

# Quick Start Guide to e-Learning

## Statutory & Mandatory E-learning

*If you pass your e-learning there is no need to attend a classroom session or complete an e-assessment.*

000 Blood Transfusion 01: Safe Transfusion Practice OR  
000 Blood Transfusion 04: Safe Transfusion Practice (Paediatrics)  
000 Blood Transfusion 02: Blood Components and Indications for Use  
000 Introduction to Information Governance  
000 Venous Thromboembolism  
000 Safeguarding Children Level 1  
000 Safeguarding Children Level 2

Oxford University Hospitals   
NHS Trust

## STATUTORY & MANDATORY TRAINING

### A new approach to Statutory & Mandatory Training is launched

This sees the introduction of a **NEW POLICY** and a competence based approach to managing the delivery of statutory & mandatory training.

Completing one of the Statutory & Mandatory e-learning packages is just one of the options that will provide evidence of competence

## Support Available for OLM

If you require

- a new account created
- log in details
- password reset

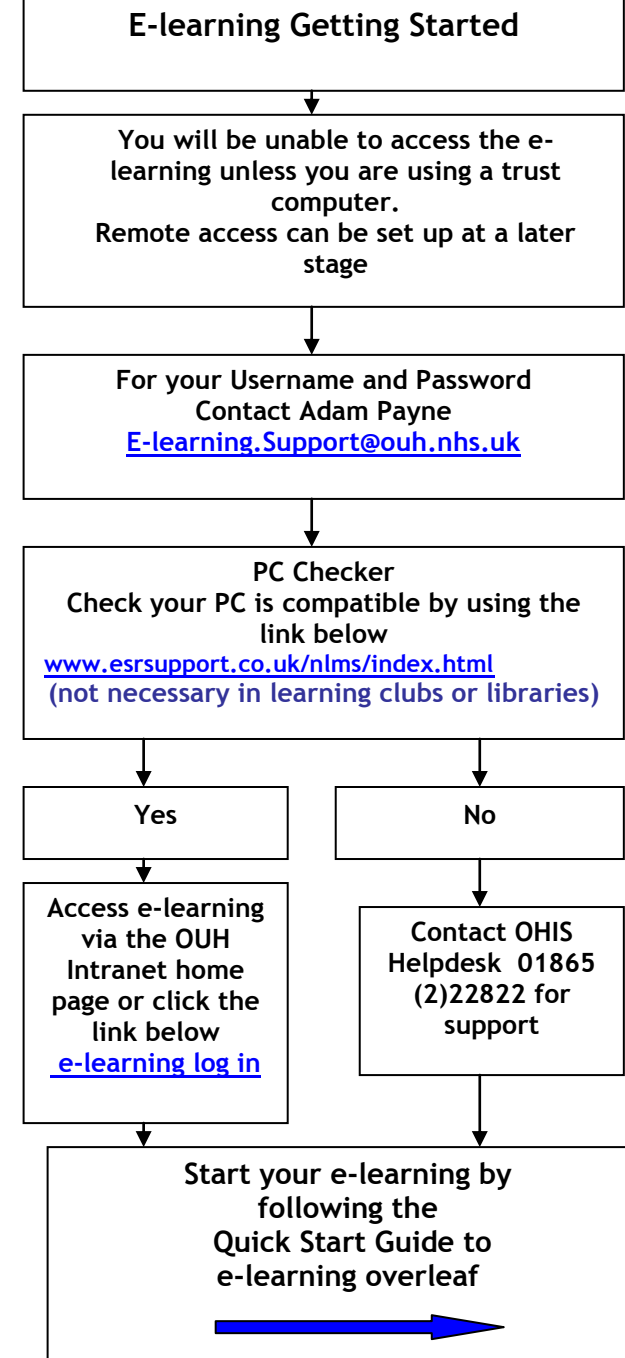
contact Adam Payne - Administrator  
[E-learning.Support@ouh.nhs.uk](mailto:E-learning.Support@ouh.nhs.uk)

- FAQ's & e-learning updates  
([Learning & Development Intranet site](#))

- on line tutorials  
[www.esrsupport.co.uk/nlms/index.html](http://www.esrsupport.co.uk/nlms/index.html)

For all other enquiries contact  
Pat Giles - E-learning Advisor  
[E-learning.Support@ouh.nhs.uk](mailto:E-learning.Support@ouh.nhs.uk)

For any IT problems contact OHIS Helpdesk  
22822



# Quick Start Guide to e-Learning

## Log on

In order to logon to e-Learning in OLM, you need a username and password.  
If you don't already have one, you may need to contact your local system administrator.

[E-learning.Support@ouh.nhs.uk](mailto:E-learning.Support@ouh.nhs.uk)

Once you have login details, follow these steps:

- 1) Open the system go to the **OUH Intranet home page** or click the link **OLM E-learning log in**
- 2) Enter your login details & click Login.

You will be required to change your password when you first access the system

- 3) Click e-Learning User

- 4) Click e-Learning

Once you have clicked on e-learning you can check your Learning History, Click on the Learning History Tab on the left hand side of the screen any training that you have completed will be listed here.

### Note on Remote Internet Access:

If you wish to access e-learning remotely (i.e. at home as well as your place of work) you will need to access the system using your trust log in and then click on Request Internet Access.

Here you will create a new user name but you can use the same password as your trust one.  
This request will automatically be approved

Once this has been verified you will be able to access the system remotely by visiting [www.esrsupport.co.uk/nlms/index.html](http://www.esrsupport.co.uk/nlms/index.html) using your (home) Internet Access Username and Password.

## Enrol

To search for a course, you can use the 'Search' field **1** at the top or browse by using the catalogue on the right.

### Searching:

- 1) Type in a word or short phrase e.g. **000 Health** and then click on the 'Go' button.

- 2) Click the Choose or Enrol icon

Course Name	Choose or Enroll in class
<a href="#">000 Health &amp; Safety Awareness 2010</a>	

- 3) Confirm the enrolment by clicking Apply

When browsing the catalogue, **2** the process is the same except all courses available to you are listed under each category/ sub category.

**Please ensure that you carry out the PC Checker using the link below before you attempt any e-learning**  
<http://www.esrsupport.co.uk/nlms/index.html>

## Play

**Enrollments**  
Enrollments includes all current enrollments, including those in classes that are part of a learning certification or learning path. However, you can play online classes that are part of an active learning certification (and view performance status) only from the Learning Certification details page.

[Show Key Notation](#)

Course Name	Status	Offering Name	Type	Enrollment Data	Completion Date	Start Date	Start End Time	End Time	Time Zone	Play History	Unenroll
<a href="#">000 Health &amp; Safety Awareness 2010</a>	Attempted	<a href="#">000 Health &amp; Safety Awareness 2010</a>		15-Nov-2010 13:58:00		15-Nov-2010 00:00			GMT		

- 1) Click the 'Play' button on the course you wish to play

**Play**



- 2) Complete the course (ensure you play all slides)

- 3) Some courses have multiple modules. Click the **+** icon on the outline panel to open the current module and to expand the list – ensure you complete all modules.

- 4) Click the 'Home' icon at the top right hand side of the screen to save work at the end of a session or on completion of the course.



For further support contact  
[E-learning.Support@ouh.nhs.uk](mailto:E-learning.Support@ouh.nhs.uk)