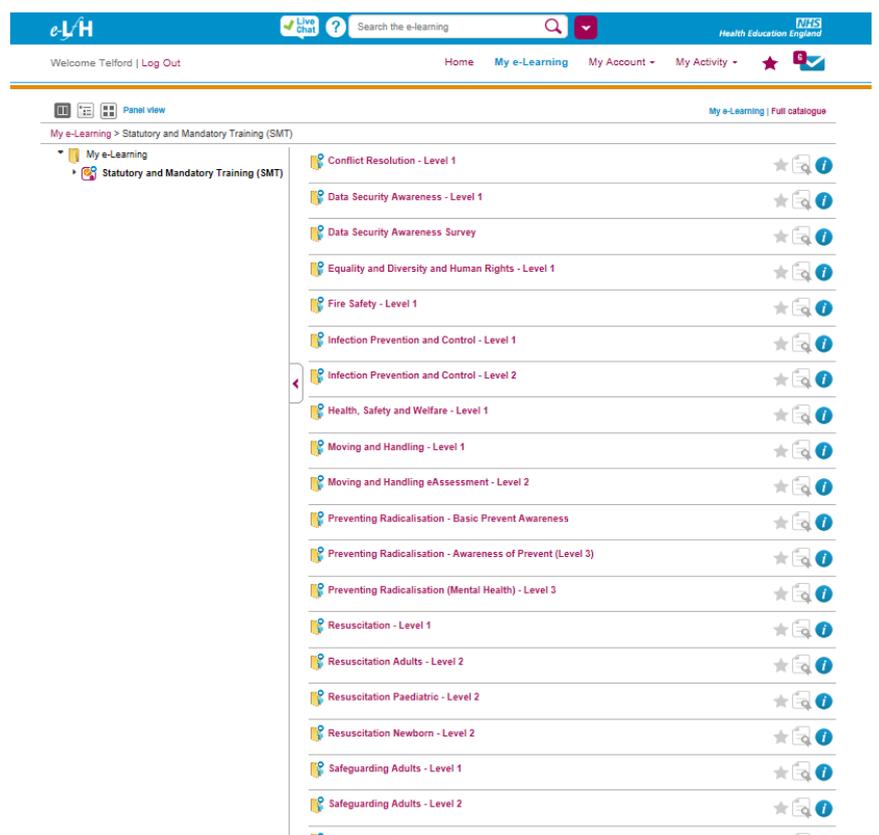
19. Click on **Statutory and Mandatory Training**



20. Once you have selected **Statutory and Mandatory Training** the whole module is moved into the **My e-Learning** area of your e-LfH portal. **My e-learning** is where all of the courses you are working on will stay until completed. If you are part way through a module and have to leave or close down your computer, the module will go back to the same place you were working on when you next log in.

Chose a module you wish to complete, in this instance **Data Security Awareness - Level 1** has been selected.

Click **Data Security Awareness - Level 1**



21. Click **Play** for the learning unit you want to start.

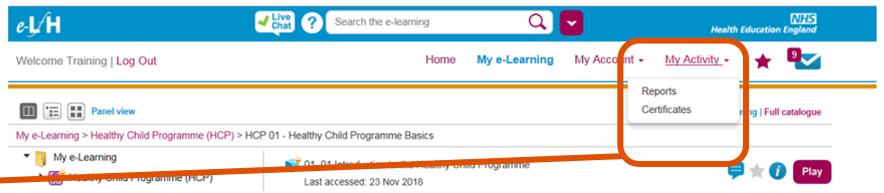


22. You are now in the e-Learning unit. You can navigate with the buttons at the bottom of this page, when you scroll down. Or you can go to:

<http://support.e-lfh.org.uk/e-lfh-support-home/>



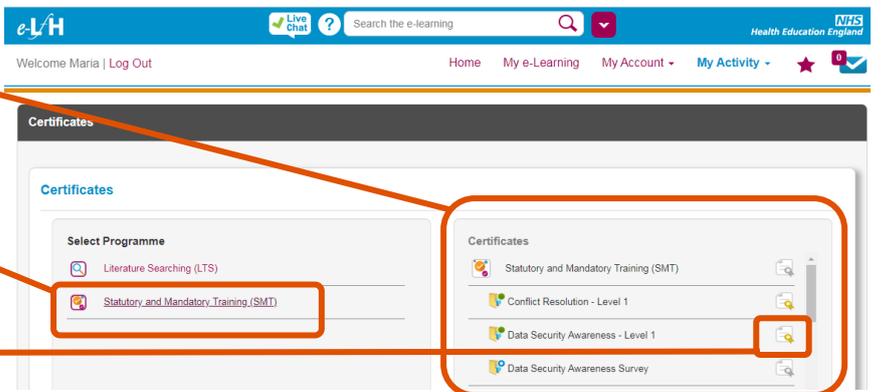
23. When you finish each module, you will get a certificate. You can access your reports and certificates through the **My Activity** link at the top of the e-LfH home page.



24. Click on **Statutory and Mandatory Training (SMT)**, a list will appear here.

Your current certificate will always stay in your account and can be printed out when you need it.

Click on the **Certificate** icon next to the course you have completed.



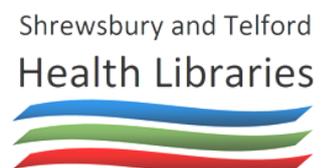
This walkthrough is designed to take you through the registration process of **e-LfH** and **OpenAthens**. Hopefully this leaflet has made things a little easier.

If you are finding the whole thing confusing or the websites are not doing what they should, don't keep it to yourself - contact the **Library** or **Corporate Education**.

It's what we're here for!



Proud To **Care**
Make It **Happen**
We Value **Respect**
Together We **Achieve**



Corporate Education on Ext: 4555 - Shrewsbury Health Library on Ext: 2512 or 1440 - Telford Health Library on Ext: 4440

e-LfH FAQs

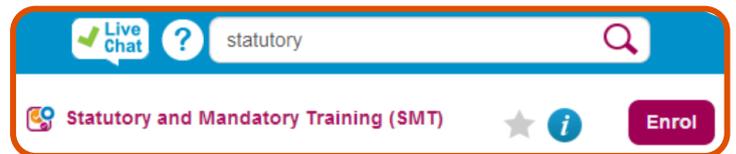
- **Can I log in with my personal email address?**

Ideally you should provide a work **NHS.NET** email address so that your registration results in the most appropriate access to e-learning content

However if you have an **OpenAthens** account, it is advisable that you use *this* to log in to **e-LfH** rather than an **e-LfH Username** and **Password**. Then if you ever forget your username and password the Library can reset it for you. You can also link your **OpenAthens** account up to an existing **e-LfH** account. Library staff can help you to create an **OpenAthens** account, or you can follow the guide at the beginning of this leaflet.

- **How do I find the training I need?**

You need to enrol on **Statutory & Mandatory Training (SMT)**. The training modules you need will be within this programme. To do this you can type **Statutory** in the search bar at the top of the screen.



This will bring up a list of options. The one you need should appear half way down the page. When you find the line that says Statutory & Mandatory Training (SMT) you should see a button on the far right that says ENROL. Once you click on that, it will take you to the next screen where the modules you need are listed.

- **I can't find Information Governance?**

This has been renamed **Data Security Awareness Level 1** within Statutory and Mandatory Training (SMT)

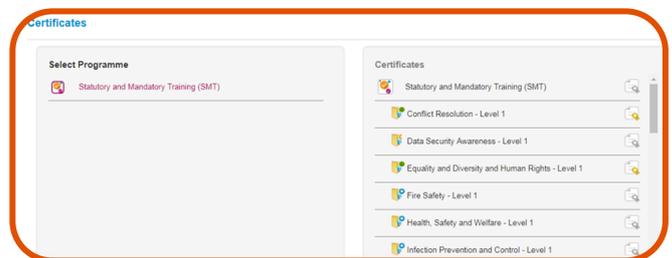
- **If I ring Corporate Education or the Library, can someone reset my password or check that I have completed training?**

Unfortunately we are not Administrators for **e-Learning for Health**. If you forget your e-LfH details you will need to contact e-LfH directly for any technical issues you are having. It is advisable to create an **OpenAthens** account first; for more information on **OpenAthens** or if you forget your log in details, contact the Library.

- **I didn't get a certificate when I finished my training. Where can I find it?**

At the top of the home page you should see a drop down menu called **My Activity**. If you click on Certificates you will be taken to a screen that asks you to Select Programme.

Select **Statutory and Mandatory Training (SMT)** on the left and you will get a list of the modules within this programme on the right.



For any training already completed and passed you will see the symbol of a certificate with a gold rosette. Any training not yet undertaken will show a certificate with a silver rosette.



- **Do I need to print a certificate and send it to someone to prove I have completed the training?**

No. **Corporate Education** will receive a report listing everyone who has completed training. Only print one if you need it for your own or departmental records.

- **What modules should I select?**

The range of **Statutory and Mandatory Training (SMT)** courses you will have to undertake may vary depending on what role you have. As you will see, there are hundreds of courses on e-LfH, but you **MUST** complete all Statutory and Mandatory Training (SMT). The other courses are optional. Some of the course are subject to change. If in doubt, ask your **Line Manager** or **Corporate Education**.

Training clerical staff/non patient handlers:

- Moving & Handling Level 1
- Equality & Diversity & Human Rights – Level 1
- Fire Safety Awareness – Level 1
- Health & Safety - Level 1
- Infection Prevention - Level 1
- Safeguarding Children - Level 1
- Safeguarding Adult - Level 1
- Data Security Awareness – Level 1
- Preventing Radicalisation – Basic Prevent Awareness

Patient handlers:

- Fire Safety Awareness – Level 1
 - Health & Safety - Level 1
 - Infection Prevention - Level 2
 - Safeguarding Children - Level 2
 - Safeguarding Adults - Level 2
 - Data Security Awareness – Level 1
 - Preventing Radicalisation – Prevent Level 3
 - Equality and Diversity and Human Rights - Level 1
 - Conflict Resolution - Level 1
 - Blood 01 - Safe Transfusion Practice
 - Blood 02 - Blood Components and Indications for Use
 - Blood 09 - Consent for Transfusion
 - Resuscitation Adults - Level 2
- If you deal with Paediatrics, you also need to complete:
- Resuscitation Paediatric - Level 2

If you have any queries regarding which modules you need to complete, please contact

Corporate Education on Ext: 4555

They will be happy to help

- **What about e-LfH (e-learning for healthcare) and COVID-19?**

COVID-19 e-learning - both Health Libraries can support you with your e-learning, and we are currently running drop-in e-learning sessions where you can get support.

For details of when these are running, visit the [COVID-19 Daily Essential Training Schedule](#) or <http://intranet/learning/covid19.asp> on the SaTH Intranet.

Any e-learning relating to the prevention and treatment of Coronavirus, with useful links to other sources of information, comes from the **NHS** and the **UK Government**.

[Coronavirus \(COVID-19\) e-learning](#) or <https://portal.e-lfh.org.uk/Component/Details/604722>

These pages (only available onsite through the SaTH Intranet) give details of the e-learning courses that need to be completed through e-LfH for the specified roles:

- [COVID-19 Redeployment Training – Cleanliness Technician](http://intranet/learning/COVID-19_CLEANLINESS_TECHNICIAN.asp)
http://intranet/learning/COVID-19_CLEANLINESS_TECHNICIAN.asp [SaTH Intranet]
- [COVID-19 Redeployment Training – Portering Assistants](http://intranet/learning/covid19_portering_assistants.asp)
http://intranet/learning/covid19_portering_assistants.asp [SaTH Intranet]
- [COVID-19 Redeployment Training – Catering](http://intranet/learning/COVID-19_Catering.asp)
http://intranet/learning/COVID-19_Catering.asp [SaTH Intranet]
- [COVID-19 Induction Training for New Starters](http://intranet/learning/COVID-19_Induction_Training.asp)
http://intranet/learning/COVID-19_Induction_Training.asp [SaTH Intranet]

Shrewsbury Health Library on Ext: 2512 or 1440 or Telford Health Library on Ext: 4440