

NSW Health Online Training

NSW Health requires that all locum medical officers must undertake basic theory training. These courses are accessible via the NSW Health online training website:

www.nswhealth.moodle.com.au

After completing the required modules, you must complete the Declarations of Learning before accessing your Locum eMedical Orientation certificate.

Quick Reference Guide:

Accessing training for nurse/midwife or medical officer when they cannot access My Health Learning

Process

1. Medical officers can locate the NSW Health Education and Training Institute Moodle site from here:
<http://nswhealth.moodle.com.au/>

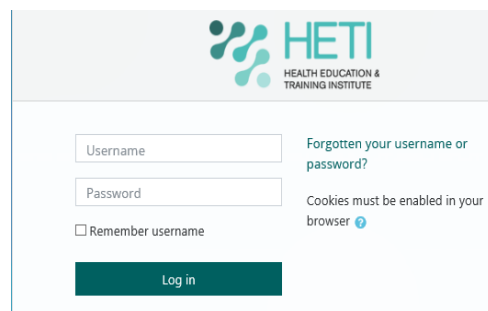
(NOTE: This is an external site where even if you don't have a stafflink number you can access eMR and eMeds Training)

2. When you access the Link You will arrive at a logon page.
If you already **have** a Moodle account this is where you login

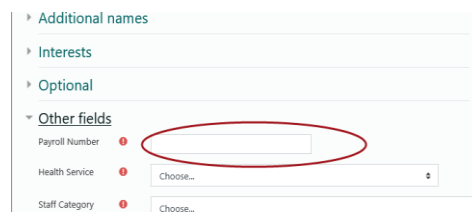
However - If you **don't** have a Moodle account you need to create one by putting in your preferred Username and Password

(Note: If you have a Staff Link account you must use your assignment number found on your payslip as your username but can choose your own password.)

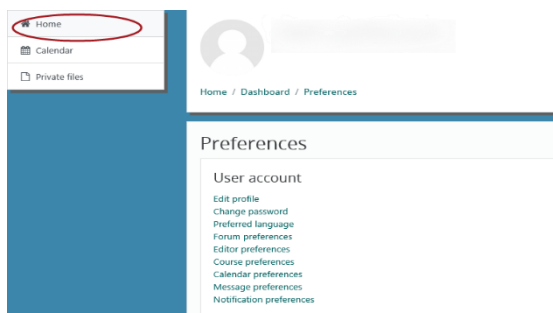
(IMPORTANT – Password needs to be 8 characters, at least 1 capital and 1 number otherwise it will not let you progress to the next screen)

The image shows the login page for the HETI Moodle site. At the top is the HETI logo with the text 'HEALTH EDUCATION & TRAINING INSTITUTE'. Below the logo are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link that says 'Forgotten your username or password?'. Below the 'Password' field is a checkbox labeled 'Remember username' and a note that says 'Cookies must be enabled in your browser'. At the bottom is a green 'Log in' button.

3. Once logged in, you will need to locate your health service. If you don't have a staff link number, enter #9999.

The image shows a Moodle profile completion form. It has sections for 'Additional names', 'Interests', and 'Optional'. Under the 'Optional' section, there is a sub-section 'Other fields' which includes 'Payroll Number', 'Health Service', and 'Staff Category'. Each of these has a red circle next to it and a dropdown menu. The 'Health Service' dropdown is currently open, showing a list of options. A red oval highlights the 'Payroll Number' field.

4. Once you have completed your profile you will
NEED to select home from the preferences screen

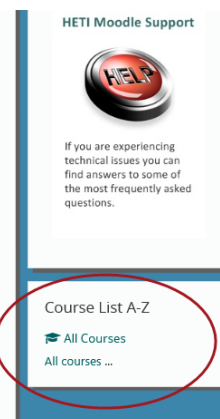
The image shows the Moodle preferences screen. On the left is a sidebar with a menu containing 'Home', 'Calendar', and 'Private files'. The 'Home' option is circled in red. The main content area is titled 'Preferences' and has a sub-section 'User account' which lists various settings: 'Edit profile', 'Change password', 'Preferred language', 'Forum preferences', 'Editor preferences', 'Course preferences', 'Calendar preferences', 'Message preferences', and 'Notification preferences'.

5. From the HOME screen **DO NOT** select you LHD instead you want to select ALL COURSES



If you are a current NSW Health employee you must complete your training on My Health Learning unless the training you are wishing to undertake is only available on this site. To avoid having to repeat any online training you must select your health service from the list below.

- Aboriginal Workforce (Restricted)
- Agency for Clinical Innovation
- Bureau of Health Information
- Central Coast LHD
- Clinical Excellence Commission
- Education and Communities
- Far West LHD
- HealthShare
- HETI
- HSSG
- Hunter New England LHD
- Illawarra Shoalhaven LHD



6. The pathways will appear at the top of the course list, see the highlighted image below.

*(Note: Nursing/Midwives or Students enrol in the same pathway – **do not** search for a different one)*

7. You will be prompted to enrol yourself into the course. Once enrolled you will be able to see all training available for the eMR and eMeds. Please complete all training to prepare you to use eMR and eMEDS in NSWLHD Facilities.

eMR
Accessing Patient Charts
Medication History
Admission Reconciliation
Medication Orders
Complex Medication Orders
Power Plan
Medication Order Actions
Medication Administration
Medication Administration Record (MAR) Complex Medications
Discharge Reconciliation
Certificate of Completion

PLEASE READ AND ACTION

All training completed in the Moodle site will not be recognised as complete in the official NSW Health learning platform “My Health Learning”. *Ensure you print your completion certificate.