

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:

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 'A MILLION DECISIONS' logo, and a navigation menu with links 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 explains that an account is needed to access online resources like e-journals, e-books, and evidence resources. It states that accounts are free and open to NHS staff, volunteers, and students. A section titled 'How to get an OpenAthens account' lists three options: joining the library, using a self-registration form, or contacting the library. A table titled 'Which organisation do I register under?' lists various NHS trusts and their corresponding Athens organisations. On the right, there are sections for 'Key OpenAthens Resources' and 'OpenAthens links'.

Shrewsbury and Telford Health Libraries

A MILLION DECISIONS

About Search Make a Request UpToDate OpenAthens Get Help Evidence Updates What's New Contact Us A-Z COVID-19

OpenAthens Accounts

An OpenAthens account is the means to access to a wide range of our online resources, such as e-journals, e-books, databases, and evidence resources.

OpenAthens accounts are free, and allow you to access resources from anywhere. They're open to NHS staff, volunteers, and students on placement with NHS organisations.

How to get an OpenAthens account

You can either:

- Join the library if you haven't already done so, and we'll create an account for you
- Use the [self-registration form](#) (this needs to be done on an NHS PC, or with an NHS or academic email account)
- or simply [contact us](#) or pop in and see us, and ask us to create an account for you

If you already have an OpenAthens account with another NHS organisation, you can [transfer this across](#) to your new organisation.

Which organisation do I register under?

If you're employed by an NHS Trust in Shropshire (or are a student or volunteer based with an NHS Trust), choose the name of the Trust as your organisation on the OpenAthens registration form. Otherwise, check the list below for guidance.

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

Key OpenAthens Resources

- [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](#)
- [e-Learning for Healthcare \(e-LfH\)](#)

OpenAthens links

- [Register for an account \(this needs to be done on an NHS PC, or with an NHS or academic email account\)](#)
- [Log into OpenAthens](#)
- [Change your organisation](#)
- [Change your email address](#)
- [Change your password](#)
- [Forgotten your password?](#)

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

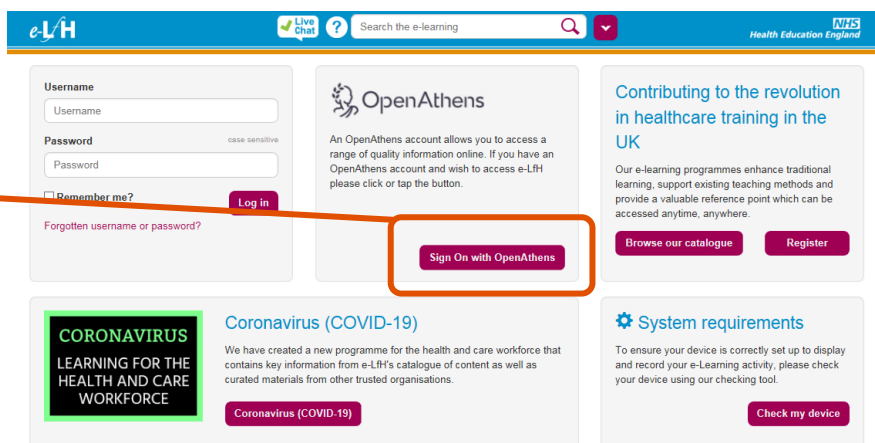
Now you have your **NHS.NET** email address and your **OpenAthens** account you can register with **e-LfH**. The web pages contained here may have a slightly different look, but the boxes and buttons should still be there to use.

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 is a blue header with the e-LfH logo, a 'Live Chat' button, a search bar, and the NHS Health Education England logo. The main content area has a login section on the left with fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. To the right of the login section is a box for 'OpenAthens' with a description and a 'Sign On with OpenAthens' button, which is highlighted with an orange box. Further right are links for 'Browse our catalogue' and 'Register'. Below the login section is a 'Coronavirus (COVID-19)' section with a 'Coronavirus (COVID-19)' button. To the right of that is a 'System requirements' section with a 'Check my device' button. An orange arrow points from the instruction text to the 'Sign On with OpenAthens' button.

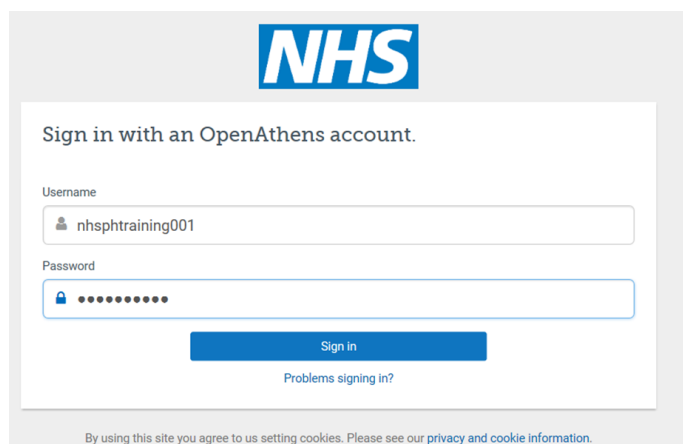
2. Click **NHS England**



The screenshot shows the 'OpenAthens provider' selection screen. It has a header with the e-LfH logo and the NHS Health Education England logo. Below the header is a section titled 'Log in with your OpenAthens provider' with the text '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. An orange arrow points from the instruction text to this button.

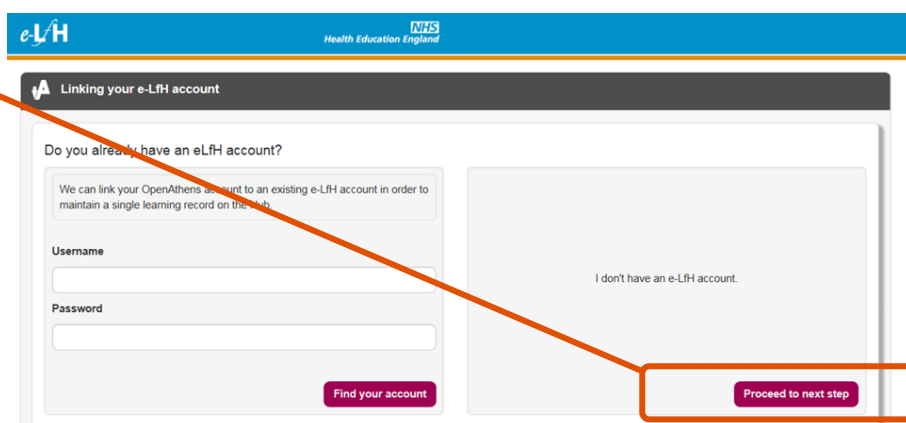
3. Enter your **OpenAthens username** and **password**.

Click **Sign in**



The screenshot shows the 'Sign in with an OpenAthens account' screen. It has a header with the NHS logo. Below the header is a section titled 'Sign in with an OpenAthens account.' with fields for 'Username' and 'Password'. The 'Username' field contains 'nhsphtraining001'. The 'Password' field is masked with dots. Below the fields is a 'Sign in' button, which is highlighted with an orange box. Below the 'Sign in' button is a link for 'Problems signing in?'. At the bottom of the screen is a footer with the 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. It has a header with the e-LfH logo and the NHS Health Education England logo. Below the header is a section titled 'Linking your e-LfH account' with the text 'Do you already have an e-LfH account?'. There are two options: 'We can link your OpenAthens account to an existing e-LfH account in order to maintain a single learning record on the e-LfH.' and 'I don't have an e-LfH account.' Below the first option are fields for 'Username' and 'Password', and a 'Find your account' button. Below the second option is a 'Proceed to next step' button, which is highlighted with an orange box. An orange arrow points from the instruction text to this button.

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

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**.

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) Search

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

Save Changes Existing Details Correct

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
📅

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)
Librarian (Administrative and Clerical)

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

Register

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)

Save Changes Existing Details Correct

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.

Personal Details

Username
TRAIN9527

First Name
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

14. Select your region from the list of regions.

Click **Save Changes**.

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.

Technical Check

Check my device

Complete Registration

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



In future, you can just use:

Sign On with OpenAthens

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

My e-Learning

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

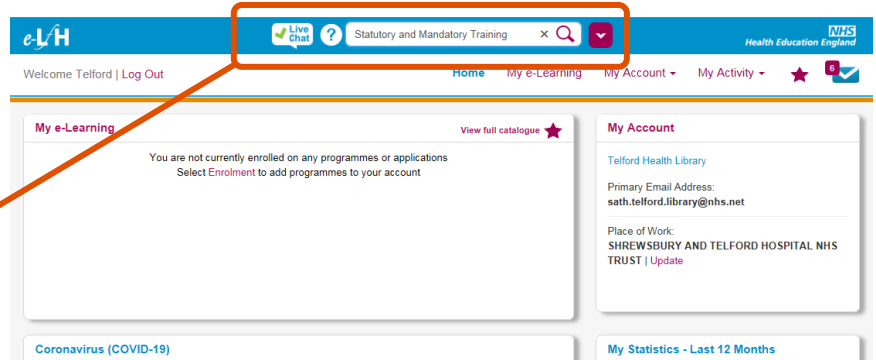
Number of sessions launched: 0

Recent Activity

Notifications

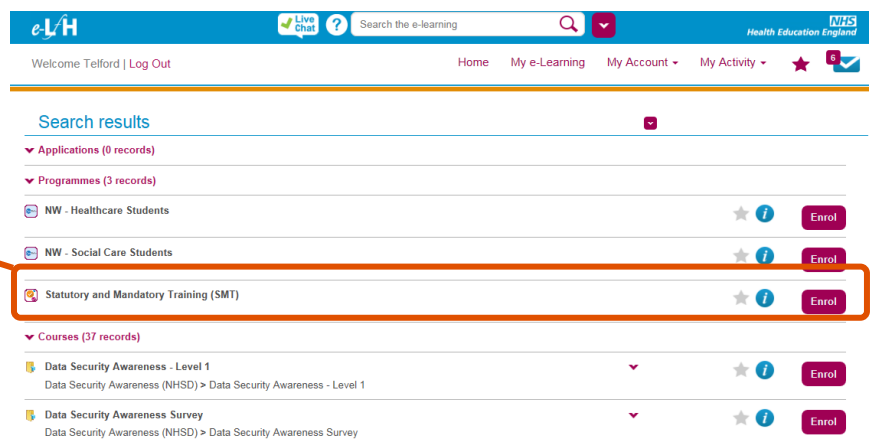
17. To find an e-learning programme, enter some search terms in the search box at the top. In this example, the search is for **Statutory and Mandatory Training**.

Click the **magnifying glass**.

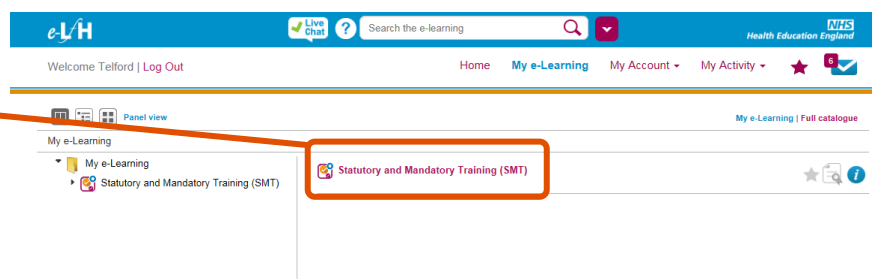


18. A list will appear.

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



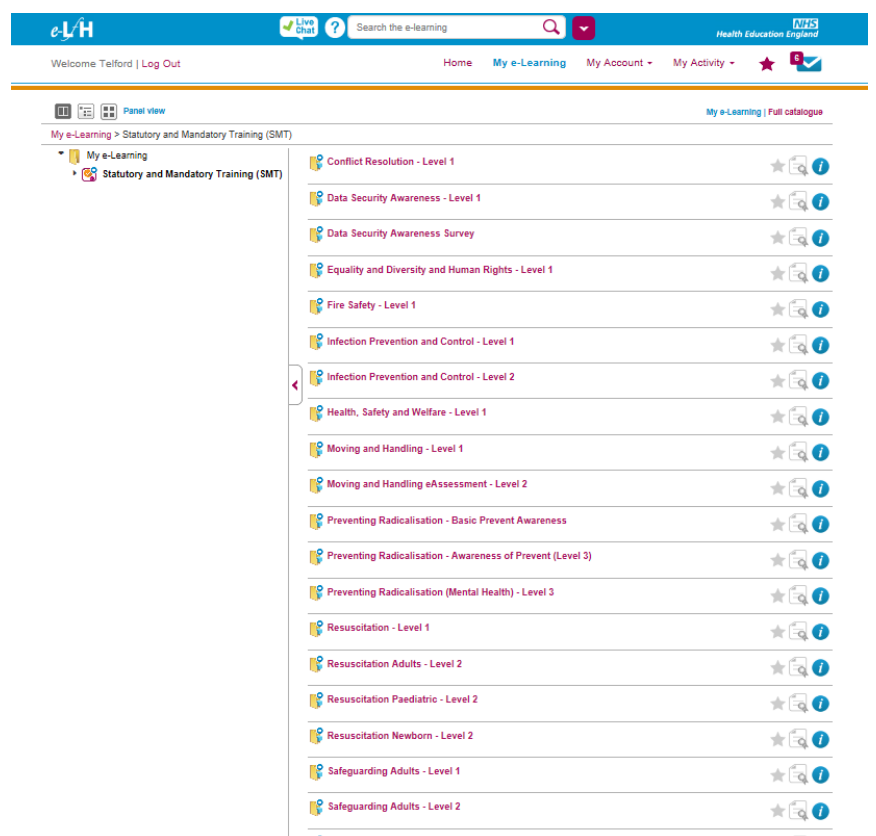
19. Click on **Statutory and Mandatory Training**



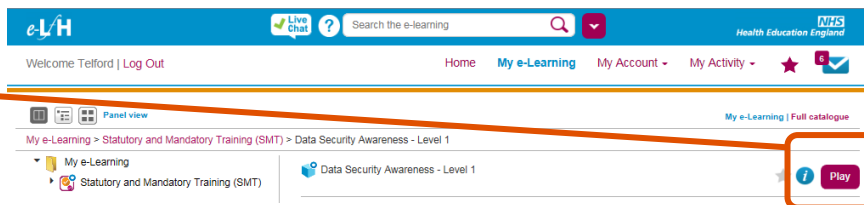
20. Once you have selected **Statutory and Mandatory Training** the whole module is moved into the **My e-Learning** area of your e-LfH portal. **My e-learning** is where all of the courses you are working on will stay until completed. If you are part way through a module and have to leave or close down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

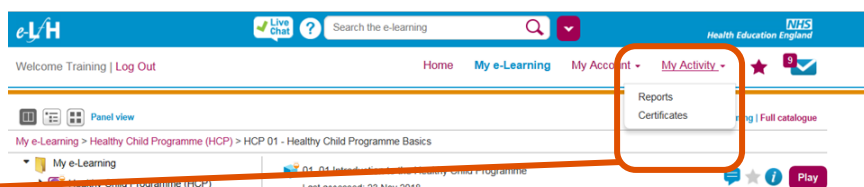


22. You are now in the e-Learning unit. You can navigate with the buttons at the bottom of this page, when you scroll down. Or you can go to:

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



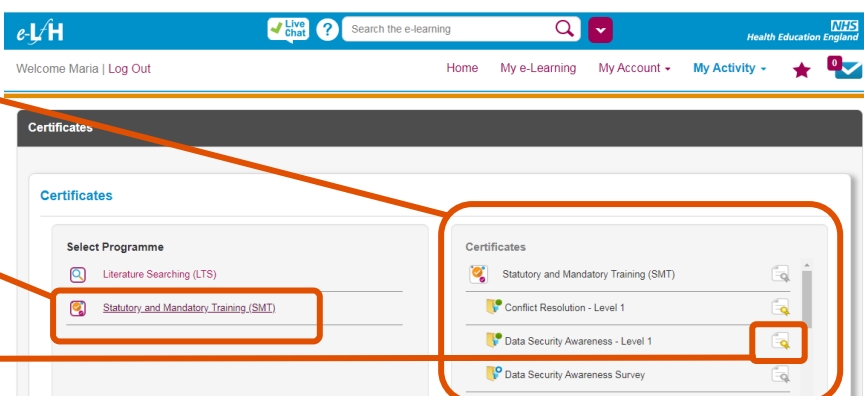
23. When you finish each module, you will get a certificate. You can access your reports and certificates through the **My Activity** link at the top of the e-LfH home page.



24. Click on **Statutory and Mandatory Training (SMT)**, a list of 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.



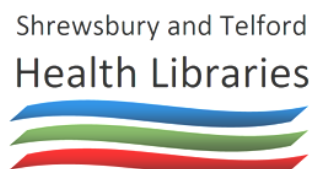
This walkthrough is designed to take you through the registration process of **e-LfH** and **OpenAthens**. Hopefully this leaflet has made things a little easier.

If you are finding the whole thing confusing or the web-sites 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**



e-LfH FAQs

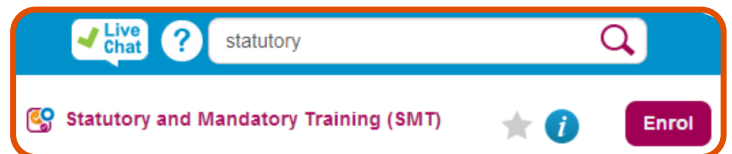
- **Can I log in with my personal email address?**

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)

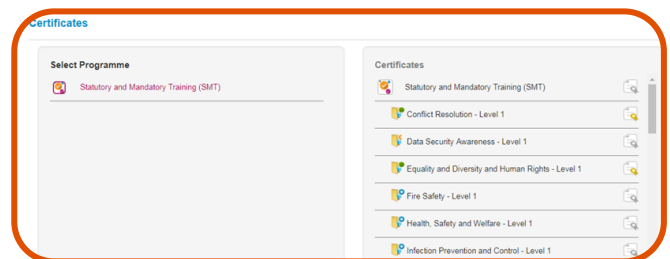
- **If I ring Corporate Education or the Library, can someone reset my password or check that I have completed training?**

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

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

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

- **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