



'NEW' Mandatory Training Guidelines for All NSW Health Facilities & NSW Health Online Account Management Instructions

School of Nursing and Midwifery | Autumn 2017

Fact Sheet 3 NSW Health Mandatory Training Guidelines

NSW MINISTRY OF HEALTH SPECIAL REQUIREMENTS FOR NURSING, MIDWIFERY & POST GRADUATE STUDENTS.

Students due to commence a placement in a NSW Health Facility will receive **an email** from My Health Learning <http://myhealthlearning.health.nsw.gov.au> with your StaffLink ID and password (14 days) 2 weeks before that start of placement and (14 days) 2 weeks after the end date of their placement.

If you are currently employed (as AIN, AIM or EN) by NSW Health- please check your health email address for your Staff Link ID as well as your University email inbox.

You will then use your **StaffLink ID** to access NSW Health Learning Management System, NSW MY Health Learning Online to complete your 5x mandatory training. You will use the same StaffLink ID for all of your placements in NSW Health.

All Undergraduate Nursing & Midwifery students are to undertake the following mandatory training modules. You must then provide evidence (print out of certificate or screen shot on your phone) that this has completed on the first day of placement (copy of certificates):

- 1. Introduction to Work, Health and Safety- Once Only**
- 2. Hazardous Manual Tasks- Once Only**
- 3. Privacy Module 1- Know your Boundaries- Once Only**
- 4. Hand Hygiene- Every 5 years**
- 5. Management of the deteriorating patient (Between the Flags-Tier 1: Awareness, Charts and Escalation)- Once Only**

While not mandatory, it is suggested that all students also complete the online training component (approximately 2 hrs) of the *Respecting the Difference: An Aboriginal awareness and promoting a greater understanding of the processes and protocols for delivering health services to Aboriginal people.*

In addition, a local health district may request further training modules to be completed.

If you do not complete the online orientation modules before day 1 of the placement your placement MAY BE CANCELLED

Fact Sheet 3 - NSW Health Mandatory Training Guidelines

NSW My Health Learning Online Account Management Instructions:

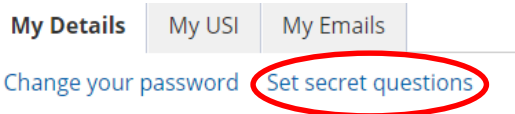
Step 1: Log into My Health Learning with the StaffLink ID and password you were given

Log in here: <http://myhealthlearning.health.nsw.gov.au>



Step 2: Set your secret questions and answer.

1. Click **My Details** in the top right hand corner under your profile name.
2. Click the **Set secret questions** link.

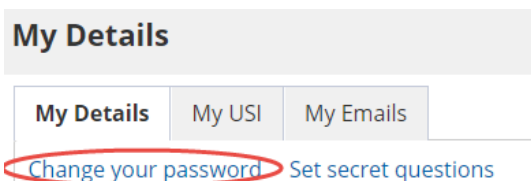


3. Select your secret questions and enter the answers and click **Submit**.



Step 3: Change your password.

1. Click **My Details** in the top right hand corner under your profile name.
2. Click the **Change your password** link.



Fact Sheet 3 - NSW Health Mandatory Training Guidelines

3. Enter current password, new password, confirm new password and click **Submit**.

Change Password

Your Password must be at least 8 characters long and contain:

- One uppercase letter (A-Z)
- One lowercase letter (a-z), and
- One number (0-9)

Note: You cannot reuse your current password.

Current Password

New Password

Confirm Password

Forgot your password?

How to reset your password if you have previously set up your secret questions and answers.

1. Go to: <http://myhealthlearning.health.nsw.gov.au>
2. Click the **Forgot Password** link.

Login to My Health Learning - StaffLink Users

Welcome to My Health Learning, the state wide Learning Management System (LMS) that tracks learning for NSW Health employees.

StaffLink ID / Payroll No:

Password:

All Corporate Systems have a pre-agreed maintenance window on Thursdays between 19:00 and 23:00.

Disruptions to the StaffLink service may occur during this time.

3. Enter your **StaffLink ID** in the **User Name** field and press **Enter**.

Forgot Password

Your Password must be at least 8 characters long and contain:

- One uppercase letter (A-Z)
- One lowercase letter (a-z)
- One number (0-9)

Note: You cannot reuse your current password.

User Name

Fact Sheet 3 - NSW Health Mandatory Training Guidelines

4. Enter the answers to your secret questions, enter a new password, type the image and Click **SAVE**.

Forgot Password

i Your Password must be at least 8 characters long and contain:

- One uppercase letter (A-Z)
- One lowercase letter (a-z)
- One number (0-9)

Note: You cannot reuse your current password.


User Name

City of your birth?

Mother's maiden name?

Name of your primary school?

New Password



Type Image

How to reset your password: How to access the modules; Setting up your secret questions and answers:

CALL the State-Wide Service Desk on 1300 28 55 33.

You will need to enter your StaffLink ID when prompted.

Any other enquires related to clinical placement please contact the SoNM Clinical Placement Team by email nursingclinical@westernsydney.edu.au or Phone 02 46203609.