WESTERN SYDNEY UNIVERSITY

How to complete the My Health Learning Modules including eMR

School of Nursing and Midwifery | 2019

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

Students due to commence a placement in a NSW Public Health Facility will receive an email from NSW Health with instructions on how to set up your login called a "**Staff Link ID"** and instructions on how to access the My Health Learning on line training modules.

Appendix A provides detailed instructions from NSW Health on how to obtain your **Staff Link ID** and set up a password. You should receive this email approximately 2 weeks before the start of your **first** placement. The 'First time login link' will expire **after 7 days**. If you have not created a password within the **7-day tim**eframe will need to contact the State-Wide Service Desk to create your password.

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.

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
2. Hazardous Manual Tasks
3. Privacy Module 1- Know your Boundaries
4. Hand Hygiene- Every 5 years
5. Management of the deteriorating patient (Between the Flags-Tier 1: Awareness, Charts and Escalation)
6. Overview of the eMR for Nursing student's module **(see Appendix B for how to search for this module**)

While not mandatory, (however some Local Health Districts (LHD) will request the module to be completed as mandatory) it is suggested that all students also complete the following:

- *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.

For all assistance with the access to module please CALL the State-Wide Service Desk on 1300 28 55 33.

Other enquires related to clinical placement please contact the SoNM Clinical Placement Team by email nursingclinical@westernsydney.edu.au

APPENDIX A - NSW Health - My Health Modules - Setting your password

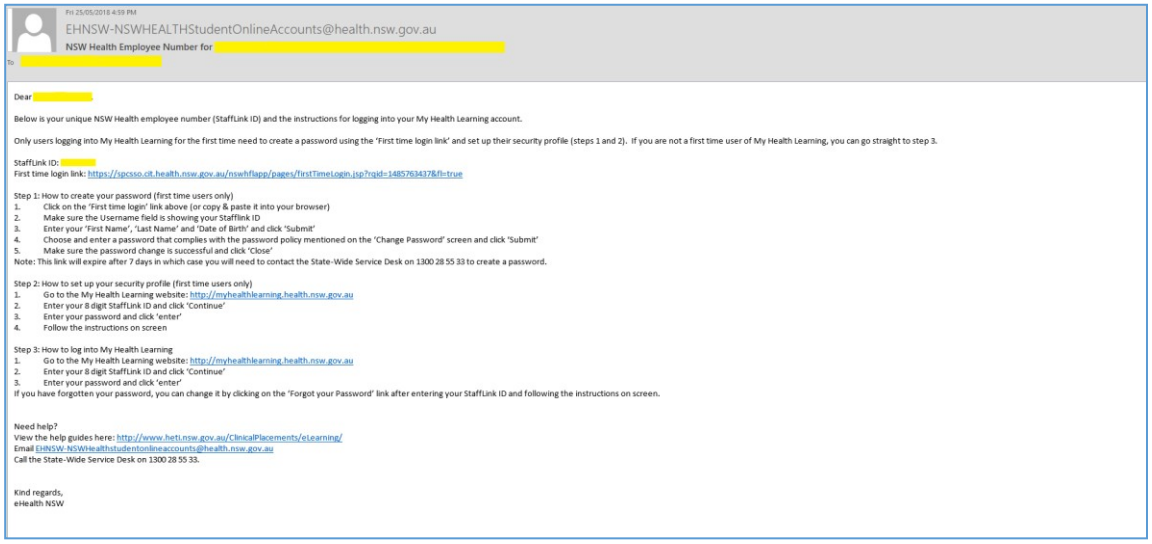
Create your password using the First time login link

This guide provides step by step instructions for creating your NSW Health password using the **First time login link**.

If you are due to commence additional placements in NSW Health, you will receive a similar email without the First time login link. If you have forgotten your password, you will need to reset it via the **Forgot Your Password** link after entering your StaffLink ID when logging into **My Health Learning**.

1) You will (or have already received) an automated email with Stafflink ID, First time login link and the instructions to create the password.

   Sample email notification shown below



EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au

NSW Health Employee Number for [redacted]

To [redacted]

Dear [redacted]

Below is your unique NSW Health employee number (StaffLink ID) and the instructions for logging into your My Health Learning account.

Only users logging into My Health Learning for the first time need to create a password using the 'First time login link' and set up their security profile (steps 1 and 2). If you are not a first time user of My Health Learning, you can go straight to step 3.

StaffLink ID: [redacted]
First time login link: https://spcsso.cit.health.nsw.gov.au/nswhflapp/pages/firstTimeLogin.jsp?rqid=1485763437&fl=true

Step 1: How to create your password (first time users only)
1. Click on the 'First time login' link above (or copy & paste it into your browser)
2. Make sure the Username field is showing your Stafflink ID
3. Enter your 'First Name', 'Last Name' and 'Date of Birth' and click 'Submit'
4. Choose and enter a password that complies with the password policy mentioned on the 'Change Password' screen and click 'Submit'
5. Make sure the password change is successful and click 'Close'

Note: This link will expire after 7 days in which case you will need to contact the State-Wide Service Desk on 1300 28 55 33 to create a password.

Step 2: How to set up your security profile (first time users only)
1. Go to the My Health Learning website: http://myhealthlearning.health.nsw.gov.au
2. Enter your 8 digit StaffLink ID and click 'Continue'
3. Enter your password and click 'enter'
4. Follow the instructions on screen

Step 3: How to log into My Health Learning
1. Go to the My Health Learning website: http://myhealthlearning.health.nsw.gov.au
2. Enter your 8 digit StaffLink ID and click 'Continue'
3. Enter your password and click 'enter'

If you have forgotten your password, you can change it by clicking on the 'Forgot your Password' link after entering your StaffLink ID and following the instructions on screen.

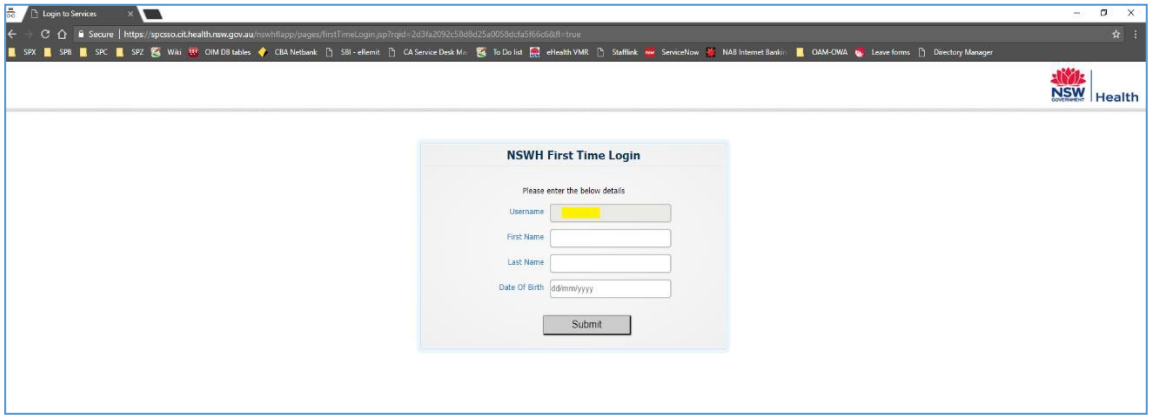
Need help?
View the help guides here: http://www.heti.nsw.gov.au/ClinicalPlacements/eLearning/
Email EHNSW-NSWHealthstudentonlineaccounts@health.nsw.gov.au
Call the State-Wide Service Desk on 1300 28 55 33.

Kind regards,
eHealth NSW

2) Click on or copy and paste the 'First time login link' into your browser

Your First time login link is only valid for 7 days from the date you receive your email.

3) Make sure your 8 digit Stafflink ID is pre-populated in the Username field



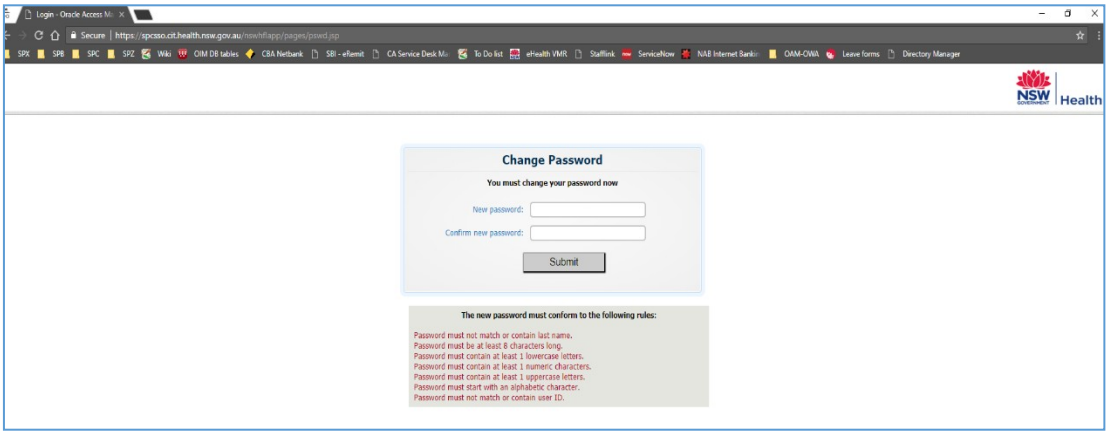
4) Now enter your First Name, Last Name and Date Of Birth and click 'Submit'

Note: If you have entered incorrect login details or the validity of the first time login link has expired then you will be re-directed to the error page as shown. In such situations, please contact State Wide Service Desk on **1300 28 55 33** for help with setting up your password.

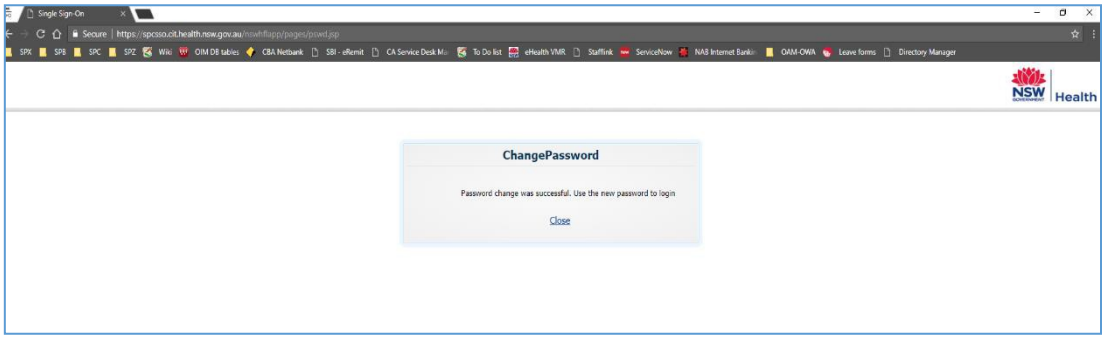
5) In the **Change Password** screen, Choose and enter a password that complies with the password policy mentioned on the screen and click 'Submit'

Password policy rules:

- Password must not match or contain last name
- Password must be at least 8 characters long
- Password must contain at least 1 lowercase letters
- Password must contain at least 1 numeric characters
- Password must contain at least 1 uppercase letters
- Password must start with an alphabetic character
- Password must not match or contain user ID



6) Make sure the password change is successful and click 'Close'



7) You can now try logging into My Health Learning http://myhealthlearning.health.nsw.gov.au

If you have any further issues, please contact the State-Wide Service Desk on 1300 28 55 33.

APPENDIX B - NSW Health – How to find eMR training module

How to find the 'Overview of the eMR for Nursing and Midwifery Students' eLearning module in My Health Learning and how to print your certificate (if required)

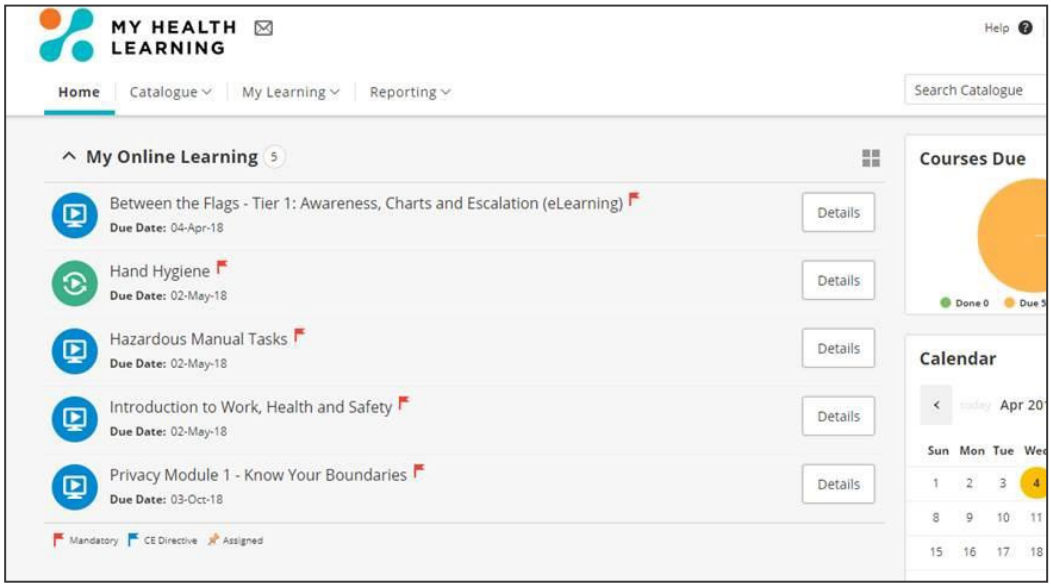
Please note: ONLY Nursing and Midwifery Students have access to this module

For further assistance, please email the HETI Clinical Placements Team on EHNSW-NSWHealthstudentonlineaccounts@health.nsw.gov.au

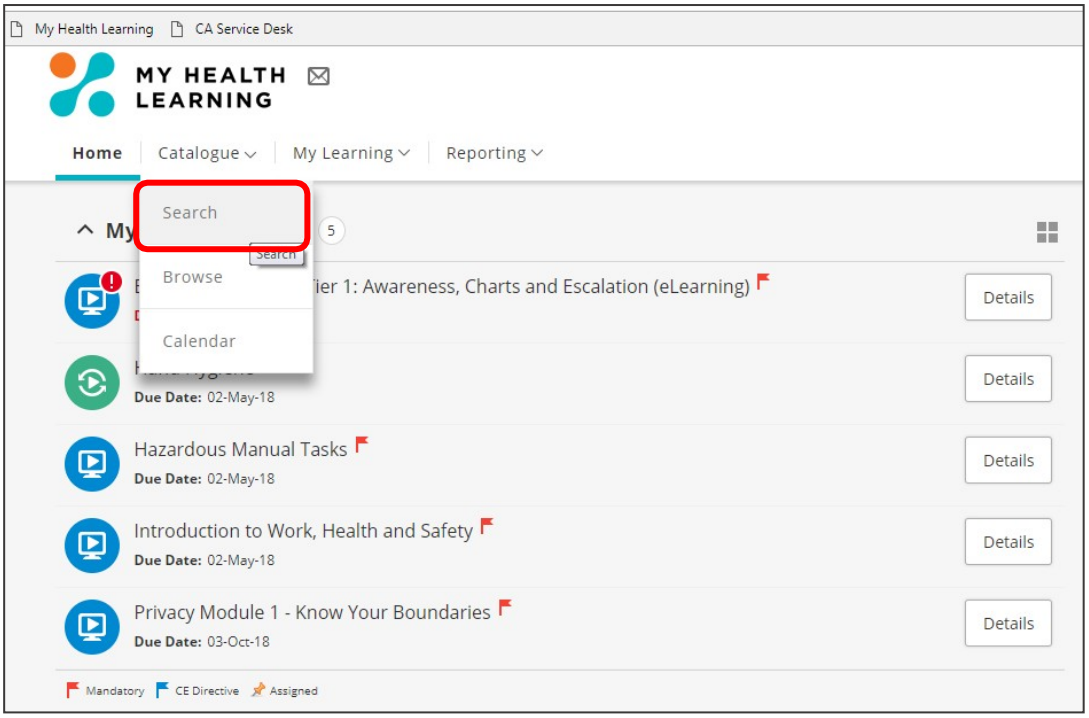
Finding the module

1. Log into My Health Learning (http://myhealthlearning.health.nsw.gov.au)

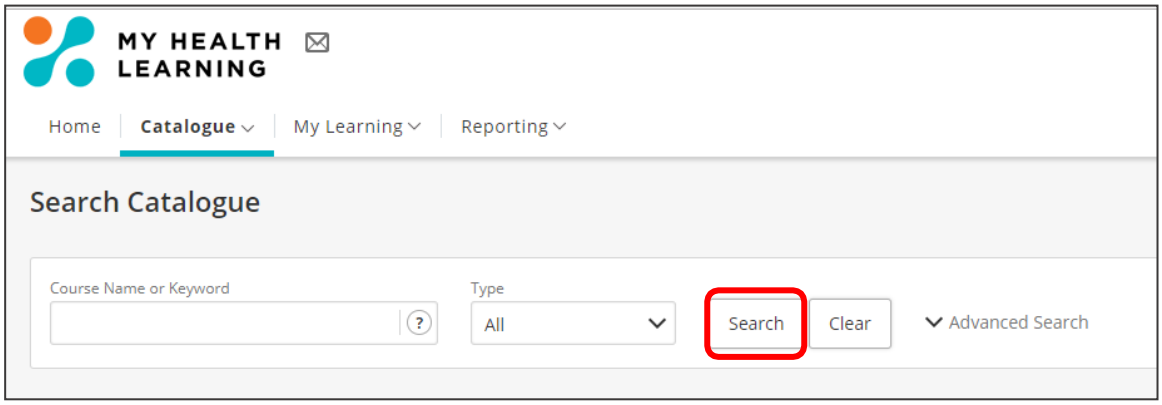
2. When you first login, you will land on this screen and see 5 modules. (If you are a NSW Health employee, you may have access to other modules as well).



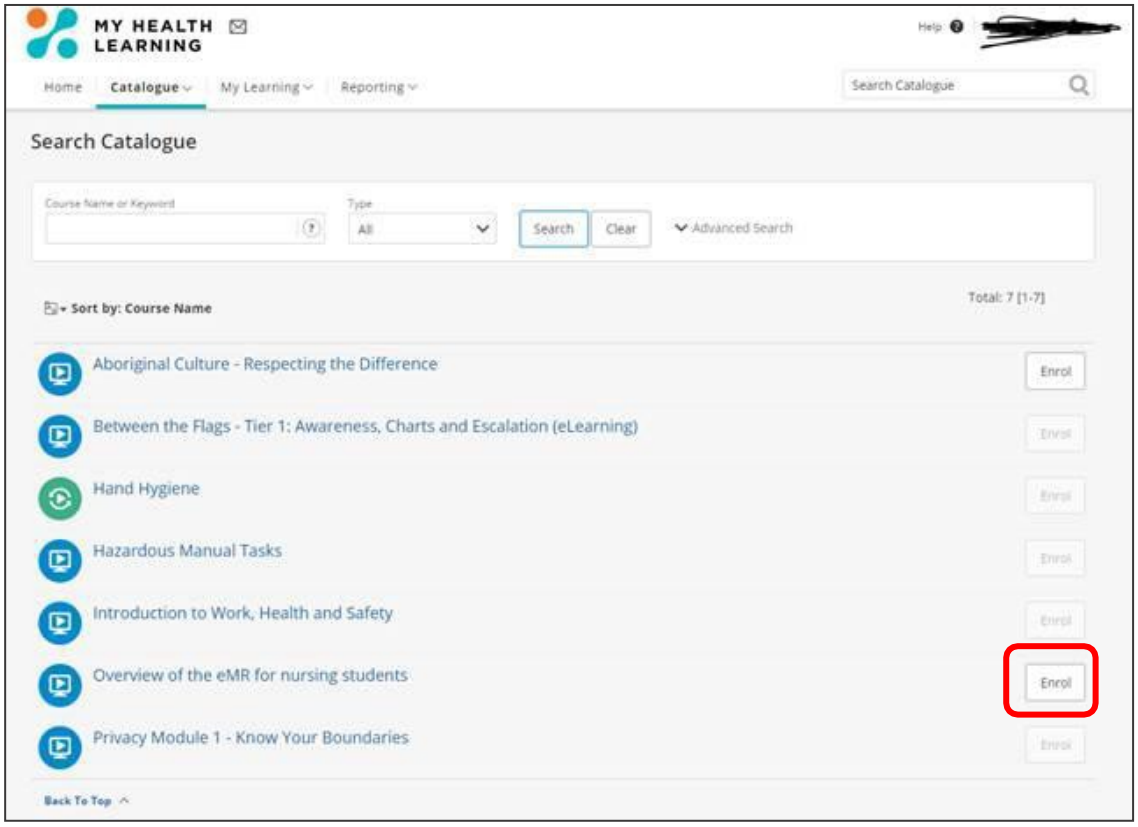
3. Select **Catalogue** on the menu and select **Search.**



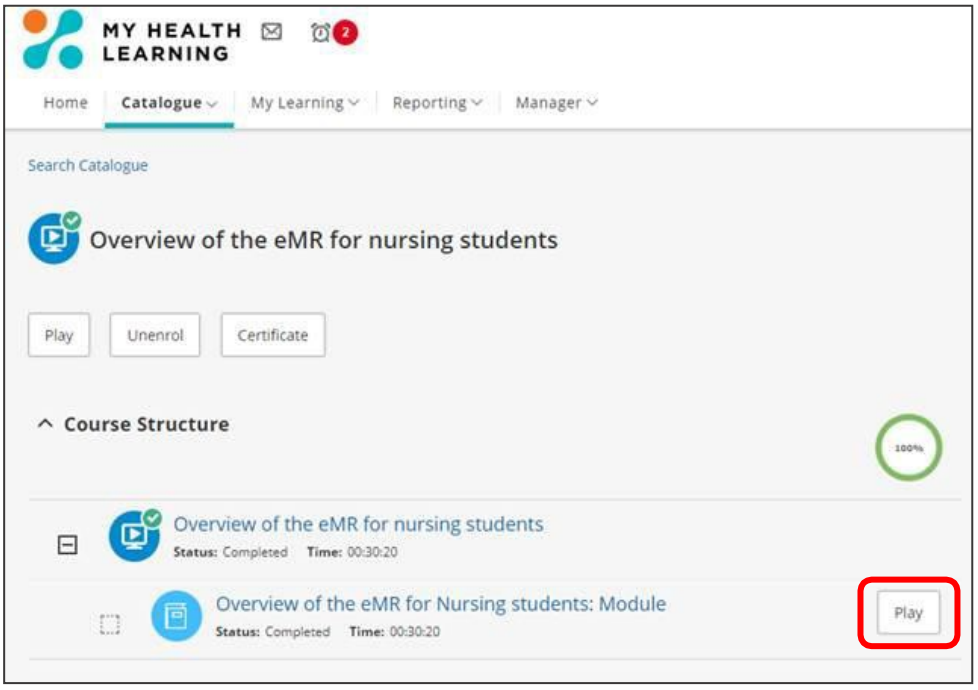
4. On the search Catalogue page, you can either click the **Search** button to show all modules you have access to or type in '**Overview of the eMR for nursing and midwifery students**'.



5. Once the modules have been displayed, click **Enrol**.

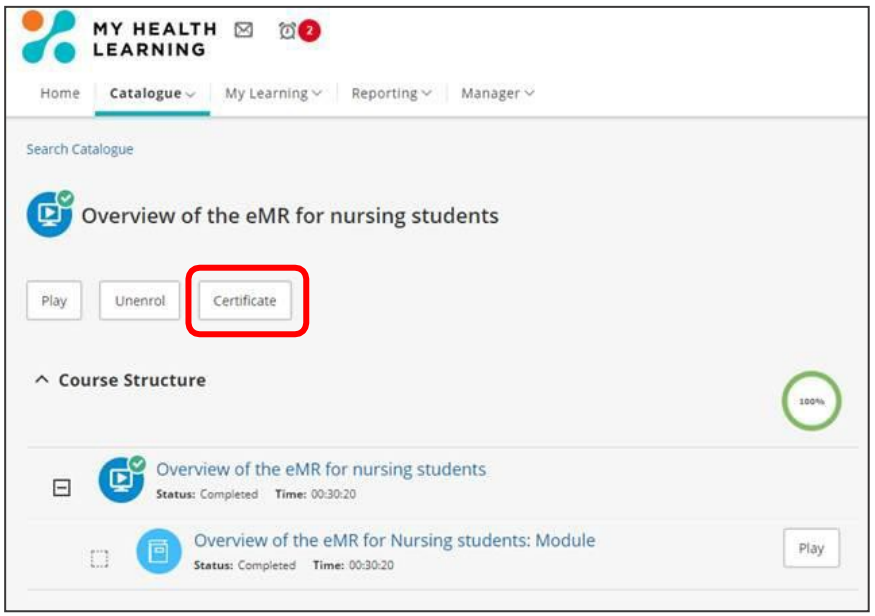


6. Once you've enrolled in the module, select the **Play** button.



How to print your certificate

1. On the module screen, select the **Certificate** button and the certificate will pop-up on screen.



The certificate will look like this. You can then print it or email it to yourself.