**Elearning for Healthcare (Elfh) User Guide**

**Stockport General Practice**

**Registration**

**To register there are 2 options:**

**1) Self-registration instructions for users with NHS, ac.uk, gov.uk and MOD email addresses  
  
This will allow full access to all their courses**

* Go to this link [http://portal.e-lfh.org.uk](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fportal.e-lfh.org.uk%2F&data=05%7C01%7Cmmurphy%40nhs.net%7C0f980163e1e24012d07108dbeb5bb308%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638362552948335735%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PlbOd%2F4wfN%2BF96UPPjQAF2yj9ixAONuPJLGhs0BlGB0%3D&reserved=0) and select ‘Register’ in the large left hand
* Enter your email address twice and select ‘Register’
* Fill in your details on the next page. Use the ODS code for your workplace to find the location for Place of Work. (You can find your ODS code here [https://odsportal.digital.nhs.uk/Organisation/Search](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fodsportal.digital.nhs.uk%2FOrganisation%2FSearch&data=05%7C01%7Cmmurphy%40nhs.net%7C0f980163e1e24012d07108dbeb5bb308%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638362552948335735%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=aPtxqJH1%2BX864DjUZMs%2BZP5S4CN%2BdYpGfz57TAVVhLY%3D&reserved=0) ). Please note to find the correct ODS code for your General Practice, choose ‘Prescribing Cost Centre’ for the type and add in your postcode. The search should then return just one ODS code.
* Select ‘Register’ this will open the next page. You can close this when you have read the information.

2) Bulk upload – To quickly add in all you staff or for staff without NHS email addresses to give then full access  
  
For elfh to allocate staff to your practice please can you complete either the ‘Bulk Upload including SMT Allocation’ form or the ‘Bulk Upload not SMT Allocation’ form (please see the below ‘Allocation of Statutory and Mandatory Modules’ section to help you decide which form/s you should complete) with:

* The first name, last name, email address and profession for all of your staff
* Add in GMC/NMC numbers for any doctors and nurses (this is a mandatory requirement for elfh)
* At the top, add in the name and email of the people you want to have admin reporting rights for all of the staff specified on the ‘staff details’ sheet.
* Send the amended form back to [gmicb-sto.learningdevelopment@nhs.net](mailto:gmicb-sto.learningdevelopment@nhs.net) by Friday 12th January

In addition, the Oliver McGowan Autism and Learning Disability e-learning can also be automatically allocated if you indicate this on the ‘Oliver McGowan Autism and LD Training’ form and return this at the same time.

In the future, if you have a few staff changes you can complete the below form/s and return them directly to [support@e-lfh.org.uk](mailto:support@e-lfh.org.uk) with the subject “Bulk Upload”

 

**Allocation of Statutory and Mandatory Modules**

Training aligned to Core Training for Skills is all in the Statutory and Mandatory Training (SMT) programme in individual modules with a certificate for each one - [https://www.e-lfh.org.uk/programmes/statutory-and-mandatory-training/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.e-lfh.org.uk%2Fprogrammes%2Fstatutory-and-mandatory-training%2F&data=05%7C01%7Cmmurphy%40nhs.net%7C2f41bda6b00347b8d55108dbef5128cb%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638366904143527023%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=easSfH%2BMNJSvP3dQ5jVijX6g3FMi%2FAxtmcWBU8%2B9GrA%3D&reserved=0)

Users can be allocated all SMT modules at the time of the bulk upload. We have mapped all the training highlighted in the Core Skills Framework (CSF) that is required and that has been provided on Virtual College or elfh previously. More detail is in the mandatory training guide –



In summary the available SMT modules that would be relevant for your workforce are:

|  |  |
| --- | --- |
| **Module** | **Target Audience** |
| Conflict Resolution Level 1 | All staff (please note this does not meet the full requirements of the CSF) |
| Data Security Awareness Level 1 | All staff |
| Equality, Diversity and Human Rights Level 1 | All staff |
| Fire Safety Level 1 | All staff (please note this cannot be the sole means of training) |
| Health, Safety and Welfare Level 1 | All staff |
| Moving and Handling Level 1 | All staff (please note those with load handling/patient handling need additional training) |
| Preventing Radicalisation – Basic Prevent Awareness | All staff (please note all staff who contribute to assessing and planning health needs etc need level 3) |
| Preventing Radicalisation – Awareness of Prevent (Level 3) | All clinical staff working with adults, children, young people and/or their parents or carers, who could potentially contribute to assessing, planning, intervening and/or evaluating the health needs of a service user. (Please note this is one option for completing some level 3 training – see the mandatory training guide for full details). |
| Resuscitation Level 1 | All staff but can be completed via f2f training. This e-learning will not meet the full requirements |
| Infection Prevention and Control Level 1 | All staff |
| Infection Prevention and Control Level 2 | All healthcare staff groups involved in direct patient care or services |
| Safeguarding Children Level 1 | All staff including non-clinical managers and staff working in health care settings (GP secretaries/ administrators). |
| Safeguarding Children Level 2 | Non-clinical and clinical staff who have some degree of contact with children and young people and/or parents/carers. (This includes Practice Managers |
| Safeguarding Children Level 3 | Please see the Mandatory Training Guide for how to complete this training |
| Safeguarding Adults Level 1 | All staff working in healthcare settings (inc. GP Admin) |
| Safeguarding Adults Level 2 | All non-clinical and clinical staff who have any contact with patients, their families or carers, or the public. (GP Practice managers, Health Care Assistants, APs, Pharmacists) |
| Safeguarding Adults Level 3 | Please see the Mandatory Training Guide for how to complete this training |

Pre-enrolment of modules can be arranged at the time of the first bulk upload. Please note if you request SMT modules to be allocated all the following will be allocated to all staff and you will need to advise your team members which modules they should complete:

|  |  |
| --- | --- |
| **Level 1** | **Level 2 and 3** |
| Conflict Resolution – Level 1 | Infection Prevention and Control – Level 2 |
| Data Security Awareness – Level 1 | Moving and Handling eAssessment – Level 2 |
| Equality and Diversity and Human Rights – Level 1 | Preventing Radicalisation–Awareness of Prevent–Level 3 |
| Fire Safety – Level 1 | Resuscitation Adults – Level 2 |
| Health, Safety and Welfare – Level 1 | Resuscitation Paediatric – Level 2 |
| Infection Prevention and Control – Level 1 | Resuscitation Newborn – Level 2 |
| Moving and Handling – Level 1 | Safeguarding Children – Level 2 |
| Preventing Radicalisation – Basic Prevent Awareness | Safeguarding Adults – Level 2 |
| Resuscitation – Level 1 |  |
| Safeguarding Children – Level 1 |  |
| Safeguarding Adults – Level 1 |  |

Once users are uploaded and receive the confirmation email they have immediate access to all SMT courses that have been pre-enrolled for them and there is no limit to the time they have to access them.

**Logging In and Accessing Courses**

Logging-in for the first time:

* As soon as elfh has added all the learners they will notify each user separately with their username and password, allowing them to access the required training programmes.
* Go to your email inbox and look for an email from [no.reply@e-lfh.org.uk](mailto:no.reply@e-lfh.org.uk) it will come to the email address you entered to start with (It may take up to an hour to arrive. Check your spam and junk folders if you can’t find it).
* Open the email, at the beginning there is your username and a long link to select to open the ‘Change Password’ page – select this long link

Future Logins:

Use this link - [NHSE elfh Hub (e-lfh.org.uk)](https://portal.e-lfh.org.uk/) and sign in if required.

Accessing Courses:

* Your allocated mandatory training and any other courses will be shown under ‘My e-learning’ Please ensure you check what has been allocated rather than enrolling on alternative modules.
* All their course have a URL which can be found here [https://portal.e-lfh.org.uk/Catalogue/Index](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fportal.e-lfh.org.uk%2FCatalogue%2FIndex&data=05%7C01%7Cmmurphy%40nhs.net%7C05c99bec61234d30561f08dbf0d6ea81%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638368578128052337%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Zbw16RQ1V1s%2BWPjRZ98ER%2FBcYer7SfuYzC1osVQ6SNQ%3D&reserved=0) . Further details can be seen by scrolling to the programme title and clicking the information button

Future Allocation of Courses to your Workforce:

If there are additional courses that you would like your workforce to complete you will need to ask them to add those courses themselves. You can download and share the relevant URL by searching for the course via your ‘my e-learning page’ or the search bar and clicking on the ‘I’ and choosing ‘copy URL’.

**Reporting**

In order to access a report showing which of your staff have completed the training please take the following steps:

* Under your “Admin” heading (far right on your menu options)
* Find and select the “Reports” option in the drop down list
* Find and select the “Single Location Admin Place of Work Reports” option in the drop down list
* Find and select the “Single Location Admin Place of Work: Course Completion” option in the drop down list and select Run Report
* Fill out the fields using the following selections:
  + Programme: Select from the drop down menu
  + Course Status: Any (will return all results for all users, alternatively select another status for specific results)
  + Course Name: leave blank
  + Surname: leave blank (alternatively to find a specific user, choose the first letter of their surname e.g. for Rebecca Davies enter “D”)
  + From Date/To Date: leave blank to return all results (if you wish to see who completed in a certain period select required dates)
  + Run Report
* Download as a spreadsheet to allow the results to be filtered and sorted in Excel.
* If you need to see individual attempts and scores for the course (or all the courses your users have accessed) you will need to run “Single Location Admin Place of Work: Activity between two specified dates” instead

Please note the completion report will show any courses as not started for users who have enrolled on them and have accepted the Terms and Conditions. The activity report will only show information for accessed courses only.

**Further Help**

There are lots of support options for you and your workforce to access if you have further questions including ‘live chat’ ‘quick start guides’ ‘forgotten password’ links and an option to ‘raise a ticket’ for support. To access any of these please click on either the ‘?’ or the ‘live chat’ option at the top of the elfh page.