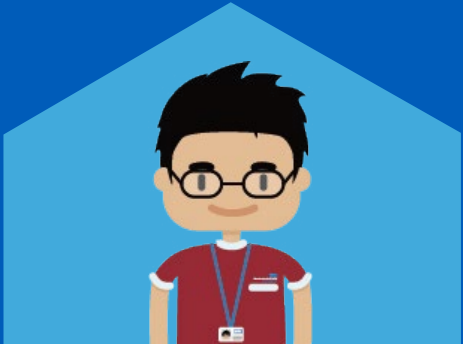
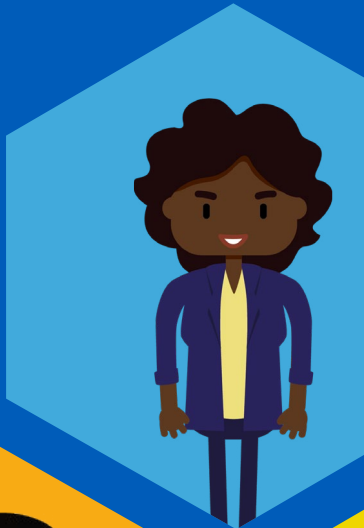




Hive Course Prospectus 2022



Introduction

Welcome to this course prospectus to support our Hive training registration process.

From 11am on Tuesday 12th April, our brand-new Learning Hub opens for the majority MFT staff to register for Hive training. All staff will have until 3rd June to book sessions.

Access to the platform for affiliates, these are non-substantive staff who are not directly employed by MFT, will open on 16th April. Please note, if you are a junior doctor and you do not see any training assigned to you, please don't worry. You will receive an update directly from the Post Graduate Medical Education Centre.

Registration for LCO colleagues will open shortly after April.

From 11am on 12th April, staff will start to receive an email welcoming you to the Learning Hub with your log-in details. There are lots of staff so please don't worry if it takes a little longer to receive your email!

This email will come from learninghub@mft.nhs.uk and will be titled '**Learning Hub – Login Details**' so don't delete it! Most affiliate staff will likely be required to complete a self-enrolment form for the Learning Hub to be able to access the system and book training. Further communications will be provided on how to do this in due course.

When you log on to this new portal, we are asking you to follow some key steps first:



1. Check that your information is correct in the system:

- Review your work activities and clinical area are correct. This information is used to identify the bespoke Hive training you will undertake.
- As a manager, check that you can see your direct reports. You need to have view of your team so you can help schedule their training sessions over the summer.
- Review the training courses and e-learning that has been assigned to you and check it fits your role and clinical area.

Important: *There is a course called 'Outpatient clinical support worker' - this course is for **all outpatient clinic nurses** as well as for HealthCare Assistants, so when reviewing your assigned training please do not reject this course when you log in.*

2. Let us know if there are any issues or problems. If any of the above is incorrect or you have any issues logging on to the Learning Hub, please use the dedicated issues form on the intranet to raise a query. **Access the form here. Please copy and paste this link into the Chrome browser to access and complete this form.**

3. Book your training sessions – Work with your manager to agree a date and time for you to complete your e-learning and face to face training sessions.

4. Complete your e-learning – on the new Learning Hub you can access and complete your assigned Hive e-learning which will take around 2 hours. Check that your e-learning looks correct and speak to your manager about scheduling time to complete it.

Contents



Admin and Clerical Courses

Bed Planner	→	HIM Management	→	Outpatient Clinic Manager	→
Cancer MDT Coordinator/Cancer Navigator	→	ICU Chart Abstraction	→	Overseas & Private Pay	→
Clinic Schedule Maintenance	→	Interpreter Coordinator	→	Pathway Validator	→
Coder	→	Invasive Manager	→	Pre Transplant Co-Ordinator (Phoenix)	→
Coding Manager	→	Invasive Scheduler	→	Post Transplant Co-Ordinator (Phoenix)	→
Data Integrity Specialist	→	Maternity Ward Clerk	→	Privacy Officer	→
Dental Scheduler	→	Medical Secretary/MDT Coordinator	→	Radiology Front desk	→
DMO Nuance Dragon	→	Non-Invasive Manager	→	Release of Information	→
Endoscopy Front Desk	→	Non-Invasive Scheduler	→	Theatre Manager	→
Endoscopy Manager	→	Outpatient Admin Level 1	→	Theatre Scheduler	→
Health Records 101	→	Outpatient Admin Level 2	→	Transfer Centre	→
Health Records 102	→	Outpatient Admin Level 3	→	View Only Non-Clinician	→
				Ward Clerk	→

ADMIN AND CLERICAL Bed Planner

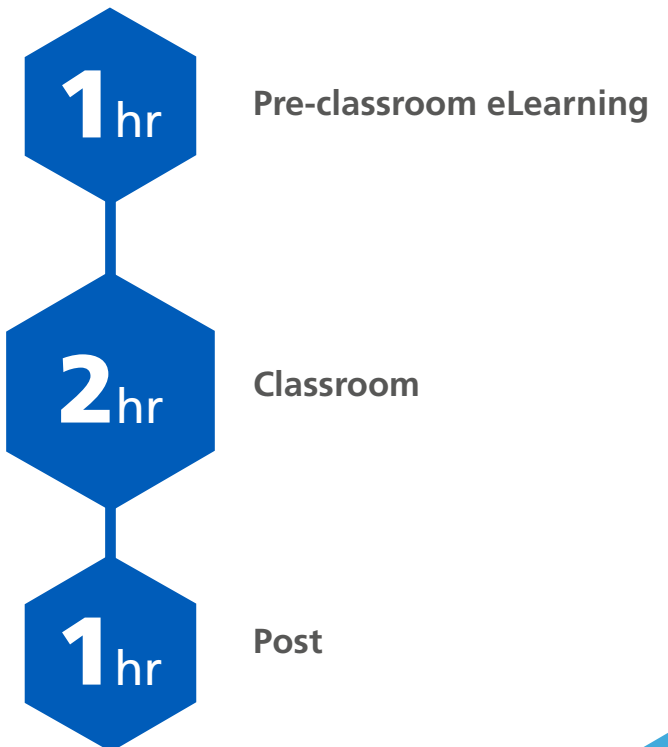
COURSE CONTENT

- Managing bed requests and hospital occupancy data
- Overview of Bed Planning
- Managing bed requests
- Customising Bed Planning
- Monitoring hospital events
- Analysing ward occupancy
- Managing hospital occupancy
- Assigning beds
- Claiming a bed request
- Assigning a patient to a bed
- Understanding how orders affect bed requests
- Locating a patient or bed
- Reporting on bed planning productivity
- Overview of reports
- Interpreting dashboard components
- Using the reporting library
- Using My Reports

SIMILAR JOB ROLES

- Bed Planner

COURSE DURATION



Cancer MDT Coordinator/Cancer Navigator

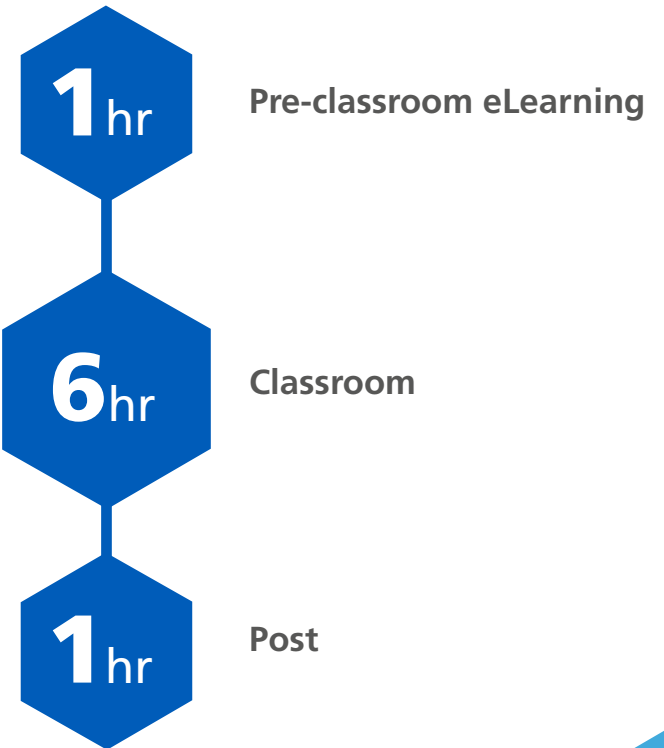
COURSE CONTENT

- System Basics and Overview
- Update Patient Records
- Schedule Patient Appointments
- Scheduling Cancer MDTs
- Cancer MDT Documentation
- Updating & Validating Cancer Pathways
- Reviewing Cancer Pathway Reports

SIMILAR JOB ROLES

- Cancer MDT Coordinator
- Cancer Care Navigator

COURSE DURATION



Clinic Schedule Maintenance

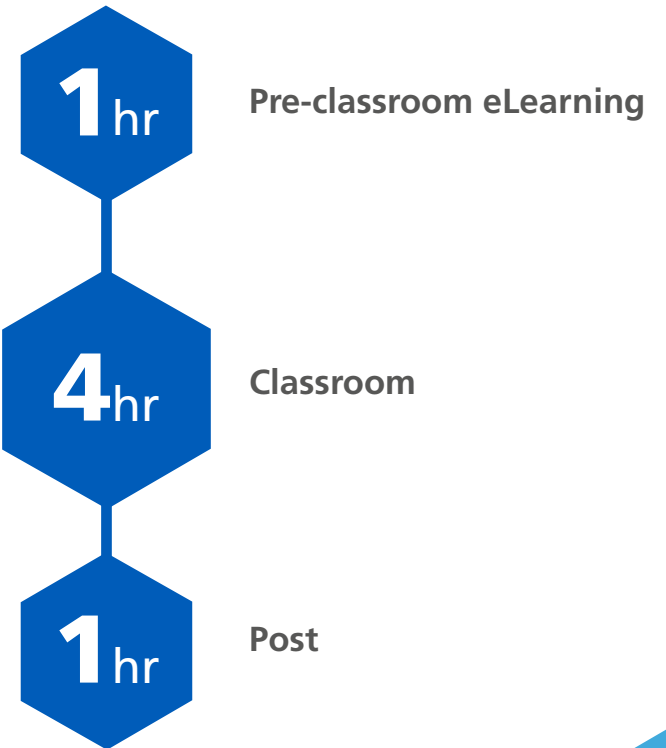
COURSE CONTENT

- Understanding Template Terminology
- Building Provider Templates
- Modifying Templates After They Are Built
- Modifying Provider Templates and Making Temporary Changes

SIMILAR JOB ROLES

- Staff identified as Template Builders - these staff will identified by the Hive team initially. No premapping required, only for new starters in this role.

COURSE DURATION



Coder

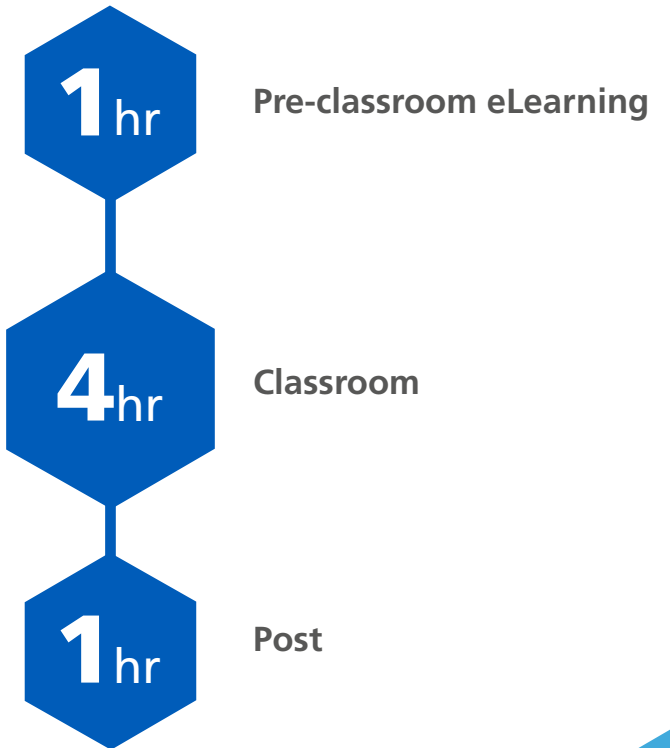
COURSE CONTENT

- How to code an episode
- Sending coding queries
- Flagging missing documentation

SIMILAR JOB ROLES

- Clinical Coder

COURSE DURATION



Coding Manager

COURSE CONTENT

- Managing Coding workqueues
- Reviewing flagged episodes
- Monitoring productivity

SIMILAR JOB ROLES

- Coding Managers

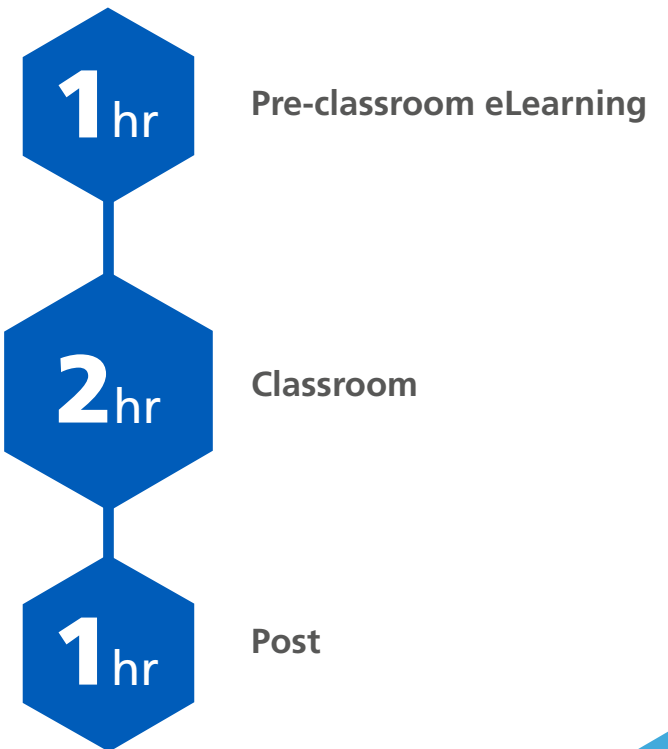
Pre-Required Classes to be taken first:

- Coder

[← MAIN CONTENTS](#)

[← ADMIN AND CLERICAL COURSES](#)

COURSE DURATION



Data Integrity Specialist

COURSE CONTENT

Data Integrity Specialist 100:

- Locating and merging potential duplicates
- Locating and merging user identified duplicates
- Known Non-Duplicates
- Patient Overlays

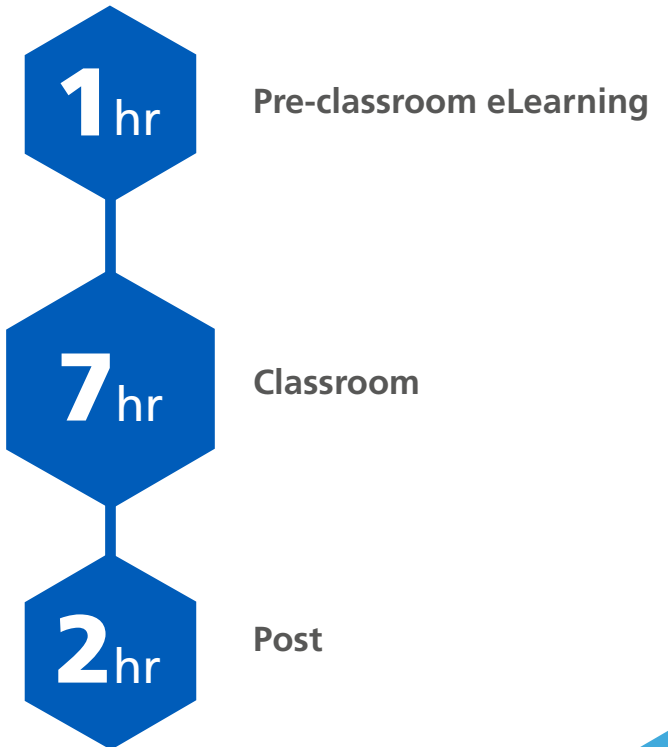
Data Integrity Specialist 101:

- Chart Correction Tools
- Chart Correction Cases
- Basic introduction to registration, event management and Care Everywhere

SIMILAR JOB ROLES

- Data Quality Team

COURSE DURATION



Dental Scheduler

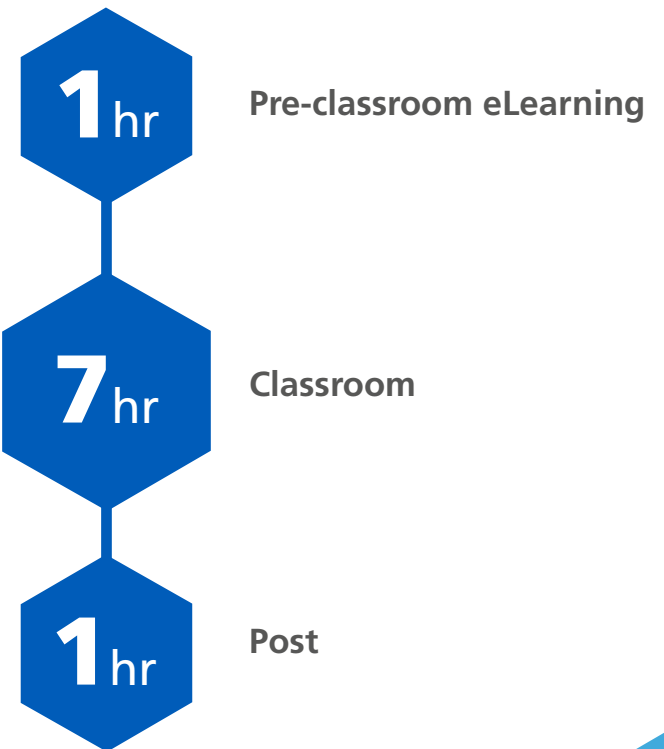
COURSE CONTENT

- Creating Patient Records
- Updating Demographic & Visit Information
- Checking in Patients
- Scheduling Dental Appointments Scheduling Dental Appointments for Planned Treatment
- Scheduling an Appointment in a Day Case Department
- Linking Dental Treatment Plans to Appointments

SIMILAR JOB ROLES

- Dental Admin
- Dental Scheduler
- Dental Receptionist

COURSE DURATION

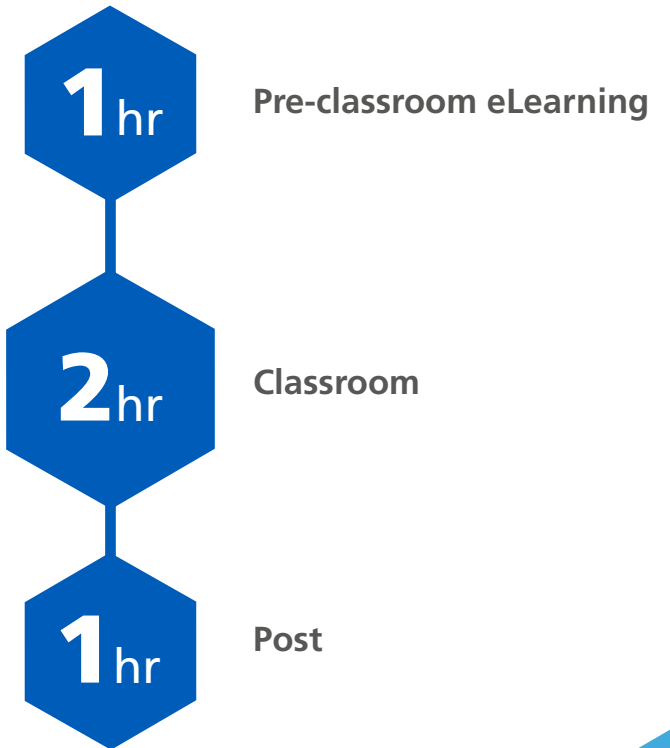


DMO Nuance Dragon

COURSE CONTENT

- Intro
- Dictate and Edit
- Dragon Bar
- Vocabulary
- Autotext
- Dictation Box
- PowerMic Mobile
- Anchor Speech Focus
- Basic Text Control
- PowerMic Best Practices Ver2
- Step by step VER2

COURSE DURATION



Endoscopy Front Desk

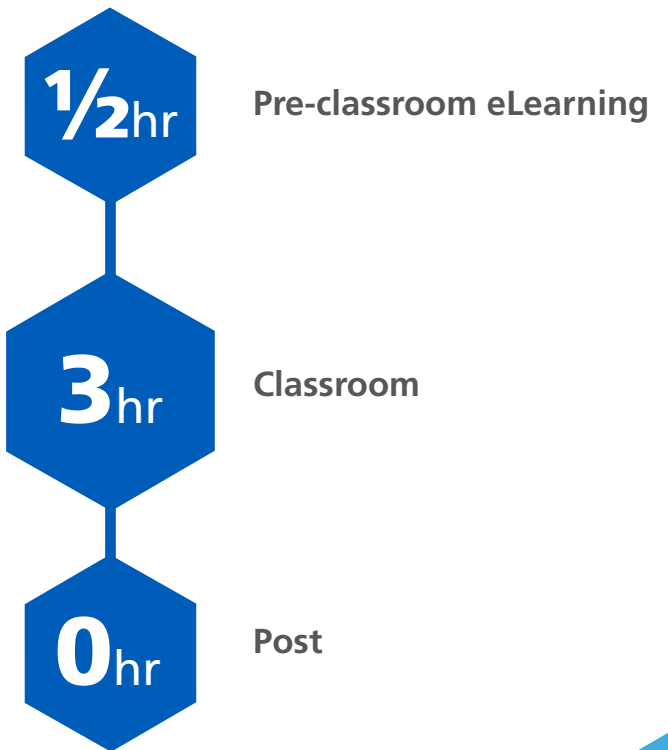
COURSE CONTENT

- Transcribe Orders
- Cancel Orders
- schedule appointments in advance
- Schedule Pre-Admission Testing
- Reschedule Procedures
- Arrive patients for all Endoscopy and Bronchoscopy appointments
- Copy Orders for follow-up appointments

SIMILAR JOB ROLES

- Endoscopy Scheduler
- Endoscopy Admin Team Member
- Endoscopy Waiting List Team Member
- Bronchoscopy Scheduler
- Bronchoscopy Admin Team Member
- Bronchoscopy Waiting List Team Member

COURSE DURATION



Endoscopy Manager

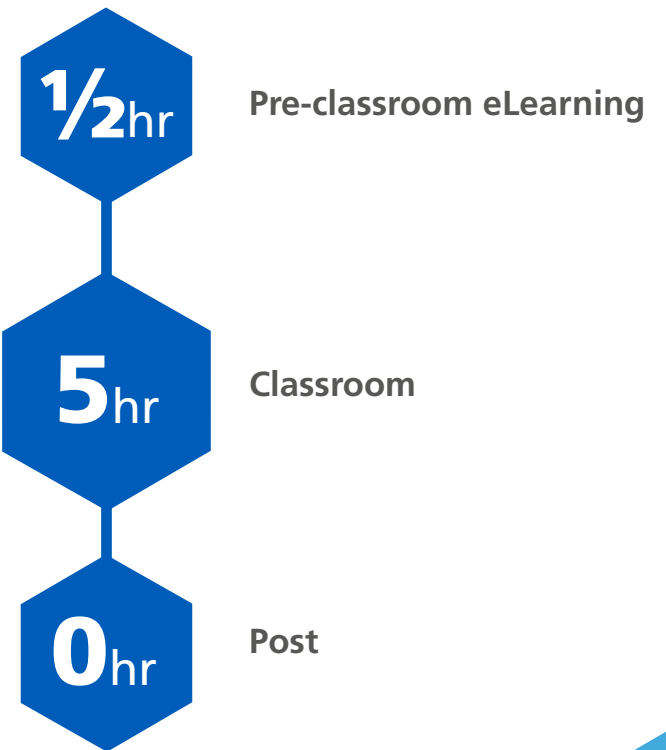
COURSE CONTENT

- Run Department reports to calculate KPI's
- Navigate through activities that the rest of staff are using (pre-procedure documentation, Medication documentation and how to create reports of these)
- Rota Management for GI Consultants

SIMILAR JOB ROLES

- Endoscopy Manager
- Bronchoscopy Manager

COURSE DURATION



Health Records 101

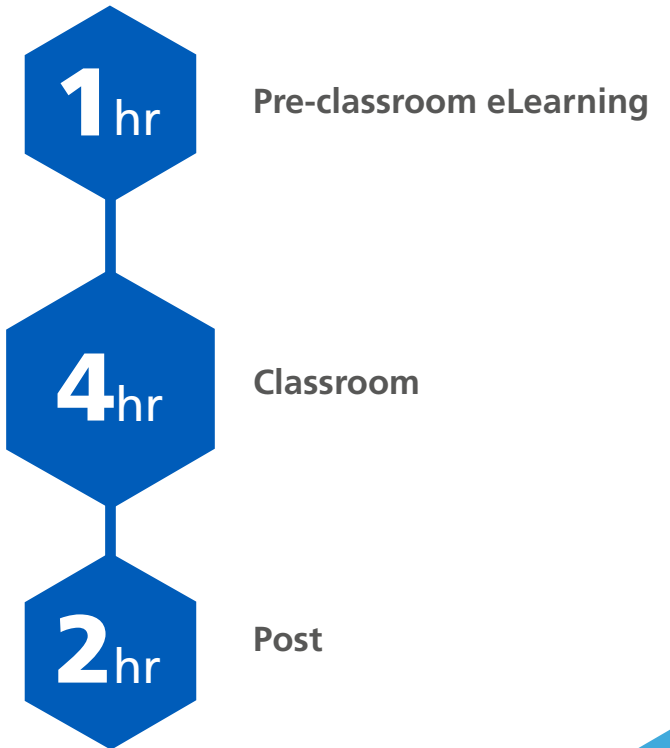
COURSE CONTENT

- Chart requests
- Tracking paper charts
- Maintaining paper charts
- Creating batch releases
- Releasing to Inspector

SIMILAR JOB ROLES

- Health Records

COURSE DURATION



Health Records 102

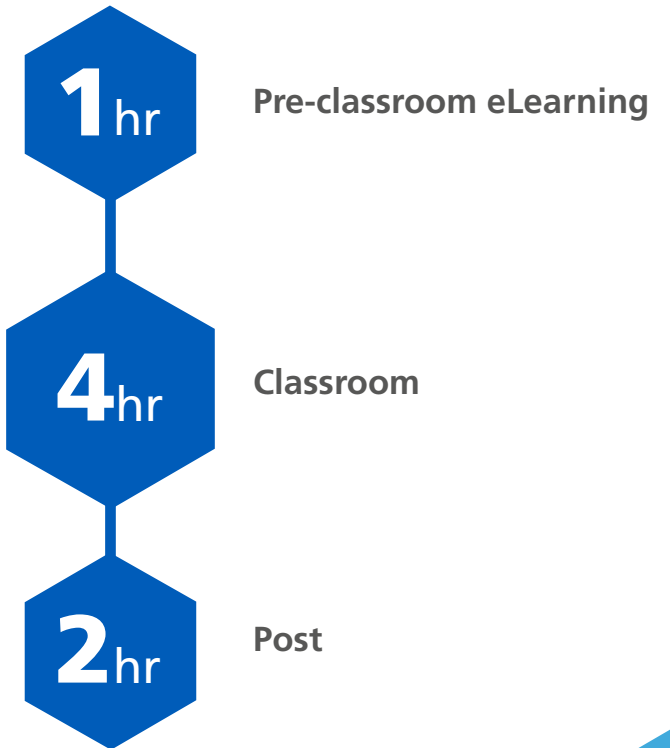
COURSE CONTENT

- Introduction to Deficiency Tracking
- Note reassignment
- Reviewing deficiencies
- Coding deficiencies

SIMILAR JOB ROLES

- Health Records

COURSE DURATION



HIM Management

COURSE CONTENT

- Managing workqueues
- Reporting
- Tracking productivity

SIMILAR JOB ROLES

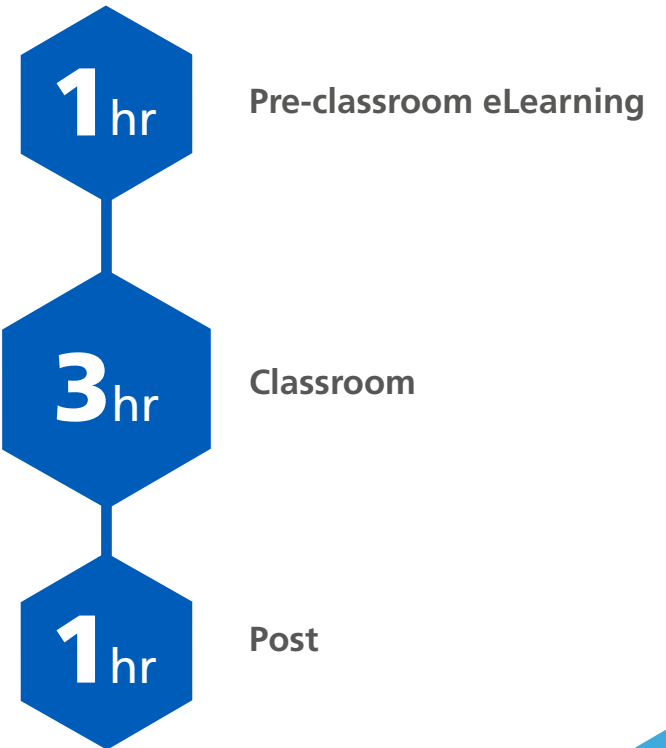
- Patient Service Department Managers

Pre-Required Classes to be taken first:

- Management area

[← MAIN CONTENTS](#) [← ADMIN AND CLERICAL COURSES](#)

COURSE DURATION



ICU Chart Abstraction

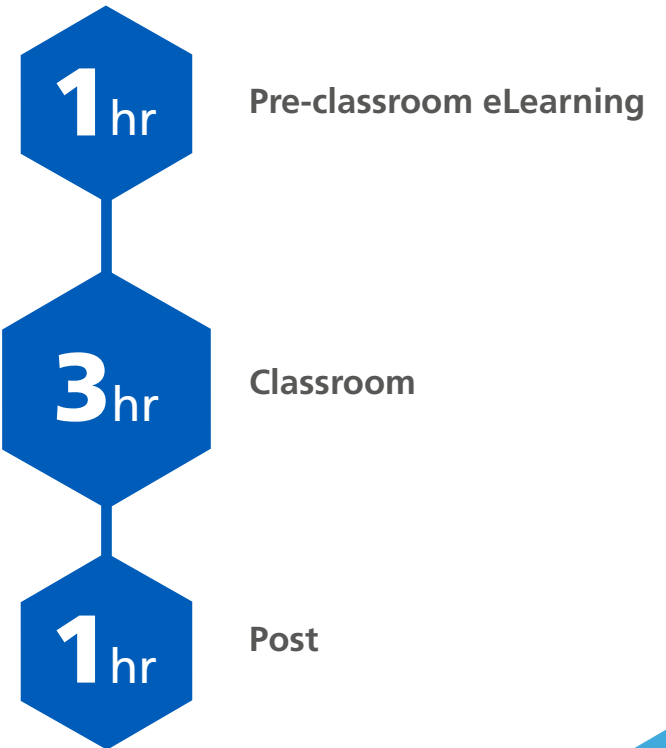
COURSE CONTENT

- Chart Abstraction Tool Overview
- Transferring a Patient into ICU
- Admission Abstraction
- Severity Abstraction
- CCMDs Reports.

SIMILAR JOB ROLES

- Patient Service Department Managers

COURSE DURATION



Interpreter Coordinator

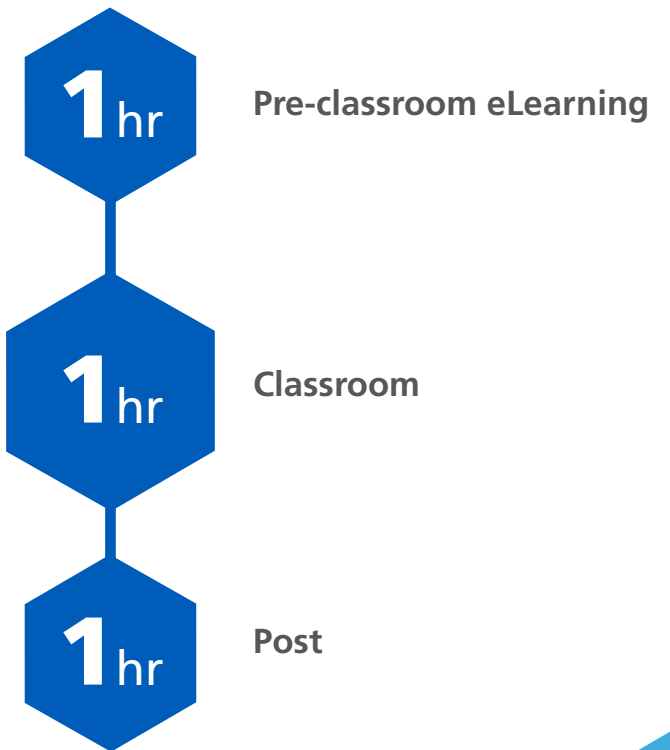
COURSE CONTENT

- Identify Appointments Requiring Interpreters
- Assign an Interpreter for an Appointment
- Cancel or Change Interpreters

SIMILAR JOB ROLES

- Interpreter Manager
- Interpreter Coordinator

COURSE DURATION



Invasive Manager

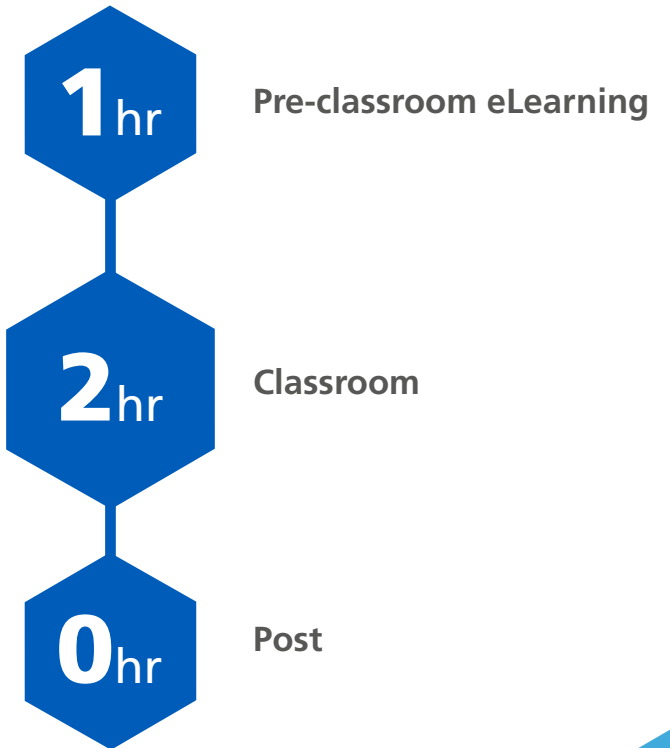
COURSE CONTENT

- Correcting documentation errors i.e updating contrast administration.
- Identifying and resolving incomplete work.
- Locating and working with basic reports of department statistics and key performance indicators.

SIMILAR JOB ROLES

- Cath Lab Lead Matron
- Cath Lab Manager

COURSE DURATION



Invasive Scheduler

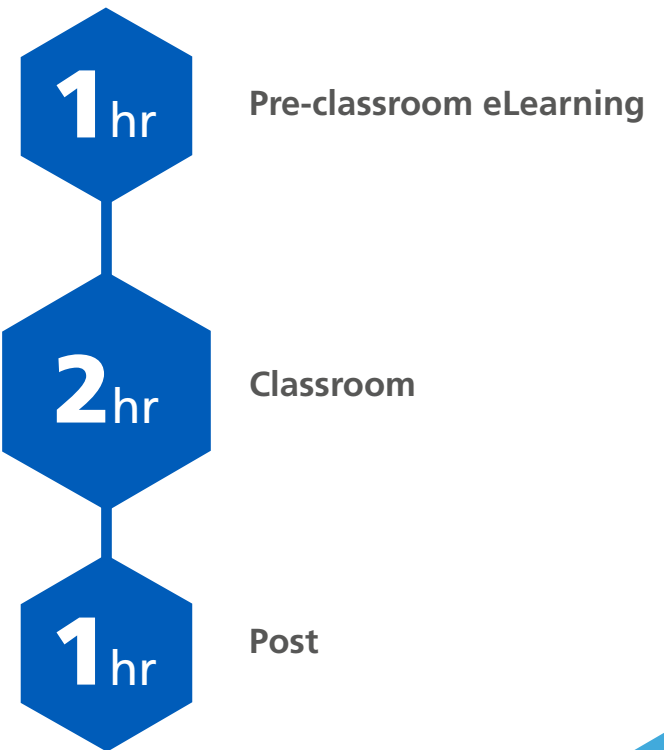
COURSE CONTENT

- Instruction on creating and reviewing cases.
- Scheduling cases (i.e. Pacemaker insertion)
- Assigning staff resources.
- Managing the department schedule.
- Cases contain the details of the requested procedure and may include multiple procedures and/or providers.

SIMILAR JOB ROLES

- Cath Lab Coordinator
- Cath Lab Waiting List Team
- Cath Lab Schedulers

COURSE DURATION



Maternity Ward Clerk

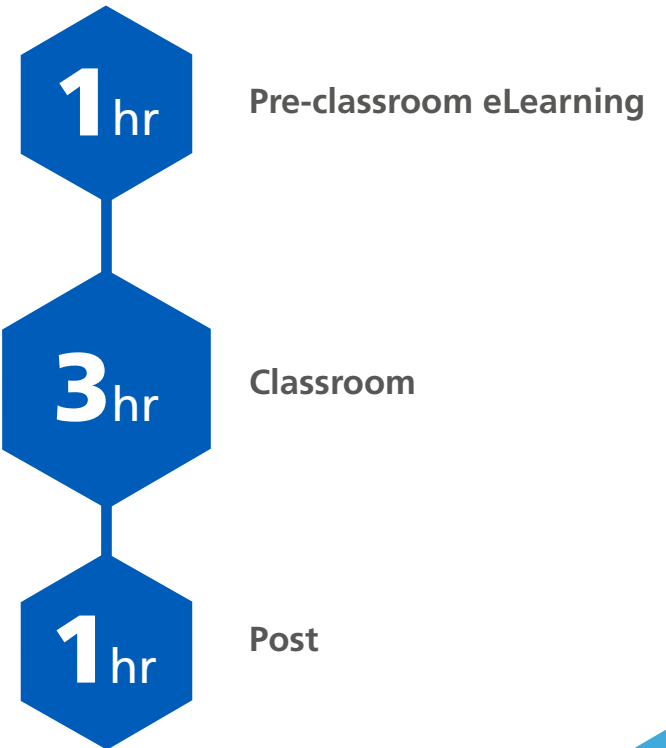
COURSE CONTENT

- Managing your Shift
- Arriving Patients
- Admit and Transfer Patients
- Discharge Patients
- Schedule Appointments and Cases

SIMILAR JOB ROLES

- Maternity Ward Clerks

COURSE DURATION



Medical Secretary/MDT Coordinator

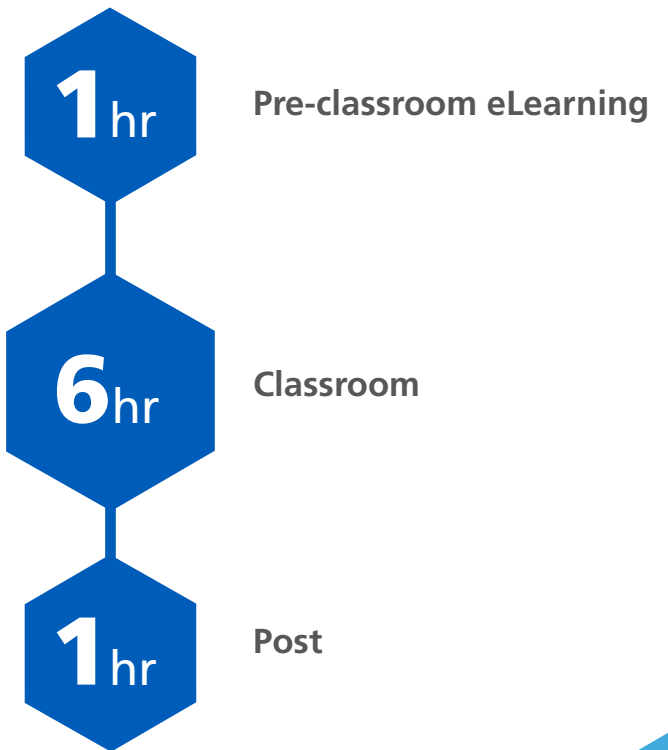
COURSE CONTENT

- System Basics and Overview
- Updating Patient Records
- Scheduling Patient Appointments
- Scheduling MDTs/MDT Documentation
- InBasket Letter Review and Transmission

SIMILAR JOB ROLES

- Medical Secretary
- Personal Assistant

COURSE DURATION



Non-Invasive Manager

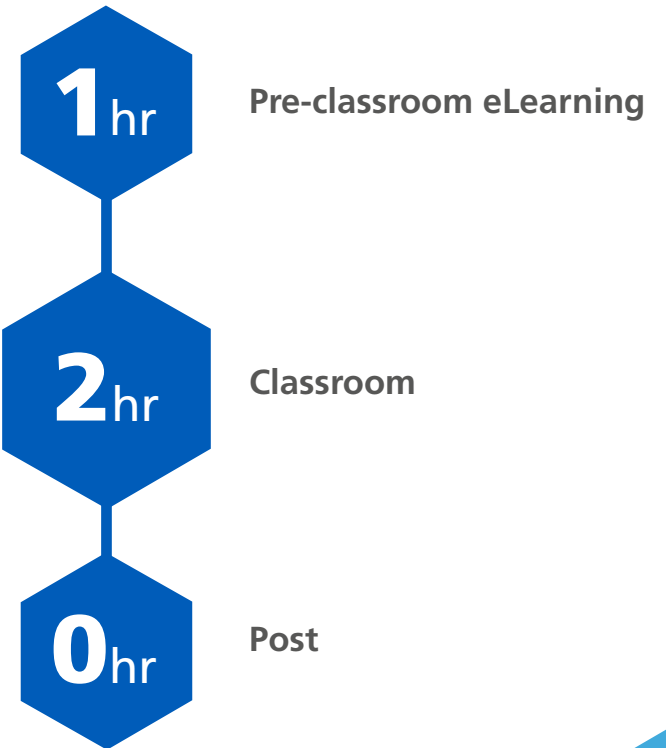
COURSE CONTENT

- Correcting documentation errors. (i.e. Contrast administration)
- Identifying and resolving incomplete work.
- Locating and working with basic reports of department statistics and key performance indicators.

SIMILAR JOB ROLES

- Non-invasive Cardiology Manager

COURSE DURATION



Non-Invasive Scheduler

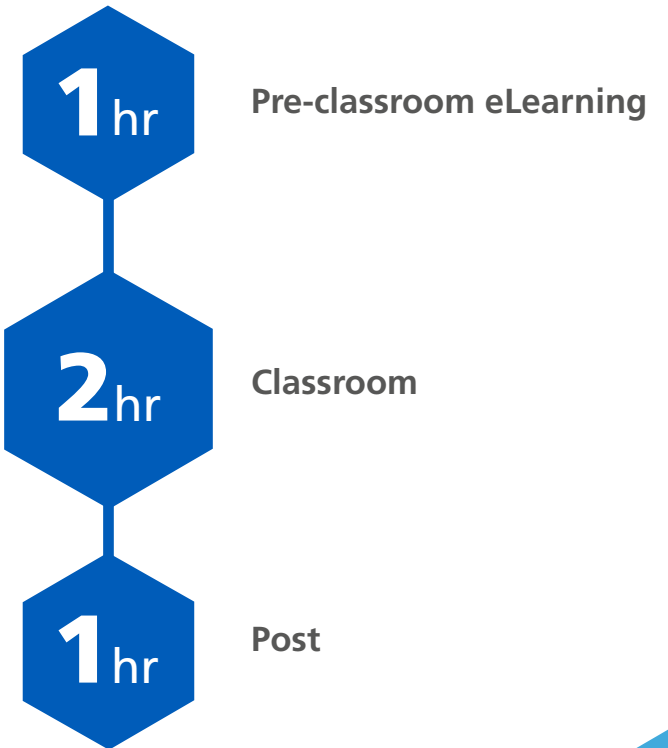
COURSE CONTENT

- Instruction on entering and managing orders for non-invasive procedures. (i.e TTE)
- Scheduling appointments for patient orders.
- Managing the department schedule.

SIMILAR JOB ROLES

- Cardiology Scheduler
- Cardiology Waiting List Team

COURSE DURATION



Outpatient Admin Level 1

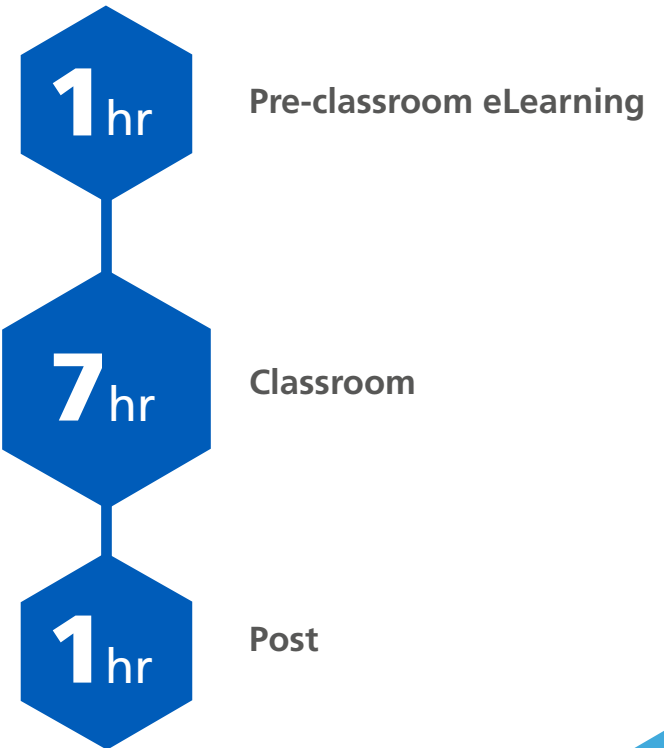
COURSE CONTENT

- System Basics and Overview
- Overview of Registration
- Updating Demographic & Visit Information
- Checking in Patients
- Booking/Scheduling Appointments
- Using Waiting Lists Workqueues

SIMILAR JOB ROLES

- Outpatient Admin Assistant
- Outpatient Admin Assistant
- Outpatient Receptionist
- Booking Clerk

COURSE DURATION



Outpatient Admin Level 2

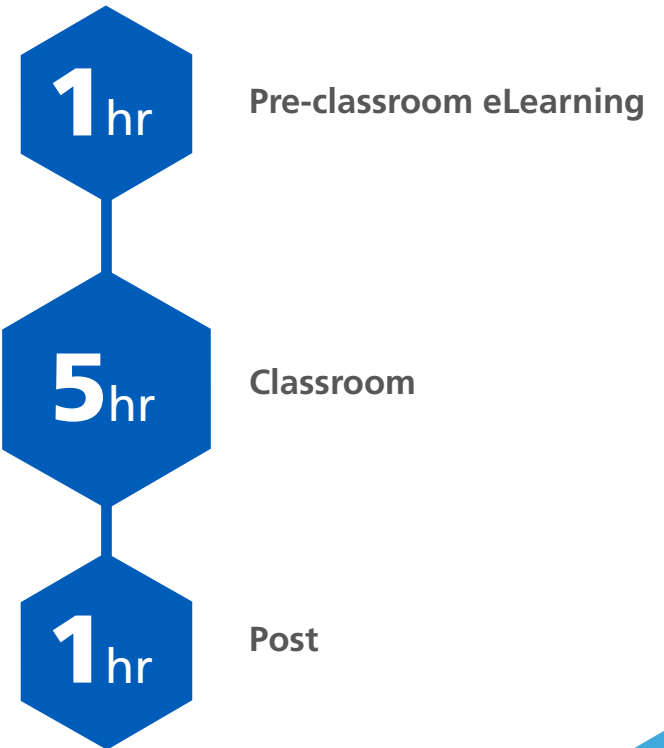
COURSE CONTENT

- Introduction to Referrals
- Understanding the Referral Process
- Referral Entry in Hive
- Monitoring Referrals via Workqueues
- Identifying and Updating Incomplete Referrals
- Introduction to Administrative Pathways and Pathway Structure

SIMILAR JOB ROLES

- Outpatient Admin Assistant
- Outpatient Admin Assistant

COURSE DURATION



Outpatient Admin Level 3

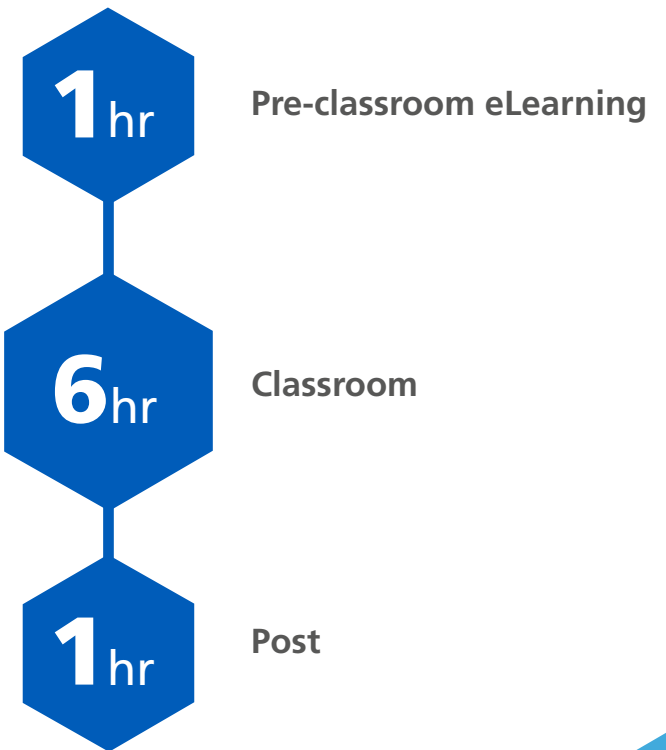
COURSE CONTENT

- Updating Pathway Detail
- Completing Pathway Targets
- Exploring Administrative Pathway Reporting
- Keeping Track of Patient Preferences
- Viewing and Updating Schedules
- Updating Appointment Statuses
- Reporting Functionality in Hive

SIMILAR JOB ROLES

- Outpatient Admin Manager
- Outpatient Admin Supervisor
- Outpatient Admin Team Lead

COURSE DURATION



Outpatient Clinic Manager

COURSE CONTENT

- Supervisor Workflows
- Reporting on items such as:
 - Clinical workflow completion
 - In Basket message metrics
 - Specialty Metrics

SIMILAR JOB ROLES

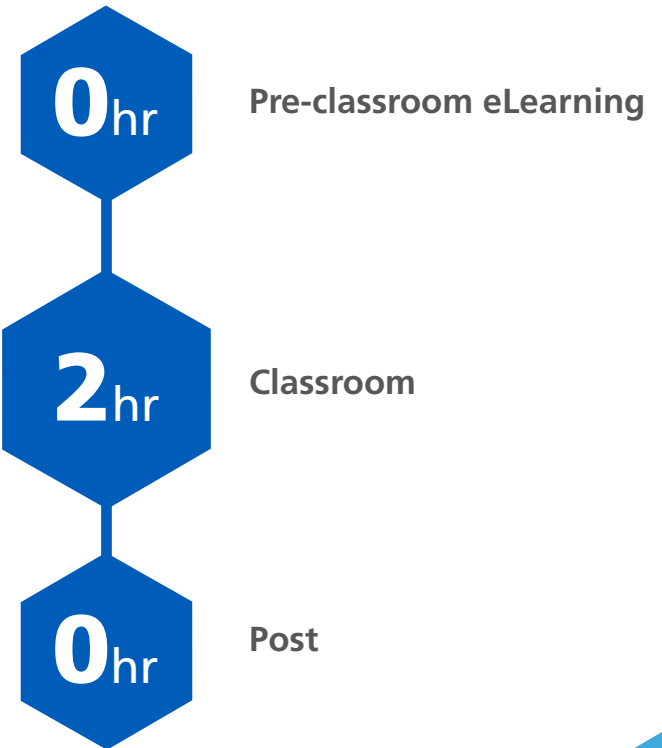
- Clinic Supervisors
- Assistant Directorate Manager
- Directorate Manager
- Matron
- Nurse manager

Pre-Required Classes to be taken first:

- If clinic managers oversee clinical users, they should attend the Nurse track (including e-learnings). If Clinic managers are also a different clinical role they should attend the relevant clinical class.
- If clinic managers oversee registration, front desk, and/or schegistrar users, they should attend the Schegistrar Supervisor track (found in Cadence Training Wheels)
- If clinic managers oversee clinical AND registration, front desk, and/or schegistrar users, they should attend the Nurse track and the Schegistrar Supervisor track (found in Cadence Training Wheels).

[← MAIN CONTENTS](#) [← ADMIN AND CLERICAL COURSES](#)

COURSE DURATION



Overseas & Private Pay

COURSE CONTENT

- ◆ Updating a Patient's Admin Category
- ◆ Registering Overseas Patients
- ◆ Scheduling an Overseas/Private Pay Appointment

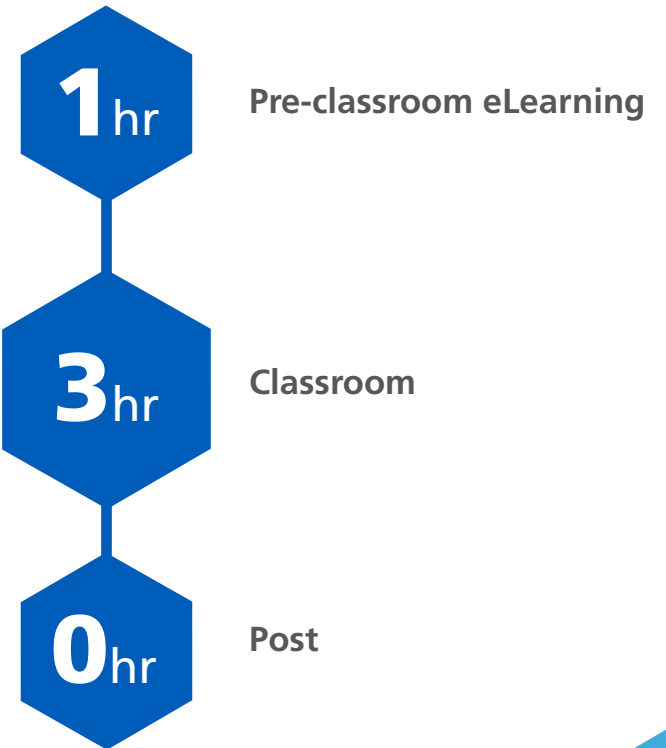
SIMILAR JOB ROLES

- ◆ Overseas Team

[← MAIN CONTENTS](#)

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COURSE DURATION



Pathway Validator

COURSE CONTENT

- Introduction to Administrative Pathways and Pathway Structure
- Updating Pathway Detail
- Completing Pathway Targets
- Exploring Administrative Pathway Reporting and Management
- Exploring Data Quality Monitoring
- Monitoring and Correcting Pathway Data Quality

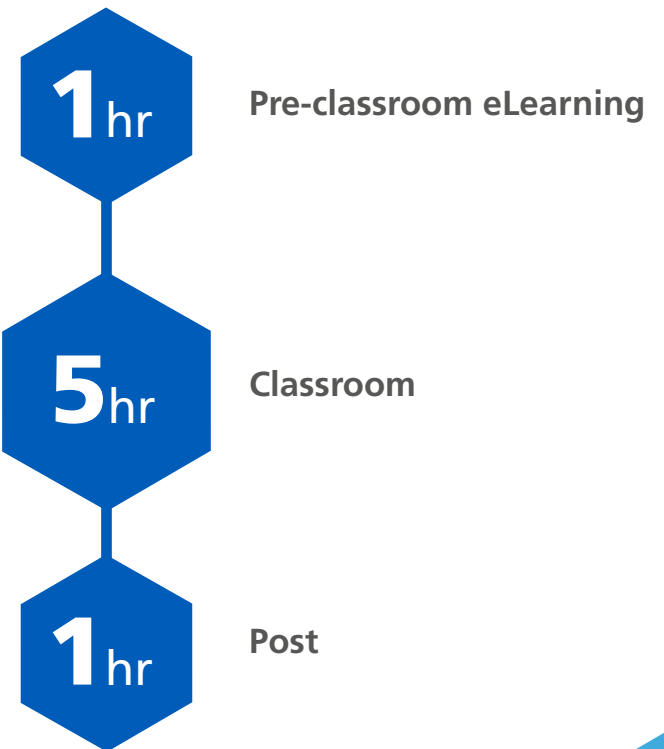
SIMILAR JOB ROLES

- Pathway Co-ordinator
- Pathway Validator
- RTT Navigator

[← MAIN CONTENTS](#)

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COURSE DURATION



Privacy Officer

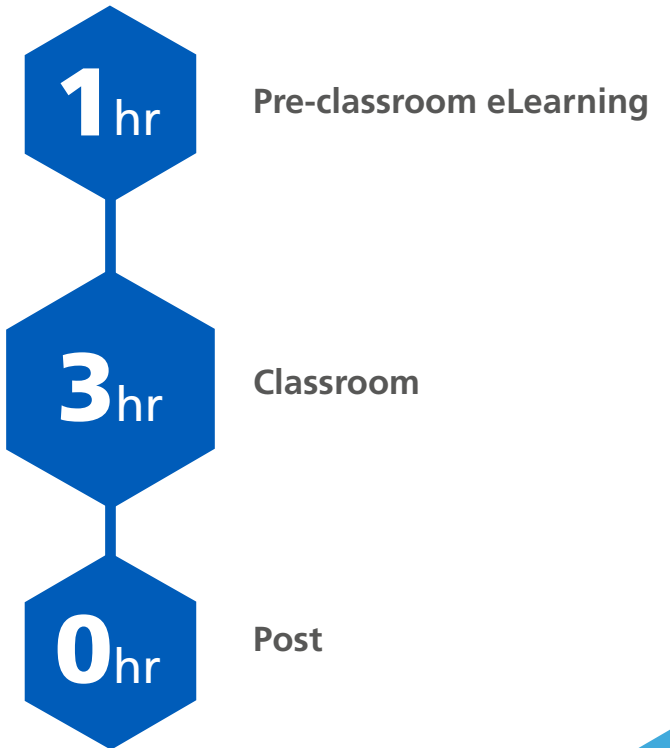
COURSE CONTENT

- Break-the-Glass
- Audit trail viewer
- Confidential encounters
- Restricting access

SIMILAR JOB ROLES

- Information Governance Team

COURSE DURATION



Pre Transplant Co-Ordinator (Phoenix)

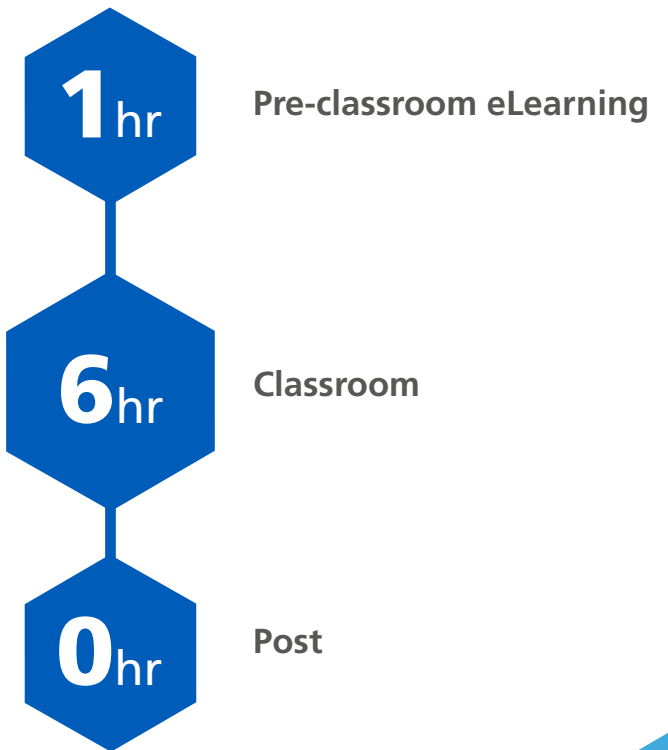
COURSE CONTENT

- Establishing initial patient contact
- Documenting an evaluation visit
- Preparing for and documenting the multidisciplinary team meeting (MDT)
- Documenting organ and donor information
- Recording donor organ offer
- Managing your patient population

SIMILAR JOB ROLES

- Pre-Transplant Coordinators

COURSE DURATION



Post Transplant Co-Ordinator (Phoenix)

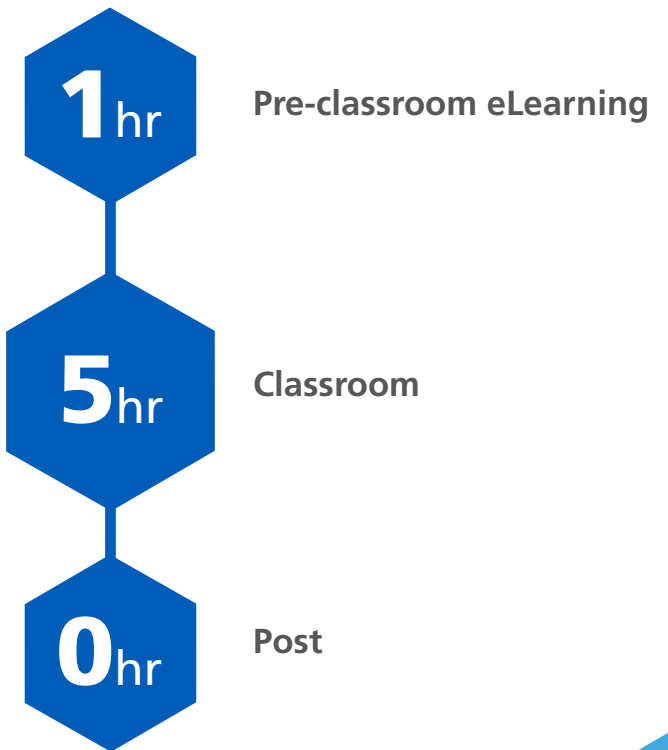
COURSE CONTENT

- Updating transplant information
- Documenting a follow-up visit
- Managing your patient population
- Following up with your patient

SIMILAR JOB ROLES

- Post-Transplant Coordinators

COURSE DURATION



Radiology Front desk

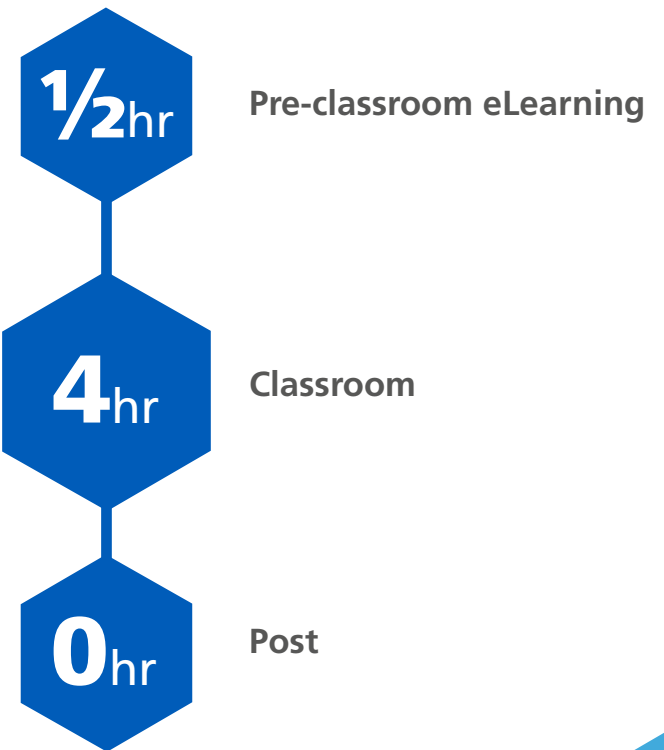
COURSE CONTENT

- Entering Orders (Plain Film, CT, MR, U/S etc)
- Booking Appointments from Snapboard
- Cancelling, Rescheduling and Checking In appointments on Imaging Worklists, following on from the general workflows in Outpatient Admin Level 1

SIMILAR JOB ROLES

- Radiology Booking and Scheduling Clerk
- Radiology Administrative Assistant
- Radiology Clerical Worker

COURSE DURATION



Release of Information

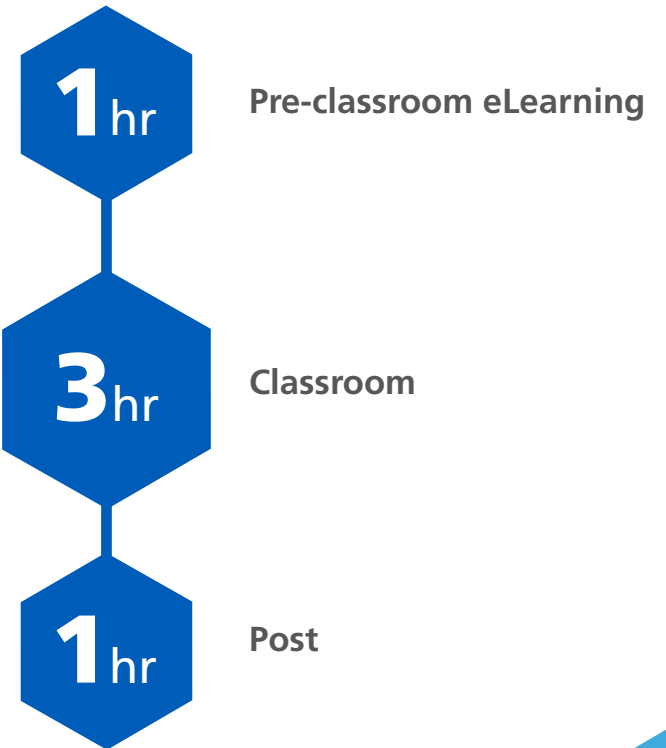
COURSE CONTENT

- Creating a release
- Selecting what to release
- Processing requests from MyMFT
- Release Restrictions
- Care Everywhere for HIM

SIMILAR JOB ROLES

- SARS team
- Information governance

COURSE DURATION



Theatre Manager

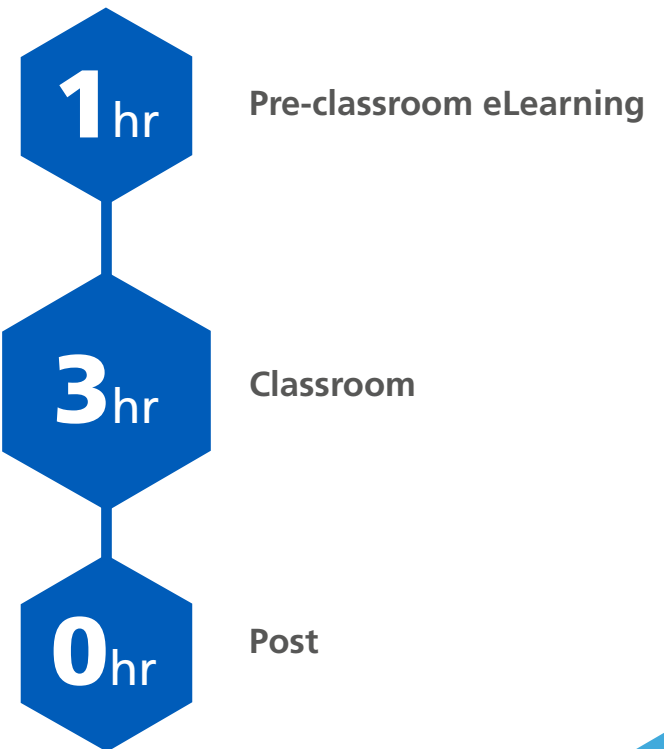
COURSE CONTENT

- Theatres Reporting Basics
- Theatres Running Reports
- Theatres Acting on Reports
- Theatres Editing and Releasing Blocks
- Theatres Utilisation

SIMILAR JOB ROLES

- Theatre Managers
- Theatres Team Leads
- Theatres Sisters
- Theatres Charge Nurses
- Theatres Matrons

COURSE DURATION



Theatre Scheduler

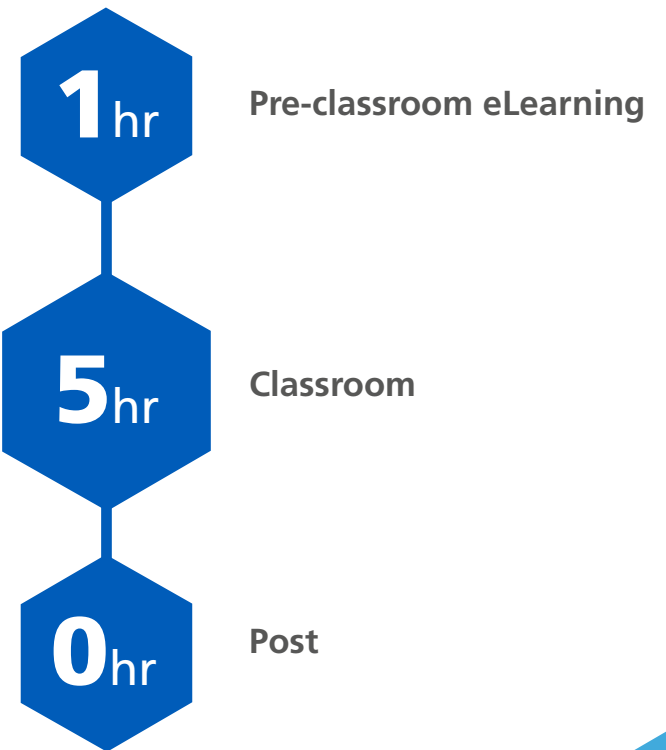
COURSE CONTENT

- Finding and Scheduling Case Requests
- Creating a New Case requests
- Managing the Schedule

SIMILAR JOB ROLES

- Theatre Scheduler
- Theater Scheduling Manager
- Theatres Operations Manager

COURSE DURATION



Transfer Centre

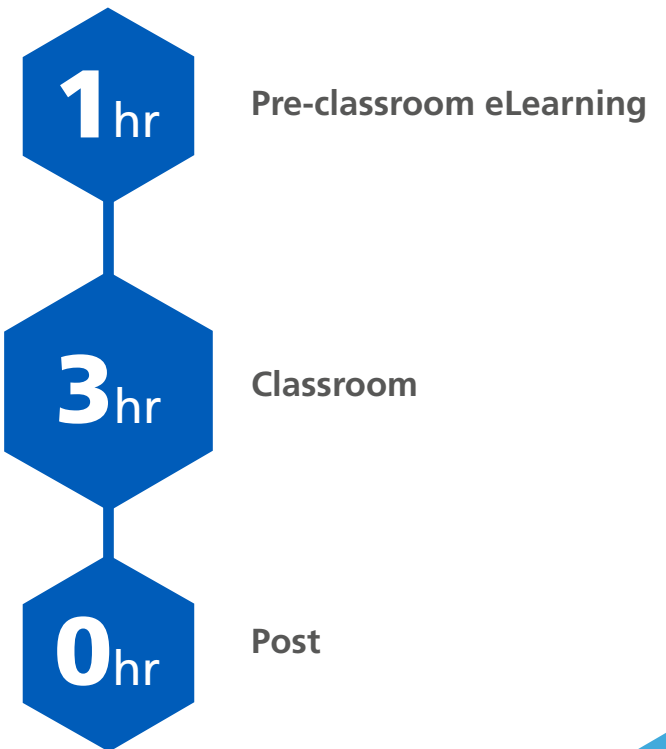
COURSE CONTENT

- Starting a New Request
- Using the Work List
- Overview of documenting a transfer request
- Creating a new request
- Tracking communication history
- Attaching an existing patient record
- Attaching a new or temporary patient record
- Entering source admission information
- Collecting and scanning documents
- Entering Clinical Data within a Transfer Request
- Overview of popup flowsheets
- Documenting vitals
- Adding a new line
- Selecting a Location
- Overview of the location selection workflow
- Identifying potential transfer locations
- Completing and declining approvals
- Selecting a transfer location
- Completing a Transfer Request
- Planning a patient's transport
- Confirming a location
- Accepting a request
- Completing a Transfer Request

SIMILAR JOB ROLES

- Staff involved in coordinating patient transfers inside and outside of the Trust

COURSE DURATION



View Only Non-Clinician

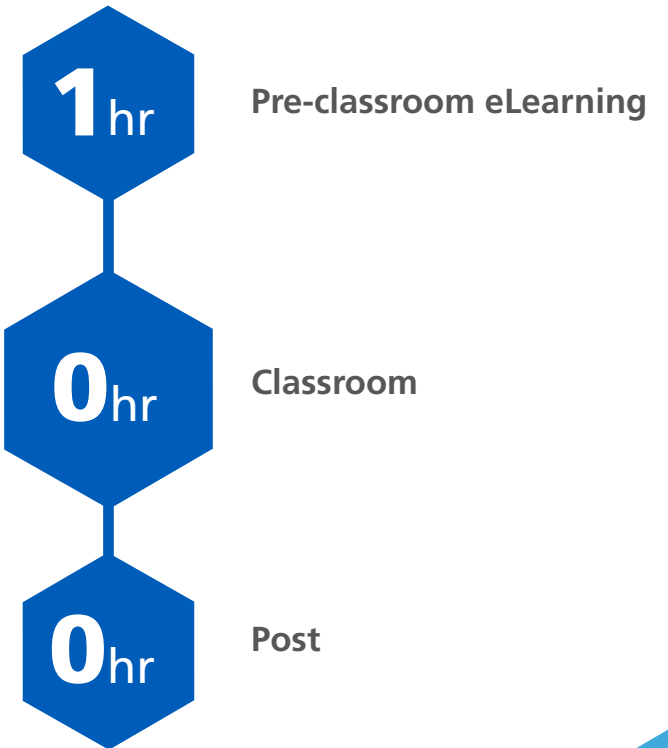
COURSE CONTENT

- These users have been selected as only need to view the system information and not input or remove information.
- These users will only watch e-learnings in order to gain Epic access.

SIMILAR JOB ROLES

- Complaints Team
- Cashiers
- Very senior hospital managers

COURSE DURATION



ADMIN AND CLERICAL

Ward Clerk

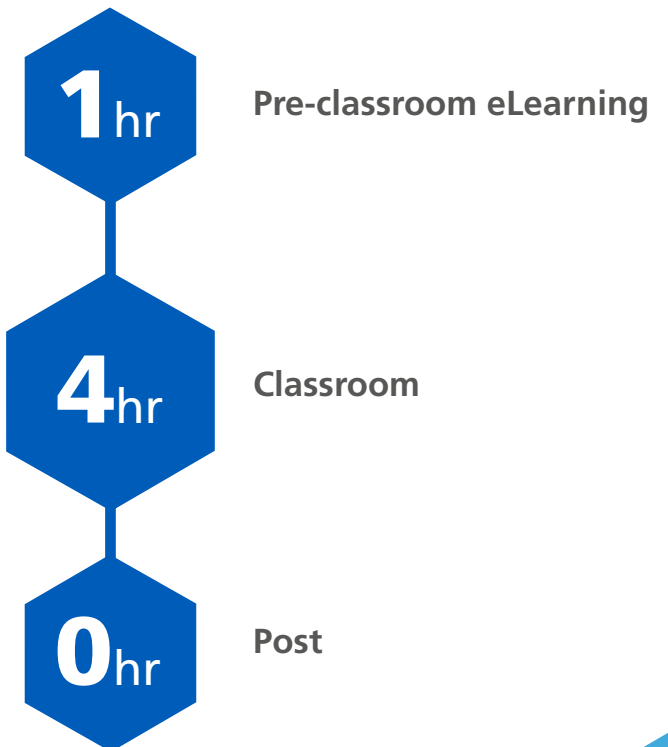
COURSE CONTENT

- Transferring patients
- Admitting patients
- Creating requests from the Ward Manager
- Update admission, discharge, and transfer information
- Discharge patients
- Manage leaves of absence
- Find patients in Patient Lists
- Booking in Ward Attenders

SIMILAR JOB ROLES

- Ward Clerk

COURSE DURATION



Clinical Courses

Anaesthesia Clinician	→	Gastroenterologist	→	General Medicine Clinician	→
Allergist/Immunologist	→	General Surgeon	→	Neurologist	→
Audiology	→	Geneticist (Genetics Counsellor)	→	Non-invasive Cardiologist	→
Bone Marrow Transplant Staff	→	Geriatrician	→	Oncology Pharmacist	→
Burns and Plastics/Plastic Surgeon	→	Infectious Disease Specialist	→	Ophthalmologist	→
Cancer Nurse Specialist	→	Inpatient Gynaecology	→	Orthopaedic Surgeon	→
Cardiothoracic Surgeon	→	Intensivist (Critical Care)	→	Otolaryngologist (ENT)	→
Chemotherapy Nurse1	→	Invasive Cardiologist	→	Outpatient Gynaecology	→
Clinical Manual Data Migration (All Clinical Staff)	→	Inpatient Oncology Nurse	→	Paediatrician	→
Clinical Manual Data Migration (Specialty Representative)	→	Medical Oncologist-Haematologist - Inpatient / Outpatient	→	Palliative Care Specialist	→
Dermatologist	→	Nephrologist	→	Perfusionist	→
Endocrinologist	→	Neonatologist	→	Respiratory Medicine Clinician	→

Clinical Courses cont.

[Rheumatologist](#) →

[Transplant Physician/Surgeon
Abdominal](#) →

[Transplant Physician/Surgeon
Cardiothoracic](#) →

[Urologist](#) →

[Vascular Surgeon](#) →

[View Only Clinician](#) →



CLINICAL

Anaesthesia Clinician

COURSE CONTENT

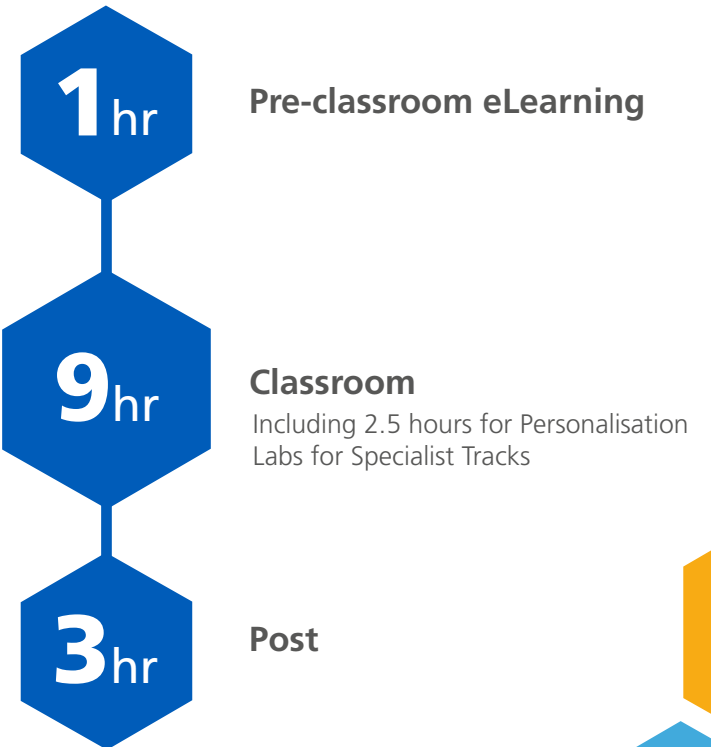
- Pre-Procedure
- Intraprocedure
- Postprocedure
- Ward Procedures
- Pre surgical Blocks
- Consults and Review
- Pre-op Assessments

SIMILAR JOB ROLES

- Anaesthetists
- Anaesthetic Consultants
- Specialty Registrars (Anaesthetists)

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION



Allergist/Immunologist

COURSE CONTENT

- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) Triage.
- MyMFT
- Advanced care planning and ReSPECT
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

SIMILAR JOB ROLES

- Consultant
- Nurse Practitioner
- Specialist Nurse
- Registrar
- Clinical Fellow
- Junior Doctor
- Allergist-Immunologist

[← MAIN CONTENTS](#)

[← CLINICAL COURSES](#)

COURSE DURATION

2hr

Pre-classroom eLearning

9hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



CLINICAL

Audiology

COURSE CONTENT

- BMT Workup Orders
- BMT episodes
- Donor % Recipient Documentation
- BMT checklists
- BMT protocols
- BMT pre-transplant appointment
- BMT chemotherapy protocols
- Rounding
- Transplant Procedure Documentation
- MDT discussion
- GVHD documentation
- Post-treatment follow up

COURSE DURATION

0hr Pre-classroom eLearning

5hr **Classroom**
Including 2.5 hours for Personalisation
Labs for Specialist Tracks

2hr Post



Bone Marrow Transplant Staff

COURSE CONTENT

- BMT Workup Orders
- BMT episodes
- Donor % Recipient Documentation
- BMT checklists
- BMT protocols
- BMT pre-transplant appointment
- BMT chemotherapy protocols
- Rounding
- Transplant Procedure Documentation
- MDT discussion
- GVHD documentation
- Post-treatment follow up

SIMILAR JOB ROLES

- BMT Coordinator
- CAR-T Coordinator
- BMT Consultant

Pre-Required Classes to be taken first:

- Medical Oncologist-Haematologist

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION

0hr

Pre-classroom eLearning

4hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

2hr

Post



Burns and Plastics/Plastic Surgeon

COURSE CONTENT

Outpatient Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- Wound avatar documentation
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

SIMILAR JOB ROLES

- Consultant
- Surgeon
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Surgical Care Practitioner
- Nurse Practitioner
- Advanced Nurse Practitioner
- Plastics and Burns

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Cardiothoracic Surgeon

COURSE CONTENT

Outpatient Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Cardiothoracic scenarios
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find a surgery patient, manage pre-preprocedure orders
- Consult - find & review consult patients, update the problem list, write a consultation note, request a case and write pre-op orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP
- Board rounds

SIMILAR JOB ROLES

- Consultant
- Surgeon
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Surgical Care Practitioner
- Nurse Practitioner
- Advanced Nurse Practitioner
- Cardiothoracic

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



CLINICAL

Cancer Nurse Specialist

COURSE CONTENT

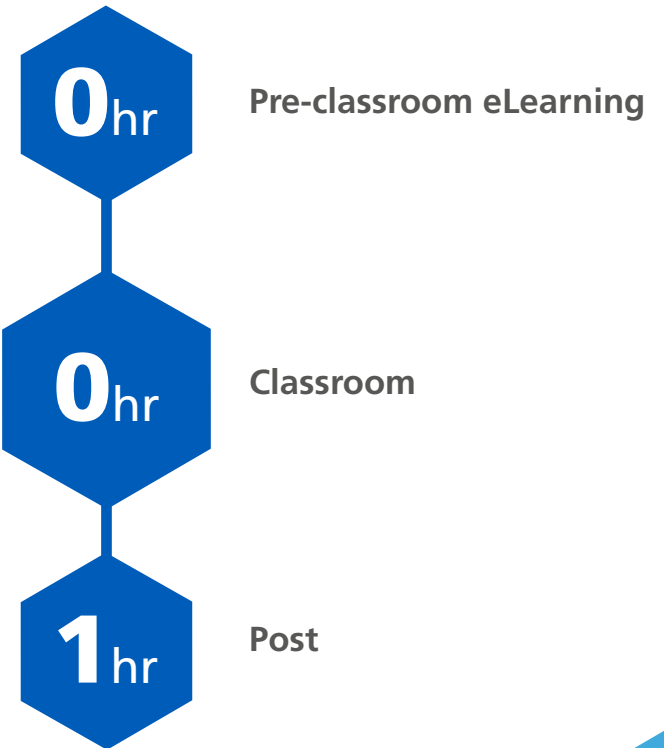
- Treatment summaries
- HNAs
- Care plan
- Contact notes
- PSFU/Remote Monitoring

SIMILAR JOB ROLES

- Urology Cancer Nurse Specialist
- Respiratory Cancer Nurse Specialist
- Colorectal Cancer Nurse Specialist
- Heamatology Cancer Nurse Specialist

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION



Chemotherapy Nurse

COURSE CONTENT

Chemotherapy Nurse 100:

- Documenting obs and assessments in Day Case
- Releasing and reviewing labs from Treatment plans
- documenting lines
- administering chemotherapy and other meds
- Concluding day unit admissions

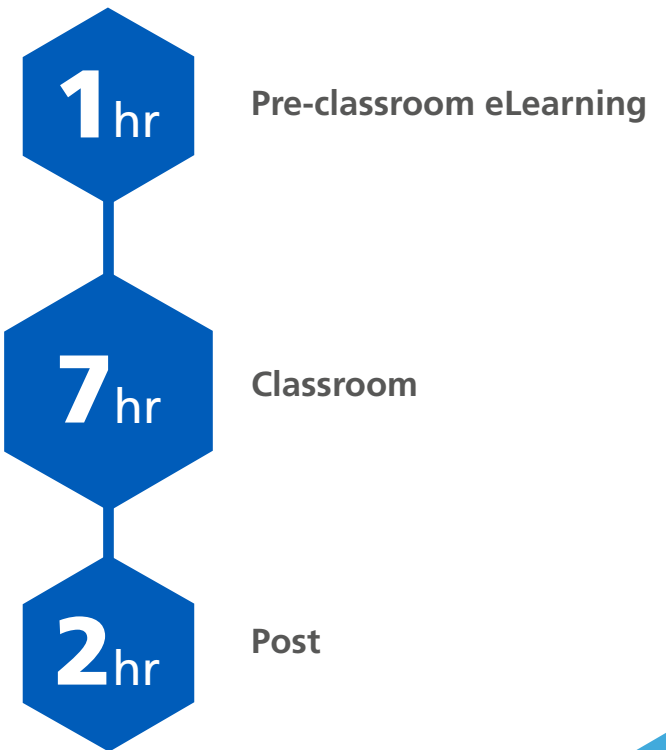
Chemotherapy Nurse 101:

- Defer and cancel treatment plans
- Ordering & Administering blood products
- Care Everywhere

SIMILAR JOB ROLES

- Paediatric Chemotherapy Nurse
- Adult Haematology Day Unit Chemotherapy Nurse
- Cecilia Unit Chemotherapy Nurse

COURSE DURATION



Clinical Manual Data Migration (All Clinical Staff)

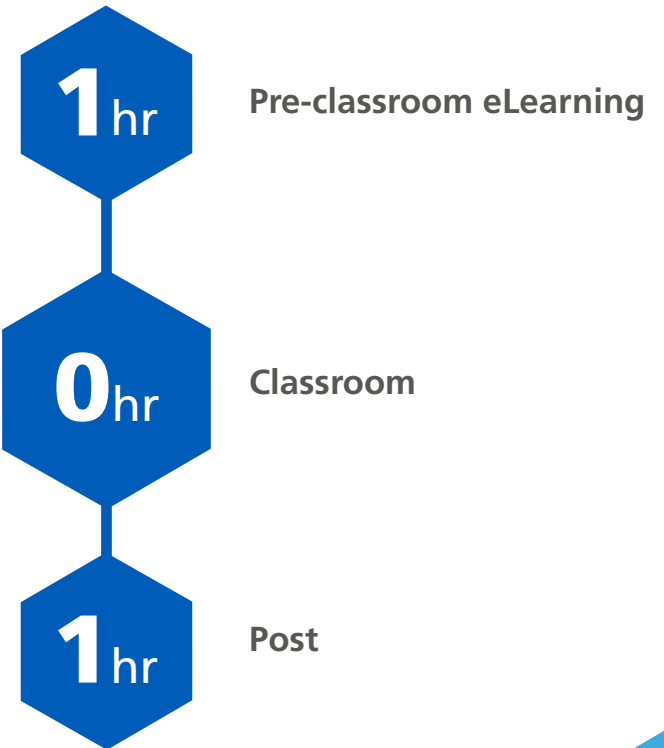
COURSE CONTENT

- eLearnings: Entering core clinical data from legacy systems into Hive. The eLearning is required for all clinical staff if they've not enrolled in the Specialty Representative course.

SIMILAR JOB ROLES

- All clinicians who are not booked on to Clinical Manual Data Migration (Specialty Representative).

COURSE DURATION



Clinical Manual Data Migration (Specialty Representative)

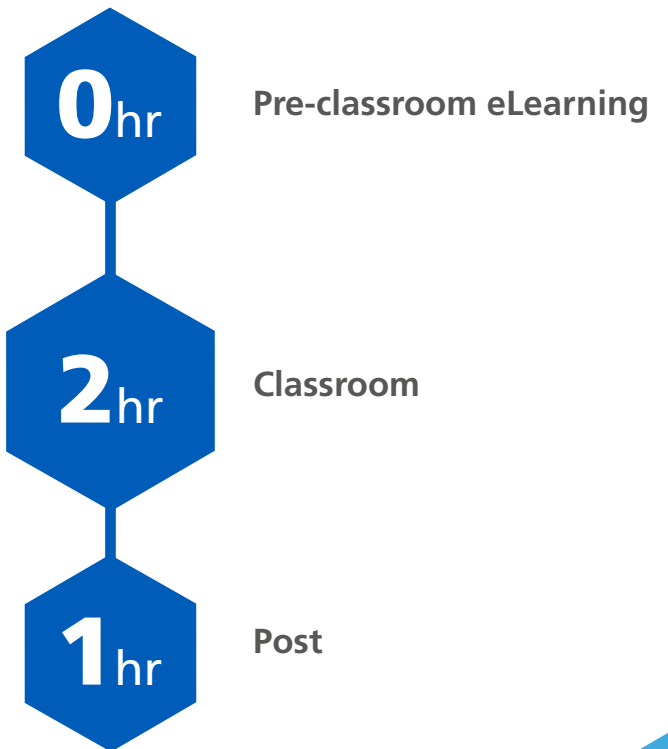
COURSE CONTENT

- Virtual Lesson: Finding core clinical data in Legacy Systems and Entering into Hive. This in-person/virtual class (C-MDM Specialty Rep) is required for clinical staff identified as manual data migration point people for their specialty and is optional for all other clinical staff.
- Migrating data such as:
 - Problem List
 - Allergies
 - Medications
 - Ad-Hoc Specialty Clinical requirements

SIMILAR JOB ROLES

- Selected individuals, connected direct by Hive Applications Team

COURSE DURATION



Dermatologist

COURSE CONTENT

Standard Consultation Visit in Outpatients including;

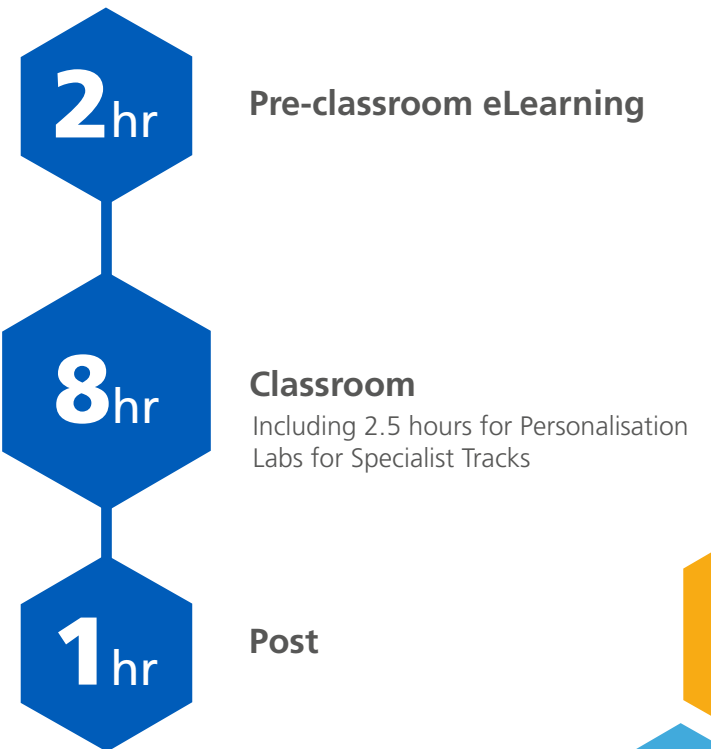
- Finding my patients
- Review the patient chart
- Document using the Skin exam activity
- Placing orders
- Concluding a visit
- Consultation with specimen collection
- Phototherapy/PDT workflow
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere
- Skin Exam

SIMILAR JOB ROLES

- Consultant
- Nurse Practitioner
- Specialist Nurse,
- Registrar
- Clinical Fellow
- Junior Doctor
- Dermatologist

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COURSE DURATION



Endocrinologist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Endocrinology scenarios
- MyMFT
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

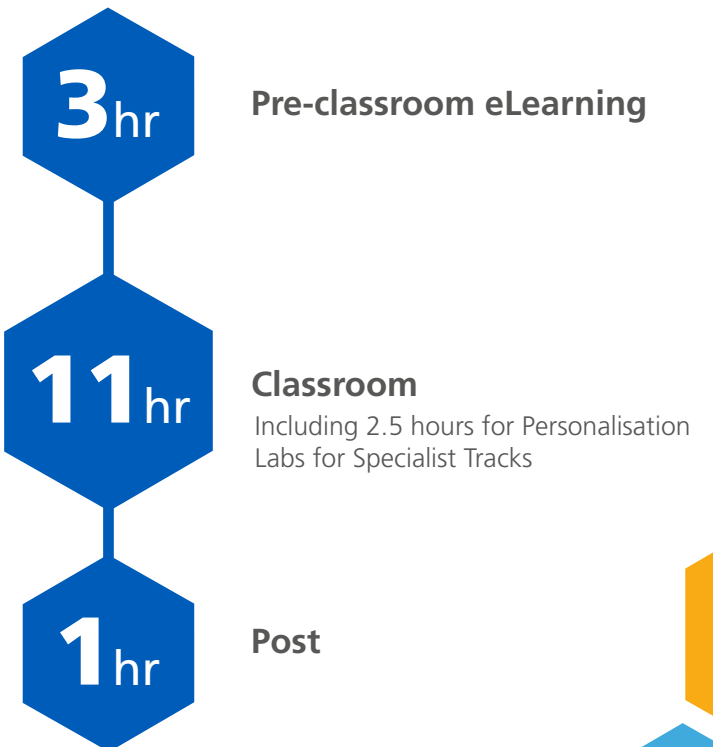
Inpatient workflow:

- Consult - review the current admission, manage orders, write a consultation note
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescription, place the order to discharge, update the problem list, write a discharge summary letter to be sent to the GP

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Endocrinologist | ● Doctor |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Endocrinology |
| ● Clinical Fellow | ● Diabetes |

COURSE DURATION



Gastroenterologist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Orders for admission workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Consult - find & review consult patients, update the problem list, write a consultation note, manage procedure orders, manage bedside procedure
- Postprocedure - find post-procedure patients, update the problem list, update procedures performed, document your findings, write post-procedure orders

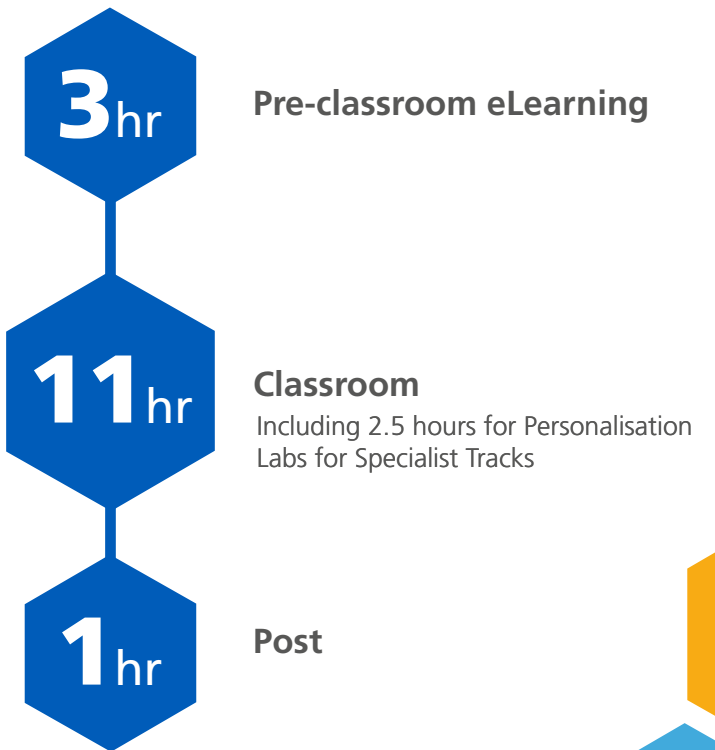
Lumens lesson to include;

- Bowel preparation
- Vetting of requests
- Procedures/ biopsy collection
- Viewing of procedure results

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Gastroenterologist | ● Doctor |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Gastroenterology |
| ● Clinical Fellow | |

COURSE DURATION



General Medicine Clinician

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) triage
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) results messages and patient request
- MyMFT
- Advanced care planning and ReSPECT
- Procedure and lab collect workflow
- Telephone encounters

- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Rounding - find & review admitted patients, update the problem list, manage orders, write a progress note, write a procedure note, write a handover report
- Admission - find & review ED patients, write admission orders, advance care planning, write an admission note
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescription, place the order to discharge, update the problem list, write a discharge summary letter to be sent to the GP
- Consult - order a consult
- Board rounds
- Viewing of procedure results

SIMILAR JOB ROLES

- Consultant
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Nurse Practitioner
- Advanced Nurse Practitioner
- If you can't find a speciality course then you will have been mapped to this if you're under a Medical discipline

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



General Surgeon

COURSE CONTENT

Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find a

- surgery patient, manage pre-preprocedure orders
- Consult - find & review consult patients, update the problem list, write a consultation note, request a case and write pre-op orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP
- Endoscopy - order the procedure, endoscopy post-procedure documentation
- Board rounds

SIMILAR JOB ROLES

- Consultant
- Surgeon
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Surgical Care Practitioner
- Nurse Practitioner
- Advanced Nurse Practitioner
- If you can't find a speciality course then you will have been mapped to this if you're under a Medical discipline

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Geneticist (Genetics Counsellor)

COURSE CONTENT

- Standard Consultation Visit
- Entering external results
- Family ID (G Number)
- Group Documentation
- Telephone Encounter
- Procedure & Lab Collect Visit
- Consultation Visit
- MDT-Snapboard Scheduler
- Care Everywhere
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Video visit

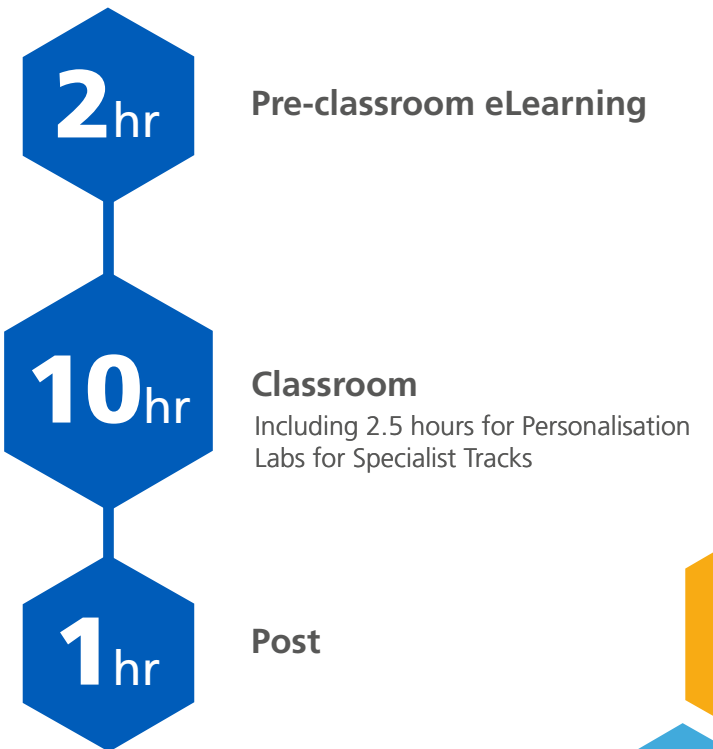
SIMILAR JOB ROLES

- Consultant
- Nurse Practitioner
- Specialist Nurse
- Registrar
- Clinical Fellow
- Junior Doctor
- Geneticist

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COURSE DURATION



Geriatrician

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Advanced care planning and ReSPECT
- Geriatrics workflows
- Document an outpatient procedure
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

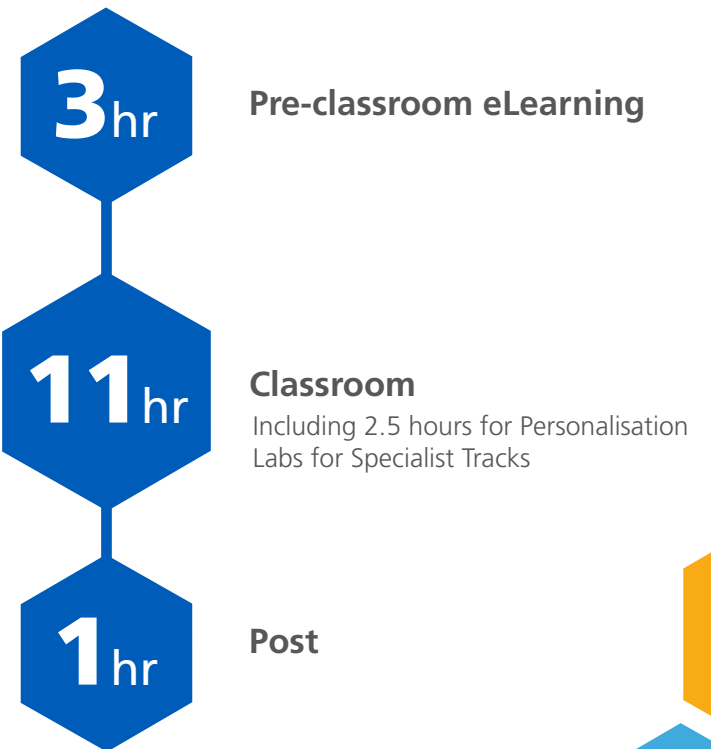
Inpatient workflow:

- Rounding - find & review admitted patients, update the problem list, manage orders, write a progress note, write a procedure note, write a handover report
- Admission - find & review ED patients, write admission orders, advance care planning, update patient advocate, complete the ReSPECT process, write an admission note
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescription, place the order to discharge, update the problem list, write a discharge summary letter to be sent to the GP
- Consult - perform a consult, review the patient chart, write notes & orders
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Geriatrician | ● Doctor |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Care of the Elderly |
| ● Clinical Fellow | ● Geriatrics |

COURSE DURATION



Infectious Disease Specialist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Infusion therapy
- Procedure and lab collect workflow
- Telephone encounters
- MDT visit
- Video visits
- Care everywhere

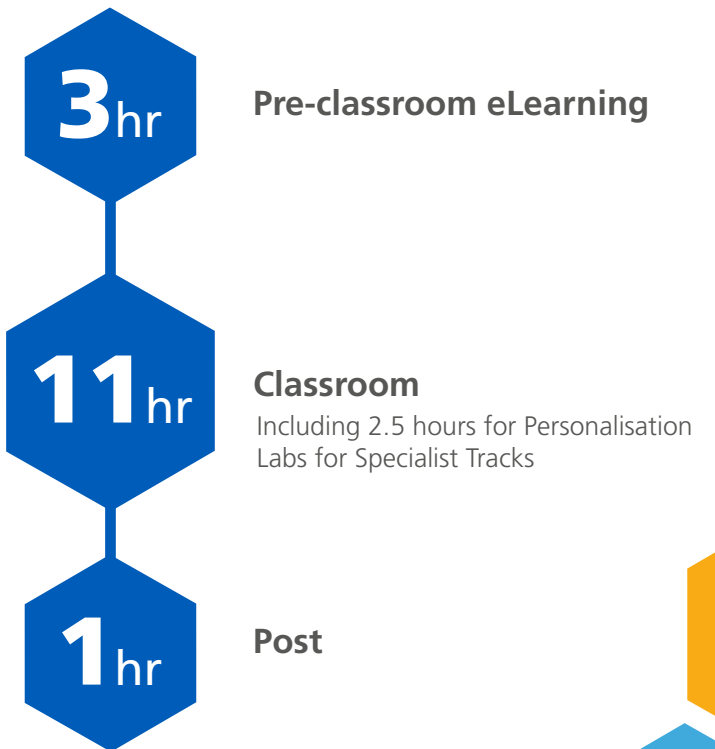
Inpatient workflow:

- Rounding - find & review patients, manage orders, write a progress note
- Consult - perform a consultation, review the chart, write notes and orders
- Board rounds

SIMILAR JOB ROLES

- Consultant
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Nurse Practitioner
- Advanced Nurse Practitioner
- Infectious Diseases
- Sexual Health

COURSE DURATION



CLINICAL

Inpatient Gynaecology

COURSE CONTENT

- Admission and Triage Documentation
- Order Management
- Writing Notes
- Writing Handoff
- Rounding
- Inpatient Procedure Documentation
- Surgical Management of Miscarriage
- Write Post
- Discharge Documentation
- In Basket Management

SIMILAR JOB ROLES

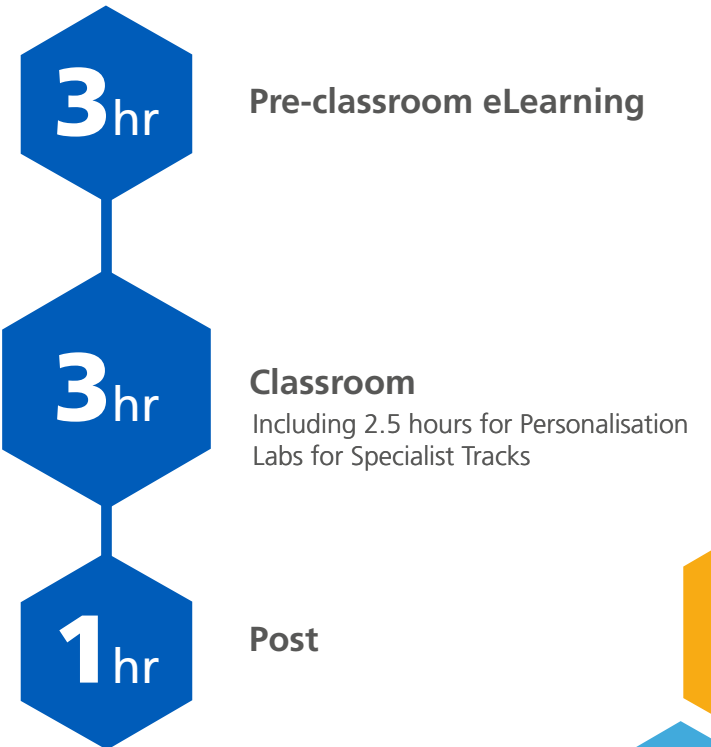
- Consultant
- Nurse Practitioner
- Specialist Nurse
- Registrar
- Clinical Fellow
- Junior Doctor
- Gynaecology

Pre-Required Classes to be taken first:

- Outpatient Gynaecology

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COURSE DURATION



Intensivist (Critical Care)

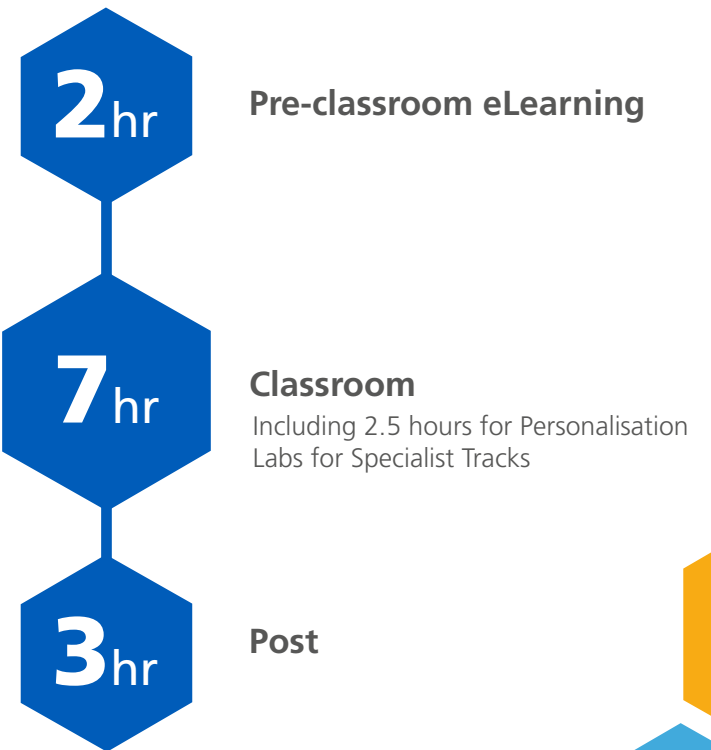
COURSE CONTENT

- Perform a consult - find & review ED patients, find & review consult patients,, write a consultation note
- Admission - update the problem list, write admission orders, write an admission note, write a procedure note
- Handover - Write a handover report
- Rounding - find & review ICU patients, manage orders, write a progress note
- Order a consult
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- In Basket - referral triage, messaging, viewing results
- Care Everywhere - looking at outside information

SIMILAR JOB ROLES

- Consultant
- Nurse Practitioner
- Registrar
- Clinical Fellow
- Junior Doctor
- Critical Care

COURSE DURATION



Invasive Cardiologist

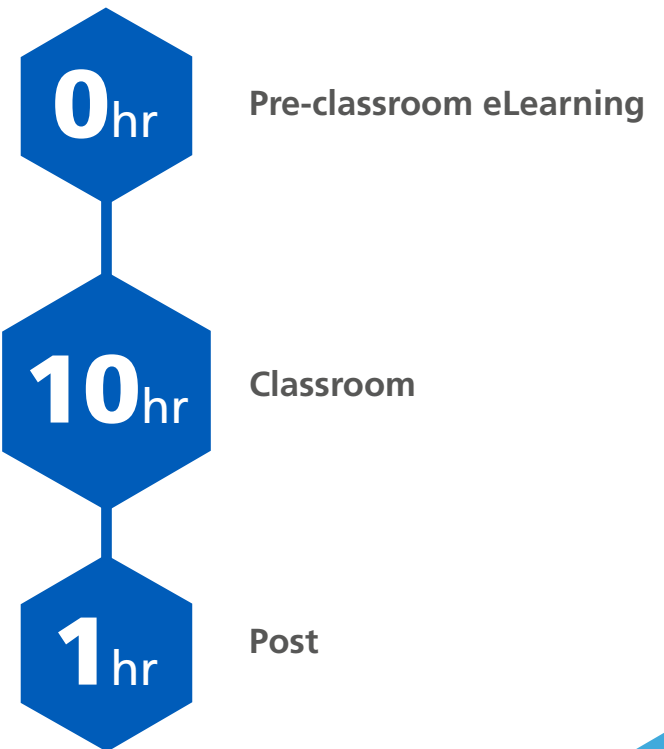
COURSE CONTENT

- Instruction on locating and reviewing the patient chart.
- Pre and post-procedure documentation.
- Managing orders (i.e. Pacemaker insertion)
- Writing consult notes.
- Rounding on patients, and admission, transfer, and discharge tools.
- Personalisation lab for modification of user settings (preparing for go live).

SIMILAR JOB ROLES

- Invasive Cardiologist
- Structural Heart Consultant
- Electrophysiologist Consultant
- Interventional Consultant

COURSE DURATION



CLINICAL

Inpatient Oncology Nurse

COURSE CONTENT

- Reviewing Oncology reports
- Documenting obs, vitals and medications
- Using the MAR for chemotherapy
- Administer inpatient chemotherapy treatment
- Defer and cancel chemotherapy treatment
- Care Everywhere

SIMILAR JOB ROLES

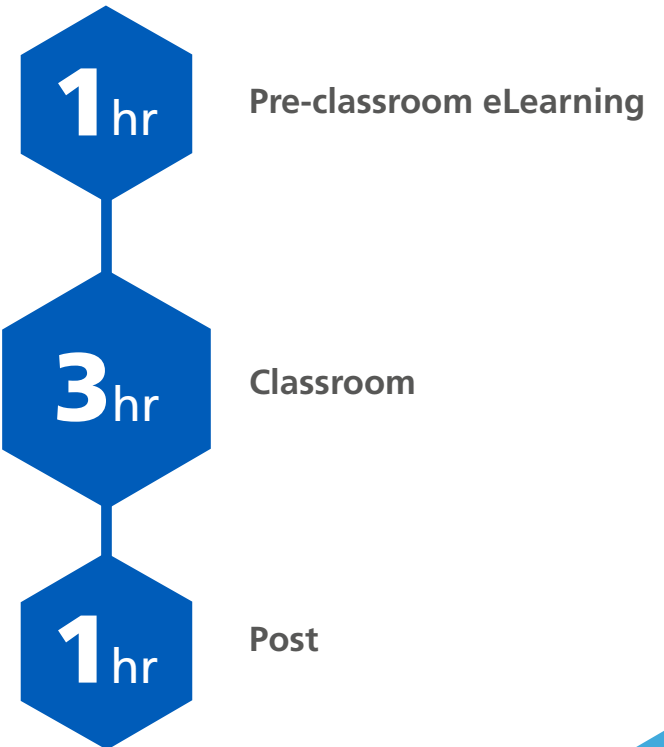
- RMCH Ward 86 Inpatient Nursing Staff
- MRI Ward 44 Inpatient Nursing Staff

Pre-Required Classes to be taken first:

- Adult Med/Surg track - ClinDoc

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COURSE DURATION



Medical Oncologist-Haematologist

COURSE CONTENT

Medical Oncologist-Haematologist - Inpatient:

- Consults
- Admission
- Rounding
- H&P notes
- Treatment plan conversion
- Discharge

Medical Oncologist-Haematologist - Outpatient:

- Adding and staging cancer diagnoses
- Assigning chemotherapy regimens
- Placing standalone orders
- Writing notes
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Treatment plan management and modification
- Outpatient Procedure visits
- Oral chemotherapy
- Survivorship visits
- Care everywhere

SIMILAR JOB ROLES

- Haematology Consultant
- Medical Oncologist
- Paediatric Cancer Nurse Specialist
- Haematology Specialist Nurse
- Haematology/oncology registrar
- Haematology/oncology fellow
- Junior doctor working in a Haematology/oncology area

COURSE DURATION

3hr

Pre-classroom eLearning

8hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

5hr

Post



Nephrologist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Assign a dialysis plan
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Dialysis rounding
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Consult - find & review consult patients, manage orders, write a consultation note
- Rounding - find & review admitted patients, update the problem list, manage orders, write a progress note
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Registrar | ● Doctor |
| ● Junior Clinical Fellow | ● Nurse Practitioner |
| ● Senior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Clinical Fellow | ● Nephrology |

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Neonatologist

COURSE CONTENT

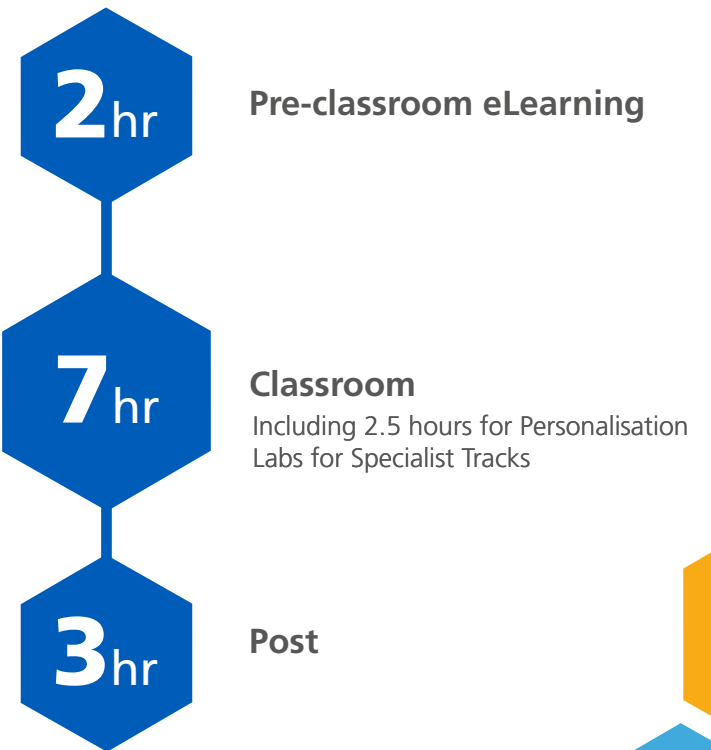
- Admission - document neonatal information, write admission orders, update the problem list and write an admission note
- Handover - Write a handover report
- Rounding - find and review NICU patients, manage orders, write a procedure note, write a handover report
- Discharge - write discharge orders and instructions, place discharge order, write discharge summary letter, discharge from ward
- In Basket - referral triage, messaging, viewing results
- Care Everywhere - looking at outside information

SIMILAR JOB ROLES

- Consultant
- Neonatologist
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Nurse Practitioner
- Advanced Nurse Practitioner
- Neonatology

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COURSE DURATION



Neurologist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

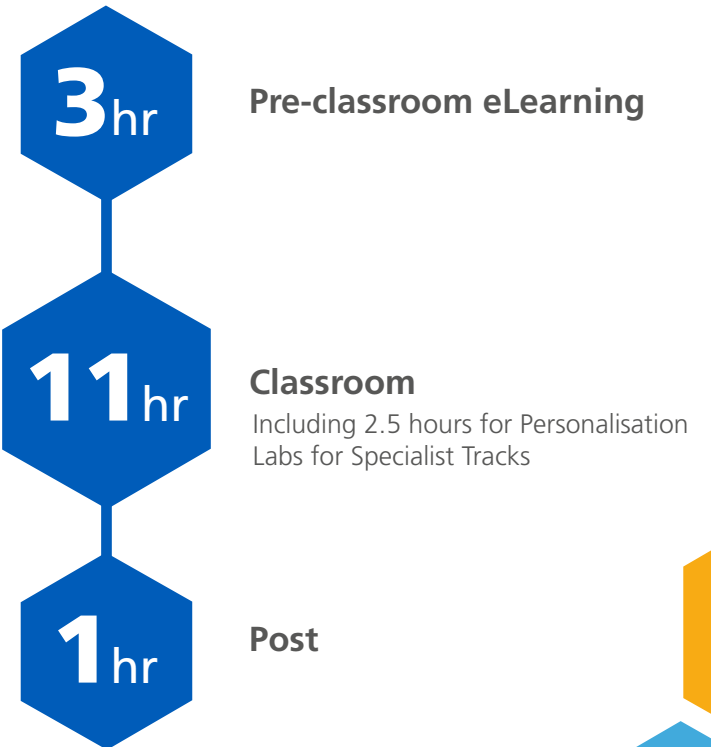
Inpatient workflow:

- Rounding - find & review admitted patients, update the problem list, manage orders, write a progress note, write a procedure note, write a handover report
- Admission - find & review ED patients, write admission orders, advance care planning, write an admission note
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescription, place the order to discharge, update the problem list, write a discharge summary letter to be sent to the GP
- Consult - perform a consultation, review the chart, write notes and orders
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Registrar | ● Doctor |
| ● Junior Clinical Fellow | ● Nurse Practitioner |
| ● Senior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Clinical Fellow | ● Neurology |

COURSE DURATION



Non-Invasive Cardiologist

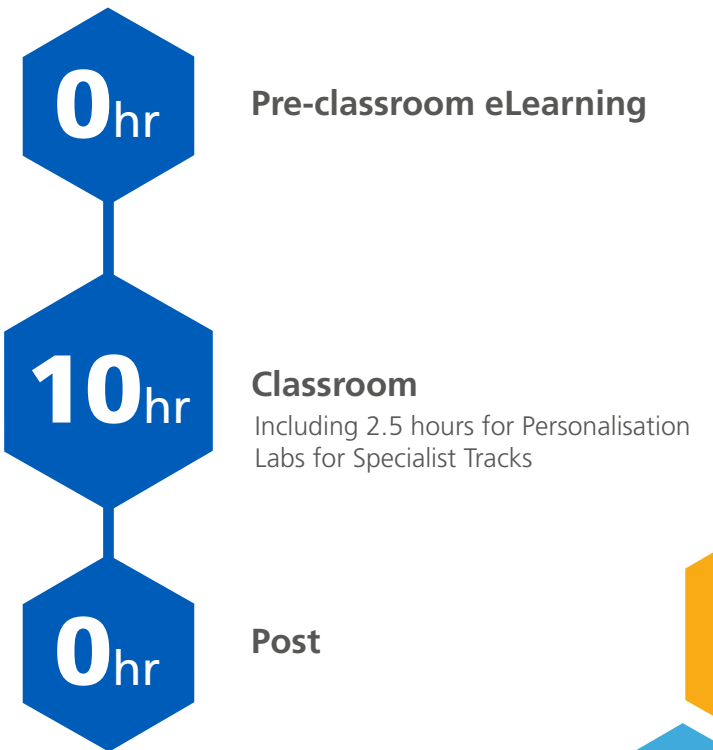
COURSE CONTENT

- Instruction on locating and reviewing the patient chart.
- Updating the problem list.
- Managing orders (TTE)
- Writing consult notes.
- Rounding on patients, and admission and discharge tools.
- Personalisation lab for modification of user settings (preparing for go live).

SIMILAR JOB ROLES

- Diagnostic Consultant
- Echo Consultant
- Cardiologist Consultant

COURSE DURATION



Obstetrician-Gynaecologist



COURSE CONTENT

- Introduction to Hive, Epic and Hyperspace
- Finding my patients for today
- Intake a Pregnant Patient
- Starting the visit
- Documenting Vitals
- Reviewing and updating Allergies
- Reviewing and updating medications
- Patient Entered Data preview
- Updating the Patients History
- Antenatal Intake Questionnaire
- Updating obstetric history
- Reviewing and updating non-OB history
- Creating Pregnancy Episodes & OB Visit Activity
- Documenting Dating Details
- Documenting OB Providers
- Documenting the pregnancy overview and plan
- Patient Demographics
- Partner Information
- Complicating Dx
- Documenting the Folic Acid Status
- First Antenatal Booking
- Late Antenatal Booking
- Documenting Antenatal Vitals
- Documenting any history of FGM
- Care Plan Placeholder
- Updating the pregnancy checklist
- Documenting Assessments
- Queueing up antenatal labs for signing
- Ordering an ultrasound
- Completing Intake
- Routine Antenatal Visit
- Check for a Linked Episode
- Updating the Pregnancy Care Providers
- Updating the Planned Delivery Location
- Order an Ultrasound
- Result an Ultrasound
- Document measurements
- Placing Orders
- External Result Entry to Result Console
- Documenting Immunizations and Clinic-Administered Medications
- Writing notes
- Break the Glass
- Check for a Linked Episode
- Updating the Pregnancy Care Providers
- Updating the Planned Delivery Location
- Order an Ultrasound
- Result an Ultrasound
- Document measurements
- Placing Orders
- External Result Entry to Result Console
- Documenting Immunizations and Clinic-Administered Medications
- Writing notes
- Break the Glass
- Obstetrics Clinical Support 101: In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) - Referral Triage and Advice And



SIMILAR JOB ROLES

- Obs/Gynae Consultant
- Obs/Gynae Nurse Practitioner
- Obs/Gynae Registrar
- Obs/Gynae Clinical Fellow
- Obs/Gynae Junior Doctor

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)



COURSE DURATION

3hr

Pre-classroom eLearning

15hr

Classroom

1hr

Post



CLINICAL

Oncology Pharmacist

COURSE CONTENT

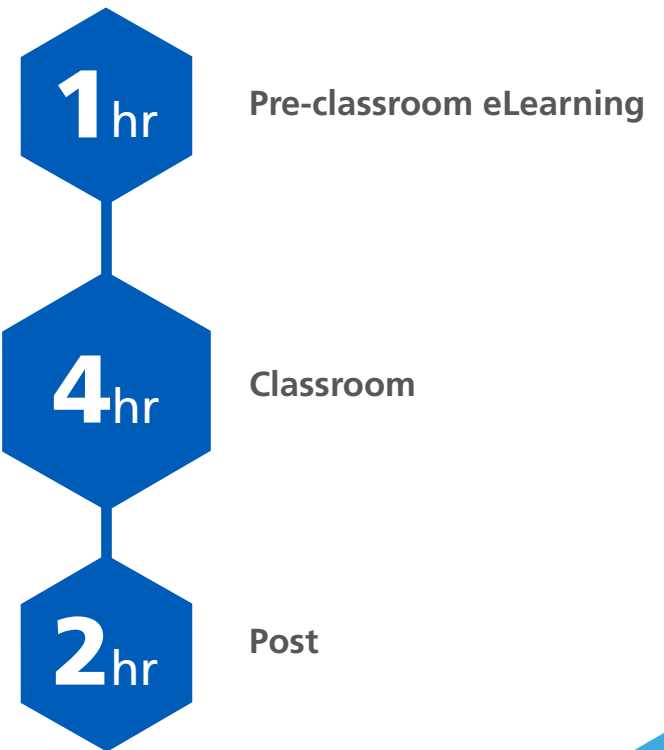
- Applying and managing treatment plans
- Transition of treatment Inpatient to Outpatient
- Defer and cancel treatment
- Clinically check chemotherapy medications
- Verifying chemotherapy medications
- Dispensing chemotherapy

SIMILAR JOB ROLES

- Highly Specialist Paediatric Haematology/Oncology Clinical Pharmacist
- Highly Specialist Oncology Pharmacist
- Specialist Haematology/Oncology Clinical Pharmacist
- Highly Specialist Directorate Pharmacist - Oncology

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION



CLINICAL

Ophthalmologist

COURSE CONTENT

- Overview of Schedule
- Patient Intake information such as Medical History and Allergies
- Performing a comprehensive Exam, documenting eye drops and injections
- Writing Notes and placing orders
- Inpatient settings
- Surgical settings
- A&E settings

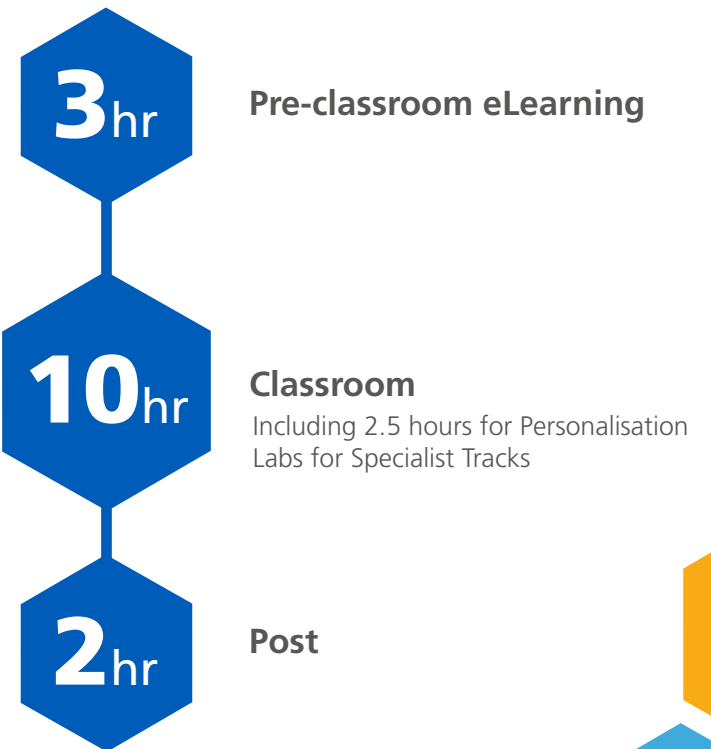
SIMILAR JOB ROLES

- Ophthalmologist
- Optometrist
- Optician
- Ocularist
- Orthoptist

[← MAIN CONTENTS](#)

[← CLINICAL COURSES](#)

COURSE DURATION



Orthopaedic Surgeon

COURSE CONTENT

Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Treatment visit workflow
- Casting, splinting and bracing workflow
- Virtual fracture clinic/ surgery planning workflow
- Joint exam
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find a surgery patient, manage pre-preprocedure orders
- Consult - find & review consult patients, update the problem list, write a consultation note, request a case and write pre-op orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Doctor |
| ● Surgeon | ● Surgical Care Practitioner |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Orthopaedics |
| ● Clinical Fellow | ● T&O |
| ● Junior Doctor | ● Trauma and Orthopaedics |

[← MAIN CONTENTS](#)

[← CLINICAL COURSES](#)

COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Otolaryngologist (ENT)

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Prep for a procedure In theatre
- ENT scenarios
- Document a procedure in Outpatients
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find a surgery patient, manage pre-preprocedure orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP
- Consult - perform a consultation, review the chart, write notes and orders
- Board rounds

SIMILAR JOB ROLES

- Consultant
- Surgeon
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Surgical Care Practitioner
- Nurse Practitioner
- Advanced Nurse Practitioner
- ENT
- Ear, Nose and Throat

[← MAIN CONTENTS](#)

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COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Outpatient Gynaecology

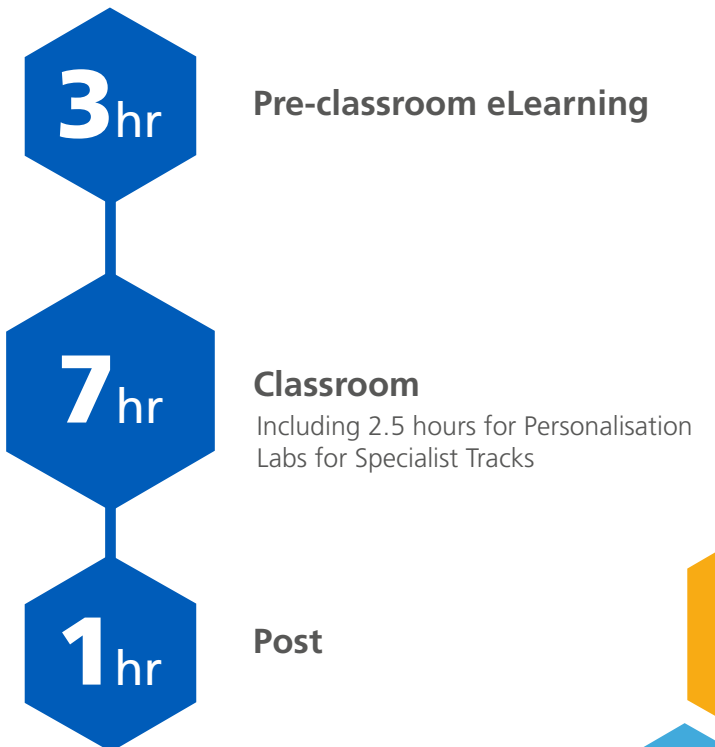
COURSE CONTENT

- In Basket Management
- Referral Triage
- Consultation Visits
- Break the Glass
- Storyboard and Chart Review
- Problems and Diagnoses
- Place Orders
- Prep for Procedure
- Obtaining Consent
- Write Note
- Signing and Patient up for MyMFT/ Proxy
- Document Clinic Procedure
- Specimen Collection
- Telephone Encounters
- MDT Scheduling
- Using Care Everywhere
- Video Visits
- Pregnancy Episodes
- Termination of Pregnancy
- OB Visits

SIMILAR JOB ROLES

- Consultant
- Nurse Practitioner
- Registrar
- Clinical Fellow
- Junior Doctor
- For staff that are in Gynaecology only and not Gynae/Obs and not involved in Obstetricians.

COURSE DURATION



Paediatrician

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Growth Chart
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

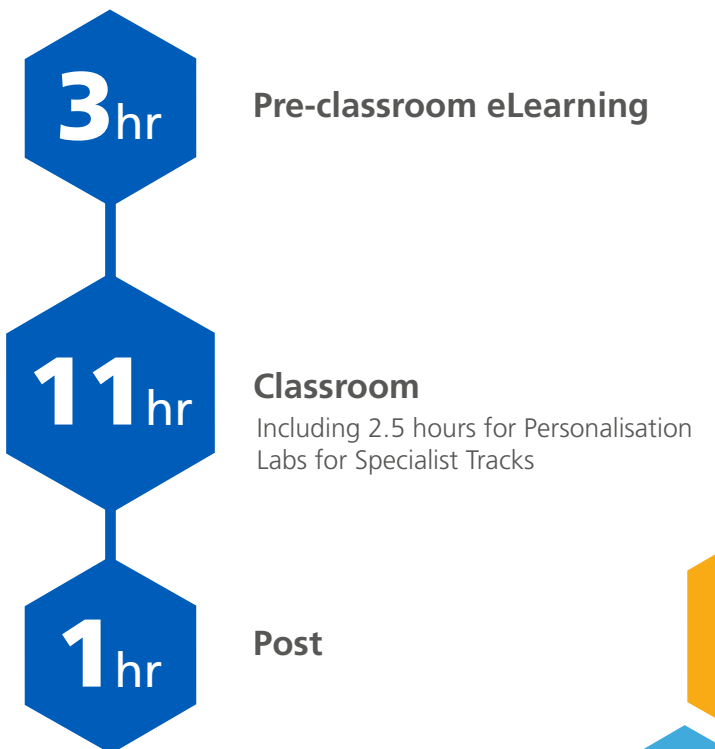
Inpatient workflow:

- Rounding - find & review patients, manage orders, write progress note, write procedure note, write a handover report
- Admission - find & review ED patients, write admission orders, write an admission note, document a well-baby admission
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescriptions, place discharge order, update problem list, write discharge summary letter
- Consult - perform a consultation, review the chart, write notes and orders
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Paediatrician | ● Doctor |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Paediatrics |
| ● Clinical Fellow | |

COURSE DURATION



Palliative Care Specialist

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Advanced care planning and ReSPECT
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

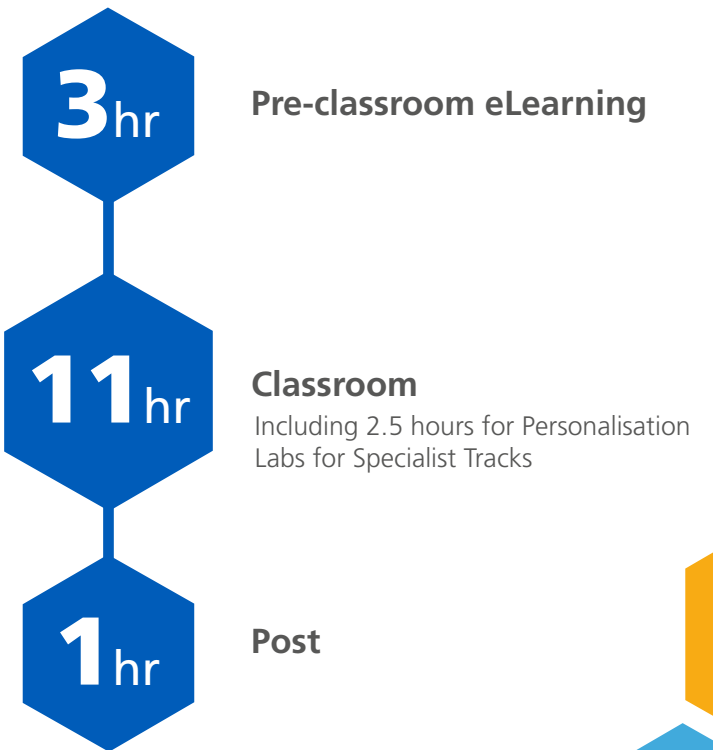
- Consult - find & review consult patients, update the problem list, manage orders, write a consultation note, identify palliative care patients, advance care planning
- Rounding - find & review admitted patients, comfort obs, write a progress note write notes and orders
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Doctor |
| ● Registrar | ● Nurse Practitioner |
| ● Junior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Senior Clinical Fellow | ● Palliative Care |
| ● Clinical Fellow | ● End of Life |
| ● Junior Doctor | |

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COURSE DURATION



CLINICAL

Perfusionist

COURSE CONTENT

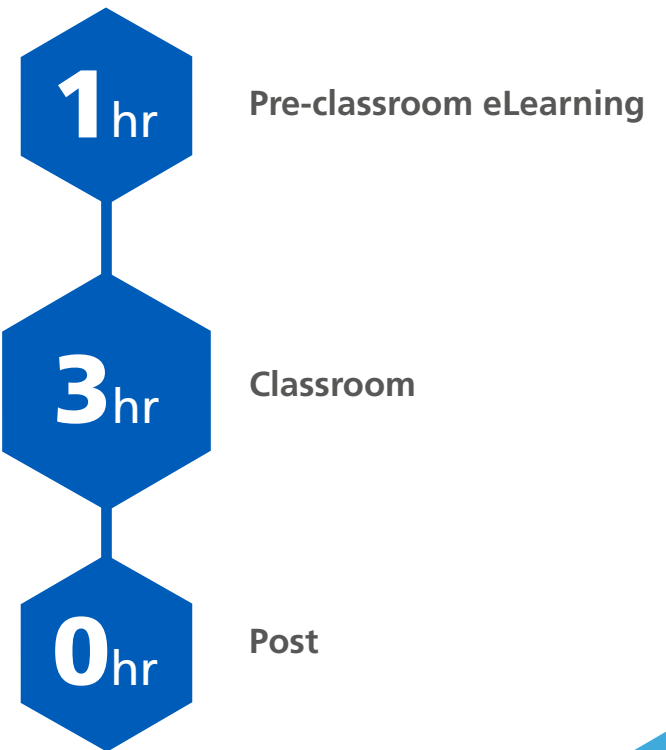
- Finding Surgical Patients
- Patient Chart Review
- Ward Procedures

SIMILAR JOB ROLES

- Perfusionist (Cardiac Surgery only)

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COURSE DURATION



Respiratory Medicine Clinician

COURSE CONTENT

Standard Consultation Visit in Outpatients including:

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Respiratory Medicine scenarios
- Procedure and lab collect workflow
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

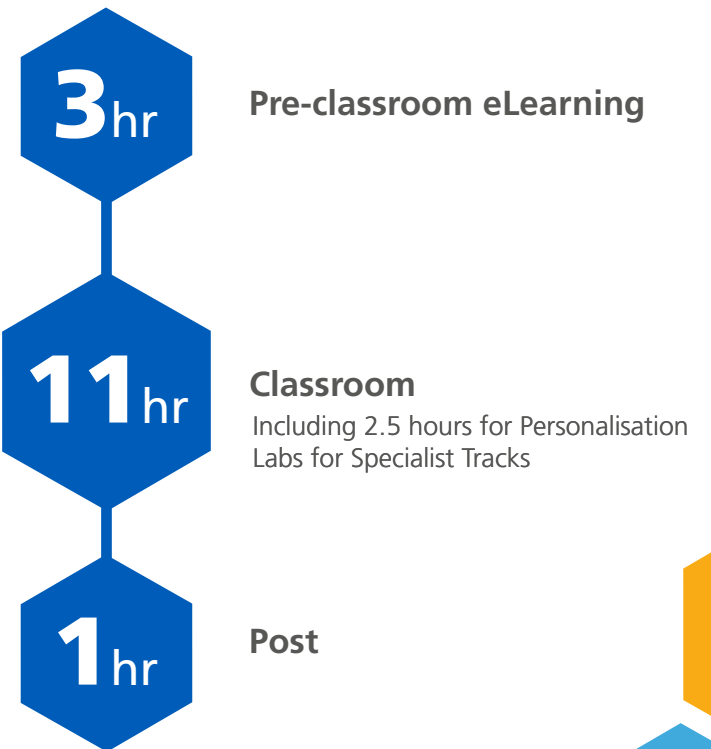
- Rounding - find & review patients, manage orders, write progress note, write procedure note, write handover report
- Bronchoscopies - place the procedure order, find post-procedure patients, document your findings
- Admission - find & review ED patients, write admission orders, write an admission note
- Transfer - review current orders, write transfer orders, place the order to transfer, write a transfer note
- Discharge - write discharge orders & prescriptions, place discharge order, update problem list, write discharge summary letter
- Consult - perform a consultation, review the chart, write notes and orders
- Board rounds

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Registrar | ● Doctor |
| ● Junior Clinical Fellow | ● Nurse Practitioner |
| ● Senior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Clinical Fellow | ● Respiratory Medicine |

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COURSE DURATION



Rheumatologist

COURSE CONTENT

Consultation Visit including;

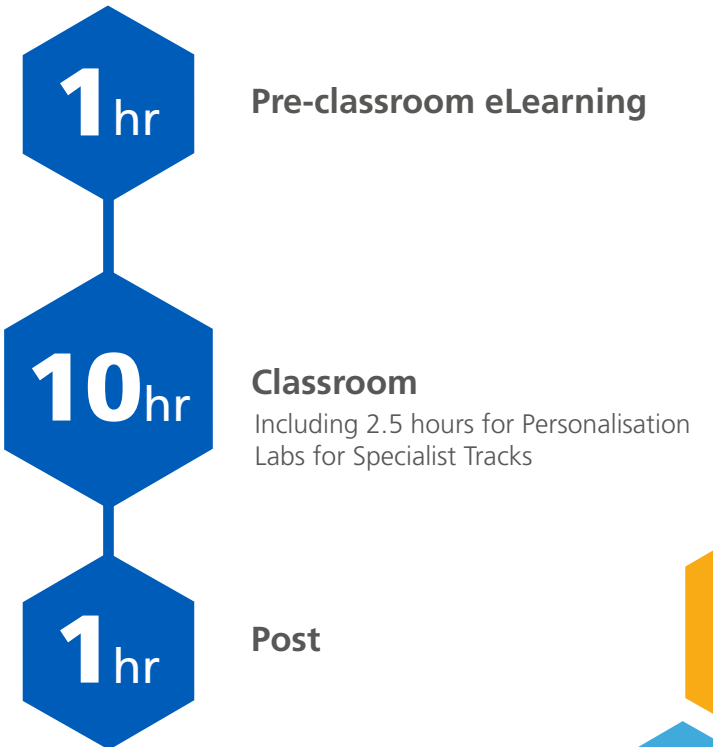
- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Treatment visit workflow
- Using the Joint exam tab
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

SIMILAR JOB ROLES

- Doctors
- Clinic Nurse Specialist
- Nurse Practitioners
- Rheumatologist

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COURSE DURATION



Transplant Care Team (Phoenix)

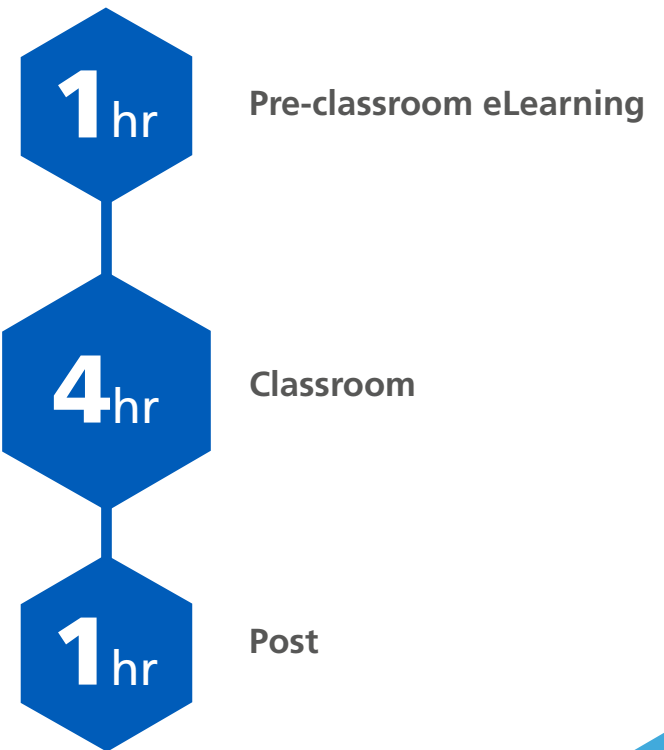
COURSE CONTENT

- Evaluation visit
- Telephone Encounter
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Using Care Everywhere
- Video visit
- Managing your patient population
- Transplant Activity
- Transplant Checklist

SIMILAR JOB ROLES

- Doctors
- Clinic Nurse Specialist
- Nurse Practitioners
- Rheumatologist

COURSE DURATION



Transplant Physician/Surgeon Abdominal

COURSE CONTENT

- Evaluation visit
- Telephone Encounter
- Procedure + Lab collect Visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Follow-up visit
- Care Everywhere
- Video visit
- Prepare for kidney transplant surgery
- Post-op transfer to ward
- Transplant Activity
- Transplant Checklist

SIMILAR JOB ROLES

- Abdo Transplant Consultant
- Abdo Transplant Registrar
- Abdo Transplant Clinical Fellow
- Abdo Transplant Junior Doctor

Pre-Required Classes to be taken first:

- Base Physician / Surgeon Lesson Plans

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION

4hr

Pre-classroom eLearning

7hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

0hr

Post



Transplant Physician/Surgeon Cardiothoracic

COURSE CONTENT

- Evaluation visit
- Telephone Encounter
- Procedure + Lab collect Visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Follow-up visit
- Care Everywhere
- Video visit
- Prepare for heart/lung transplant surgery
- Post-op transfer to ward
- Transplant Activity
- Transplant Checklist

SIMILAR JOB ROLES

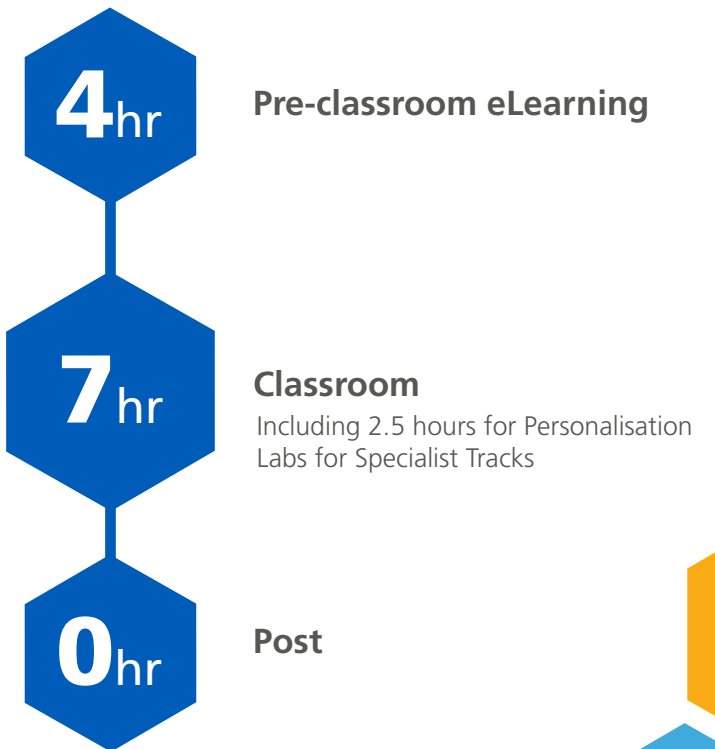
- Cardiothoracic Transplant Consultant
- Cardiothoracic Transplant Registrar
- Cardiothoracic Transplant Clinical Fellow
- Cardiothoracic Transplant Junior Doctor

Pre-Required Classes to be taken first:

- Base Physician / Surgeon Lesson Plans

[← MAIN CONTENTS](#) [← CLINICAL COURSES](#)

COURSE DURATION



Urologist

COURSE CONTENT

Outpatient Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Urology scenarios
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find a surgery patient, manage pre-preprocedure orders
- Consult - find & review consult patients, update the problem list, write a consultation note, request a case and write pre-op orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP
- Board rounds

SIMILAR JOB ROLES

- Consultant
- Urologist
- Surgeon
- Registrar
- Junior Clinical Fellow
- Senior Clinical Fellow
- Clinical Fellow
- Junior Doctor
- Doctor
- Surgical Care Practitioner
- Nurse Practitioner
- Advanced Nurse Practitioner
- Urology

[← MAIN CONTENTS](#)

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COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



Vascular Surgeon

COURSE CONTENT

Outpatient Surgical Consultation Visit including;

- Using the schedule
- Viewing the patient chart
- Writing notes
- Placing orders
- Concluding the visit
- Prep for a procedure In theatre
- Document a procedure in Outpatients
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Urology scenarios
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

Inpatient workflow:

- Pre-op day of surgery - find surgery patient, manage pre-preprocedure orders
- Consult - find & review consult patients, update the problem list, write a consultation note, request a case and write pre-op orders
- Post-op transfer to the ward - write post-op notes, write post-op orders for the ward
- Board rounds
- Rounding - find & review admitted patients, update the problem list, manage patients orders, write a progress note, write a procedure note
- Post-op discharge - write discharge orders and prescription, place the order to discharge, update the problem list, write a discharge summary to be sent to the GP

SIMILAR JOB ROLES

- | | |
|--------------------------|-------------------------------|
| ● Consultant | ● Junior Doctor |
| ● Surgeon | ● Doctor |
| ● Registrar | ● Surgical Care Practitioner |
| ● Junior Clinical Fellow | ● Nurse Practitioner |
| ● Senior Clinical Fellow | ● Advanced Nurse Practitioner |
| ● Clinical Fellow | ● Vascular Surgery |

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COURSE DURATION

3hr

Pre-classroom eLearning

11hr

Classroom

Including 2.5 hours for Personalisation Labs for Specialist Tracks

1hr

Post



CLINICAL

View Only Clinician



COURSE CONTENT

- View patient notes
- View patient medications etc.



SIMILAR JOB ROLES

- For example visiting clinicians from another trust, who are not delivering direct clinical care.
- Medical/legal or auditors etc.

[← MAIN CONTENTS](#)

[← CLINICAL COURSES](#)



COURSE DURATION

2hr

Pre-classroom eLearning

0hr

Classroom

0hr

Post



Dentistry Courses

[Dental Lab Tech](#) →

[Dentist](#) →

[Dental Nurse](#) →

[Student Dentist](#) →

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Dental Lab Tech

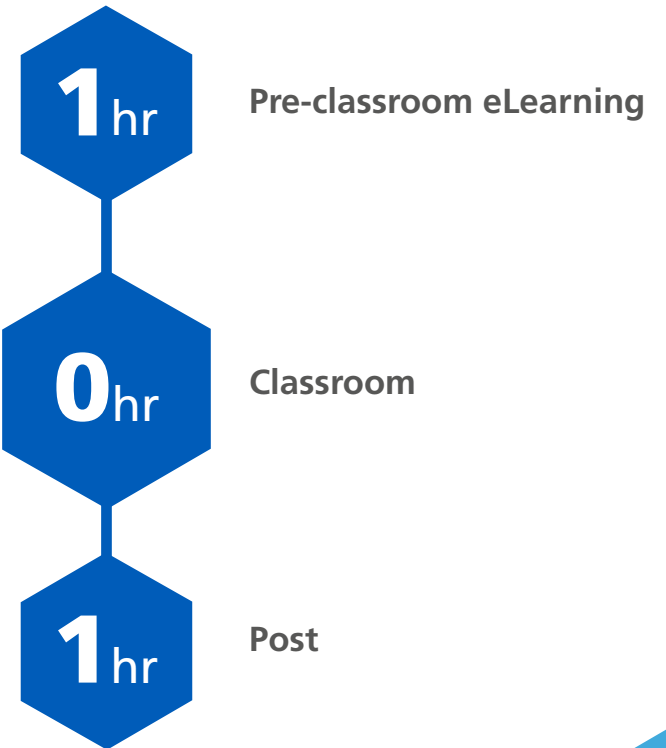
COURSE CONTENT

- Enter/Edit Results
- View-Only Clinician
- Dental Lab Tech Tip Sheet

SIMILAR JOB ROLES

- Dental Lab Technician

COURSE DURATION



Dentist

COURSE CONTENT

- Overview of Schedule
- Patient Intake information such as Medical History, Allergies, Dental History
- Tooth Charting, BPE and Full Perio Chart
- Ordering Xray's, Medications and Dental Labs
- Writing Notes and creating Treatment Plans
- Sedation Narrator
- Referrals
- Preparing for a Dental Surgery Procedure
- Pre-op day of Dental Surgery
- Post-op discharge after a Dental Surgery
- A&E settings

SIMILAR JOB ROLES

- Dentist, Hygienist
- Dental Therapist
- Dental Tutors
- Oral Surgeons
- Maxillofacial Clinicians

COURSE DURATION

2hr Pre-classroom eLearning

10hr Classroom
Including 2.5 hours for Personalisation Labs for Specialist Tracks

3hr Post



Dental Nurse

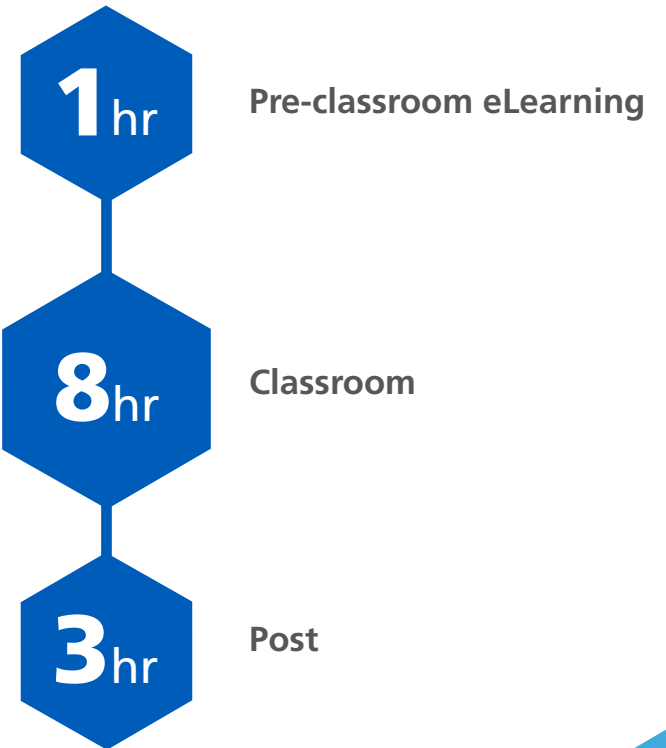
COURSE CONTENT

- Overview of Schedule
- Documenting Patient Intake information such as Medical History, Allergies, Dental History
- Documenting Tooth Charting, BPE and Full Perio Chart
- Preparing orders for Xray's, Medications and Dental Labs
- Documenting Notes and Treatment Plans
- Documenting in Sedation Narrator

SIMILAR JOB ROLES

- Dental Nurses
- Dental Clinic Managers

COURSE DURATION



Student Dentist

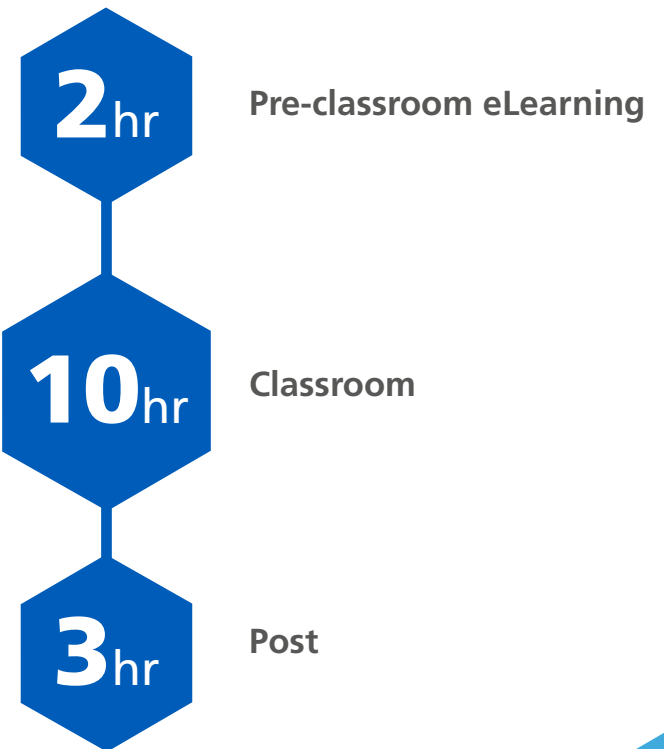
COURSE CONTENT

- Overview of Schedule, booking of Appointments
- Patient Intake information such as Medical History, Allergies, Dental History
- Tooth Charting, BPE and Full Perio Chart
- Ordering Xray's, Medications and Dental Labs
- Writing Notes and creating Treatment Plans
- Tutor Signoff
- Referrals

SIMILAR JOB ROLES

- Dental Undergrads
- Dental Postgrads
- Dental PHD students

COURSE DURATION



ED Courses

[ED Clinician](#) →

[ED HCA](#) →

[ED Manager](#) →

[ED Nurse](#) →

[ED Receptionist](#) →

[ED View Only](#) →

[← MAIN CONTENTS](#)



ED

ED Clinician

COURSE CONTENT

- Signing in and treatment teams
- Documenting an Exam
- Orders and Notetaking
- Patient disposition and discharge
- Result interpretation
- Referrals
- Finish Up fast

SIMILAR JOB ROLES

- ED Consultant
- ED Clinical Fellow
- ED Advanced Nurse Practitioner/Emergency Nurse Practitioner

[← MAIN CONTENTS](#) [← ED COURSES](#)

COURSE DURATION

1 hr Pre-classroom eLearning

7 hr Classroom
Including 2.5 hours for Personalisation Labs for Specialist Tracks

3 hr Post



ED

ED HCA

COURSE CONTENT

- Care Everywhere
- Documenting Vitals
- Tasks and Assessments
- Patient Tracking

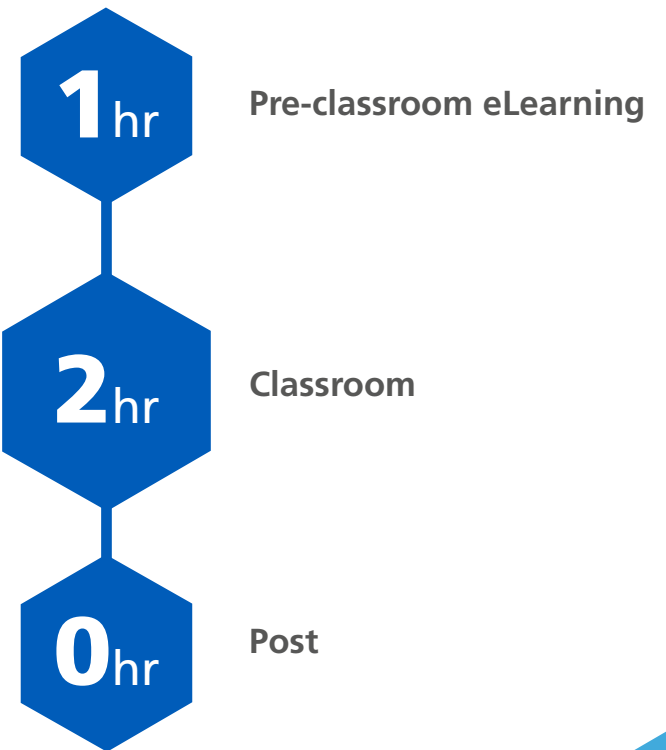
SIMILAR JOB ROLES

- ED HCA
- ED Nursing Assistant
- ED Phlebotomist

[← MAIN CONTENTS](#)

[← ED COURSES](#)

COURSE DURATION



ED

ED Manager

COURSE CONTENT

- ED Reporting

SIMILAR JOB ROLES

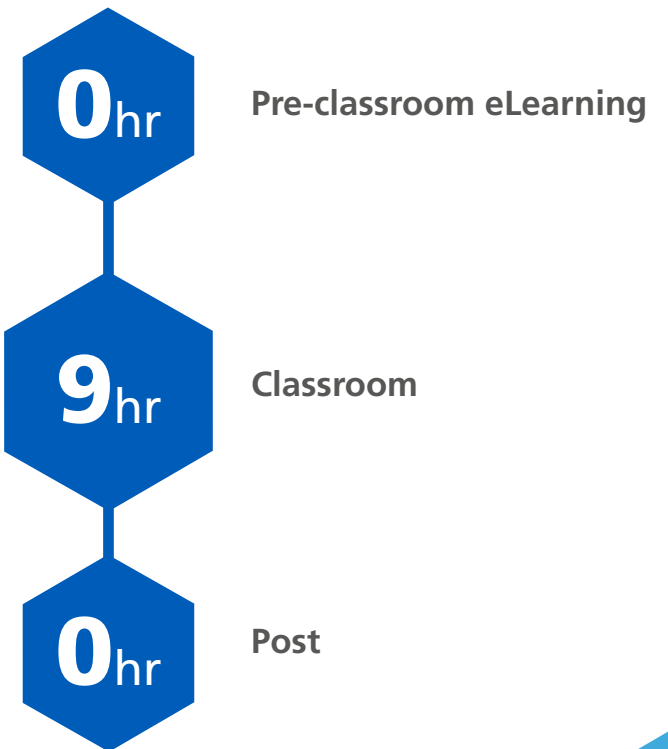
- ED Matron
- ED Sister/Charge Nurse
- ED Manager

Pre-Required Classes to be taken first:

- ED Nurse or ED Clinician

[← MAIN CONTENTS](#) [← ED COURSES](#)

COURSE DURATION



ED

ED Nurse

COURSE CONTENT

ED Nurse 100:

- Arrival and Triage
- Placing Orders
- Care Everywhere
- Patient Care
- Med Admin

ED Nurse 101:

- Complex Meds
- High Acuity Patients
- Speciality Narrators

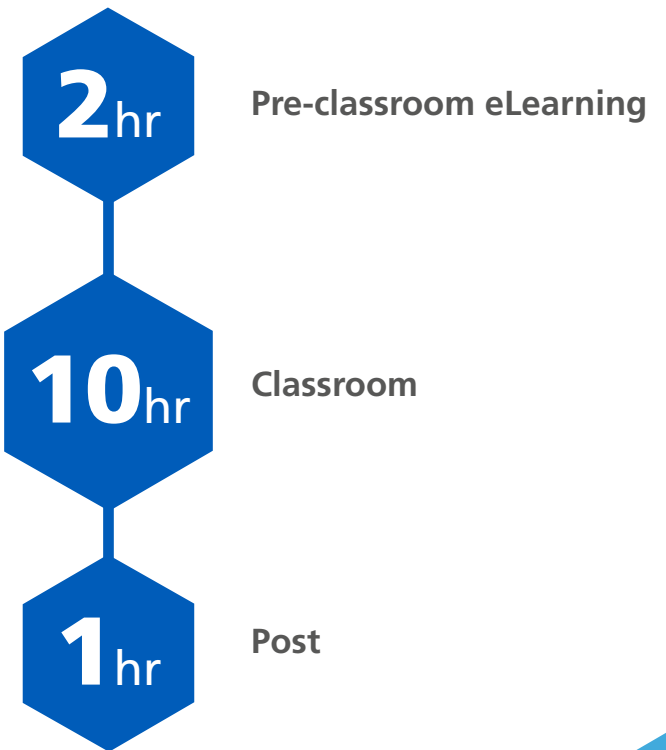
SIMILAR JOB ROLES

- ED Matron
- ED Sister/Charge Nurse
- ED Manager

[← MAIN CONTENTS](#)

[← ED COURSES](#)

COURSE DURATION



ED

ED Receptionist



COURSE CONTENT

- Arrival and Registration
- Patient Tracking
- Clinic Check-In



SIMILAR JOB ROLES

- ED Admin Assistant
- ED Receptionist

[← MAIN CONTENTS](#)

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COURSE DURATION

1 hr

Pre-classroom eLearning

3 hr

Classroom

0 hr

Post



ED

ED View Only

COURSE CONTENT

- Overview of Hyperspace
- Tracking tools
- Reporting

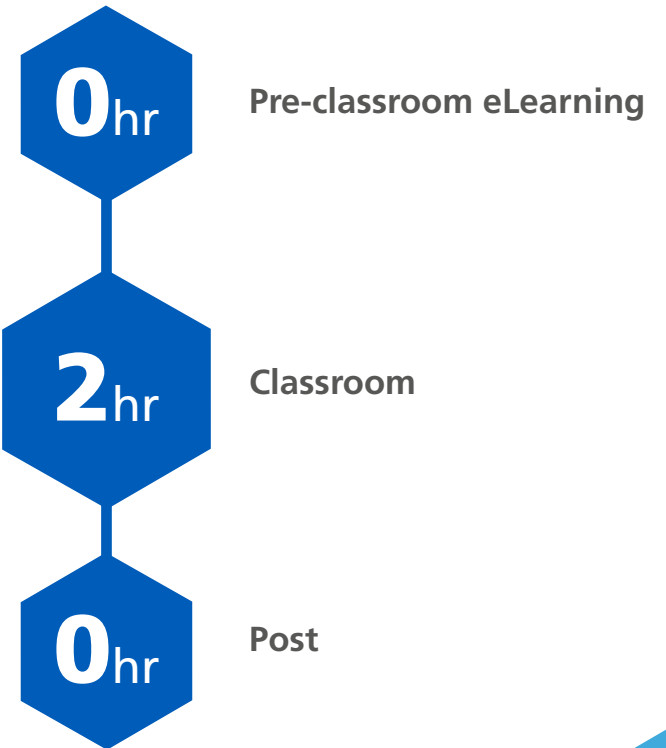
SIMILAR JOB ROLES

- ED Deputy Directorate Manager
- ED Senior Manager
- Hospital CEO
- ED Divisional Director

[← MAIN CONTENTS](#)

[← ED COURSES](#)

COURSE DURATION



LCO Specific Courses

[LCO Epic Care](#) →

[LCO IP General](#) →

[LCO OP General](#) →

[← MAIN CONTENTS](#)



LCO Epic Care

COURSE CONTENT

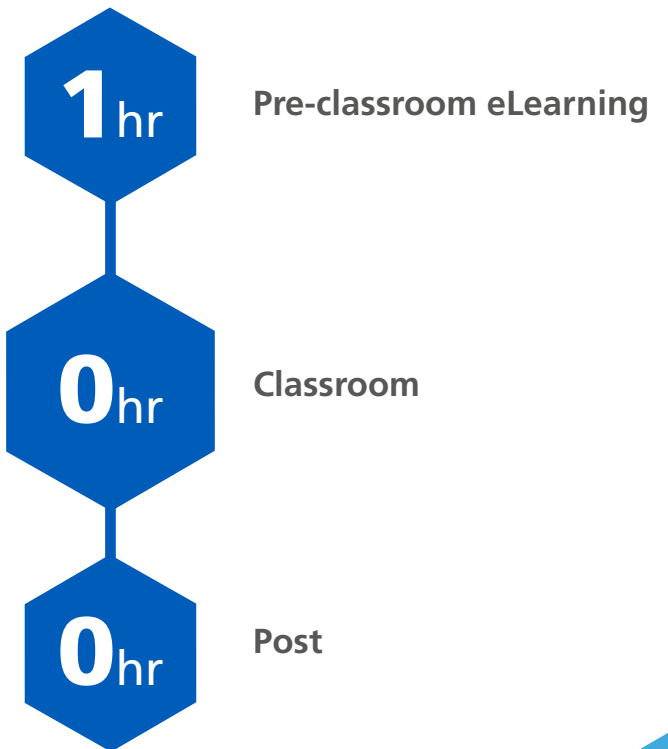
EC Link is Hive's tool for granting community access to MFT's acute patient database. LCO staff can access EpicCare Link from a web browser to review acute patient information. As LCO staff, you will have access to review the following:

- All previous, current, and scheduled encounters including admissions, day cases, ED, and outpatients:
- Allergies and adverse reactions
- Lab and imaging results
- Diagnoses
- Flowsheets and Questionnaires
- Outpatient prescriptions and inpatient medication administrations
- Clinical and procedure notes, letters, and referrals
- Discharge and After Visit Summaries
- Scanned documents
- You will also be able to complete the following actions in EC Link:
- Upload documents to the Hive patient record
- Send and receive communications with acute staff via In Basket
- Place safeguarding referrals Overview of Hyperspace
- Tracking tools
- Reporting

SIMILAR JOB ROLES

- Most LCO staff

COURSE DURATION



LOC SPECIFIC

LCO IP General

COURSE CONTENT

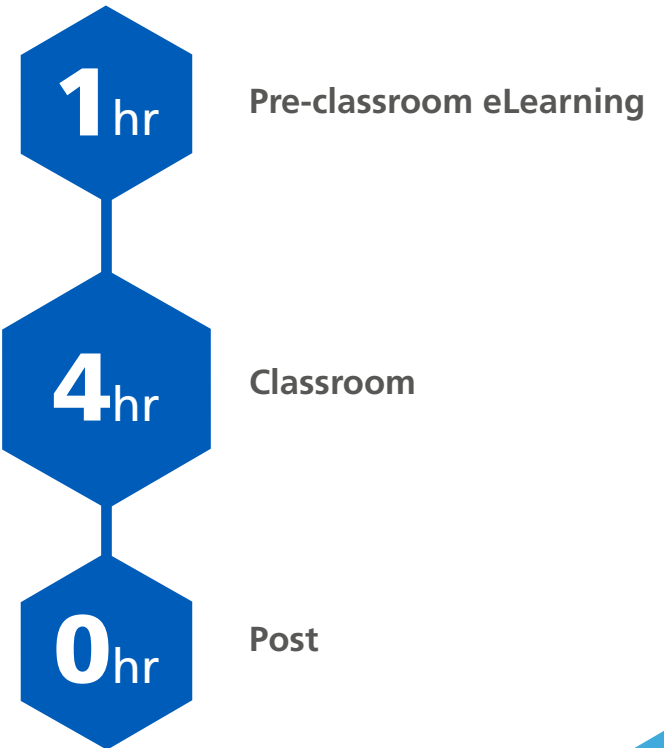
- Logging in
- Patient Lists & Finding Consults
- Reviewing the Chart & Handover
- LDA Avatar
- Specimen Collection
- Order Entry
- Flowsheets
- Discharge Coordination

SIMILAR JOB ROLES

- Administration Assistant
- Audiologist
- Staff Nurse
- Occupational Therapist
- Physiotherapist

[← MAIN CONTENTS](#) [← LCO SPECIFIC COURSES](#)

COURSE DURATION



LOC SPECIFIC

LCO OP General

COURSE CONTENT

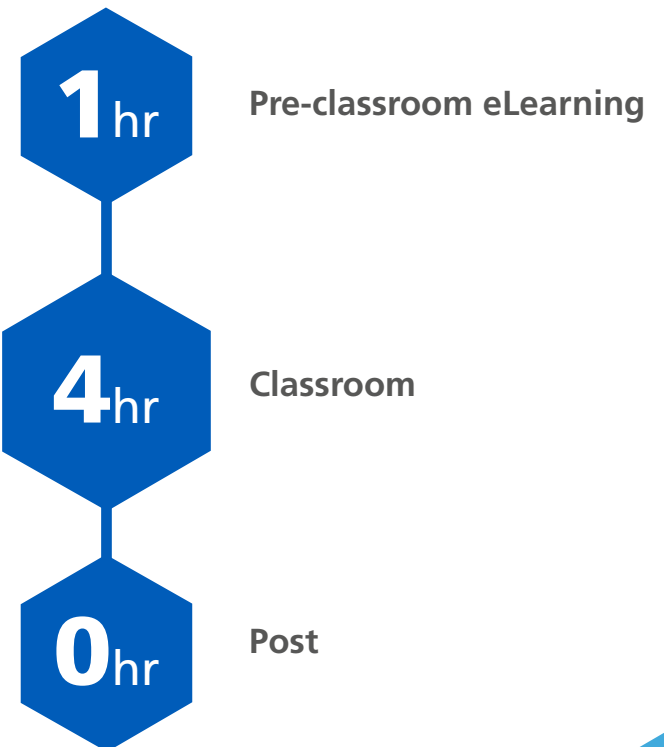
- Standard Community Documentation Visit
- Reviewing patient information
- Documenting visit info, allergies, medications, and medical history
- Problem List and Visit Diagnosis Management
- Flowsheet and LDA Documentation
- Procedure and Lab documentation
- Orders Management
- Documenting a Note
- Concluding the visit
- Creating an on-the-fly encounter
- MDT

SIMILAR JOB ROLES

- Administration Assistant
- Community Nurse
- Occupational Therapist
- Physiotherapist

[← MAIN CONTENTS](#) [← LCO SPECIFIC COURSES](#)

COURSE DURATION



Maternity Courses

[Maternity Support Worker](#) →

[Midwife](#) →

[Obstetrics](#) →

[← MAIN CONTENTS](#)



Maternity Support Worker

COURSE CONTENT

- Manage Patient Assignments
- Review Chart
- Find and Complete tasks
- Document observation and I/O
- Specimen Collection and POCT
- Rover

SIMILAR JOB ROLES

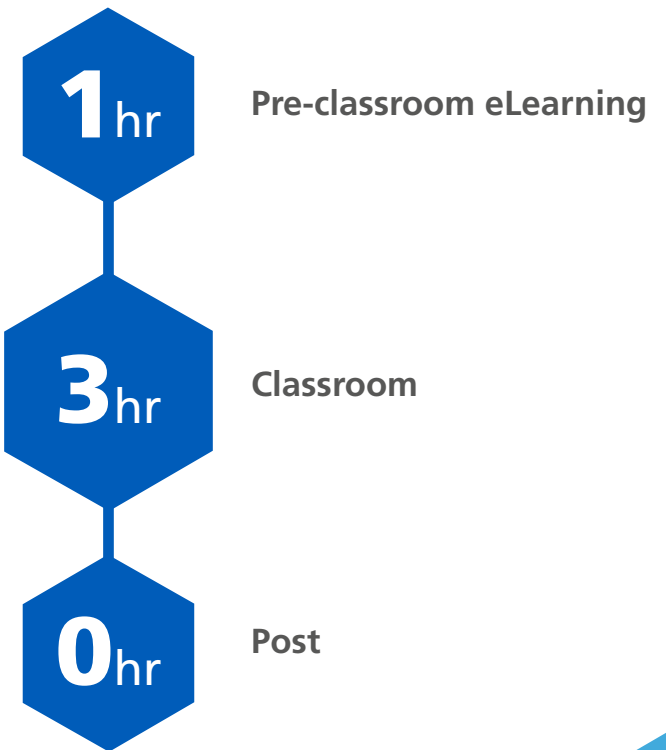
- Maternity Support Workers (Inpatient settings)

Pre-Required Classes to be taken first:

- MSW Before-Class Assessment

[← MAIN CONTENTS](#) [← MATERNITY COURSES](#)

COURSE DURATION



Midwife

COURSE CONTENT

- Finding my patients for today
- Intake a Pregnant Patient
- Updating the Patients History
- Antenatal Intake Questionnaire
- Updating obstetric history
- Documenting the pregnancy overview & plan
- Antenatal Booking Visits
- Updating the pregnancy checklist
- Routine Antenatal Visit
- Ordering and Resulting an Ultrasound
- External Result Entry to Result Console
- Writing notes
- Break the Glass
- In Basket Management
- Referral Triage and Advice
- Snapboard Scheduling
- Termination of Pregnancy
- Postnatal Visits
- Documenting Telephone Calls
- MDT Scheduling
- Care Everywhere
- Video Visit
- Arrival and Tirage of patient
- Labour Documentation
- Managing LDAs
- Medication Administrations and I/O
- Managing shifts and patient assignments
- Specimen Collection and POCT
- Delivery Documentation
- Postnatal Documentation
- Maternal Emergencies
- Newborn Admission
- Blood Administration
- Order Management
- Discharging Patient
- Rover

SIMILAR JOB ROLES

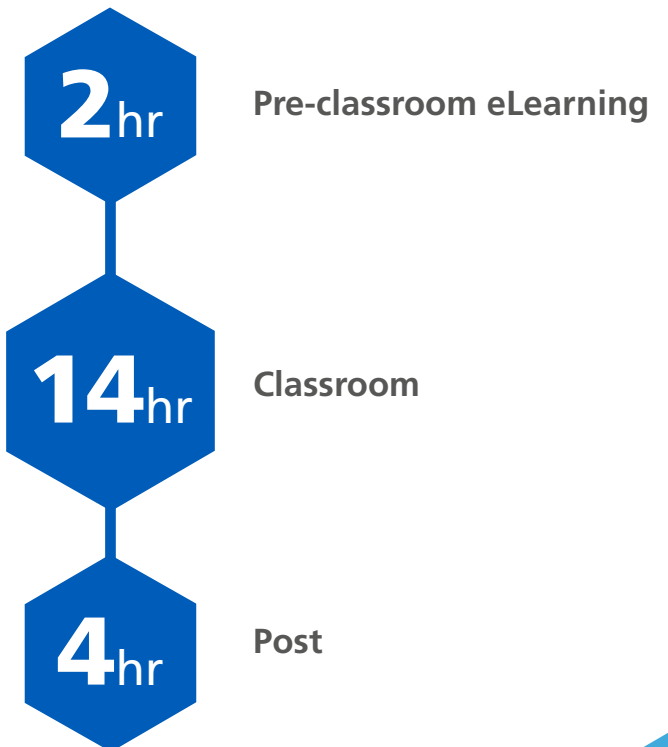
- Midwives in all IP and OP settings

Pre-Required Classes to be taken first:

- Midwife Before-Class Assessment

[← MAIN CONTENTS](#) [← MATERNITY COURSES](#)

COURSE DURATION



Obstetrics

COURSE CONTENT

- Intake a Pregnant Patient
- Update Patient's History
- Review Pregnancy Episode
- OB Visits
- Routine Antenatal Visits
- Ordering and Resulting Ultrasounds
- External Result Entry to Results Console
- Snapboard Scheduling
- Special Instructions
- Pregnancy Checklist
- Handheld Notes
- Termination of Pregnancy
- Admission and Triage
- Writing Notes
- Rounding on Labouring and Outlier Patients
- Order Management
- Writing Handoff
- Delivery Documentation
- Surgical Delivery Documentation
- Discharge Documentation
- Postnatal Visits

SIMILAR JOB ROLES

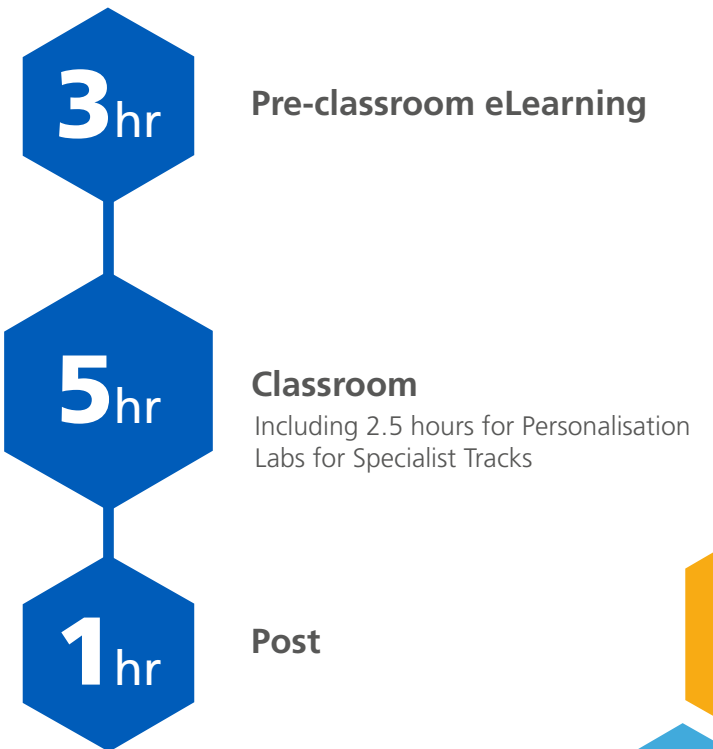
- Obs/Gynae Consultant
- Obs/Gynae Registrar
- Obs/Gynae Clinical Fellow
- Obs/Gynae Junior Doctor
- All Obstetrics and Obs/Gynae

Pre-Required Classes to be taken first:

- Outpatient Gynaecology

[← MAIN CONTENTS](#) [← MATERNITY COURSES](#)

COURSE DURATION



NMAHP Courses

Adult Med Surg Nurse →	Inpatient Nurse & Midwife Manager →	Recovery Nurse →
AHP IP →	Invasive Intra-Procedure Nurse/ Documenter Invasive Pre- and Post- Procedure Nurse →	Safeguarding →
Allied Health Professional (Outpatient) →	NICU Nurse →	Sleep Lab Technician →
Consults, Notes & Flowsheets →	Non-Invasive Cardiac Physiologist →	Theatre and Anaesthetic Practitioner →
Day Case Nurse (Bolt-On) →	Non-Invasive Nurse →	Tissue Viability Nurse →
Dialysis Nurse →	Ophthalmology OSPs/Nurse →	Transfer Centre →
Dietitian Bolt-on →	Outpatient Clinical Support Worker →	Vascular Access Nurse →
Discharge Coordinator →	Paediatric Med Surg Nurse →	
Endoscopy Nurse →	Periop Nurse →	
Health Care Assistant IP →	PICU Nurse →	
ICU Nurse →	Pre-op Assessment Nurse →	
IPC Practitioner 100 →	Procedural and Diagnostic Technologist →	
IPC Practitioner 101 →		

[← MAIN CONTENTS](#)



Adult Med Surg Nurse

COURSE CONTENT

100:

- Log in/ Sign in
- Assigning patients
- Plan your shift
- Documenting observations + assessments
- LDAs + assessments
- Medication administration
- Specimen Collection
- Admitting a new patient
- Care plans + Patient Education
- IV medications
- Managing Orders
- End of Shift

101:

- Registered Nurses (Adult trained)
- Inpatient medical/ surgical ward setting, Nursing Associates

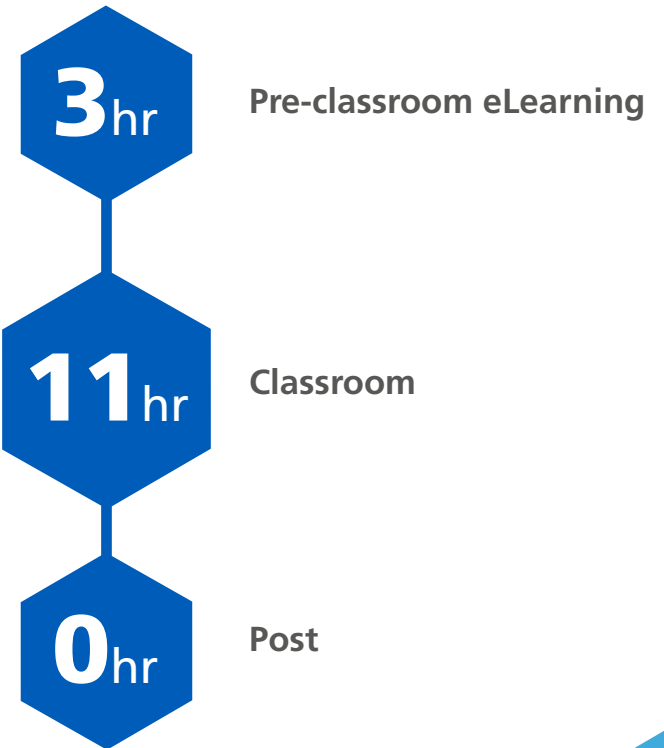
SIMILAR JOB ROLES

- Registered Nurses (Adult trained) - Inpatient medical/ surgical ward setting
- Nursing Associates

[← MAIN CONTENTS](#)

[← NMAHP COURSES](#)

COURSE DURATION



AHP IP

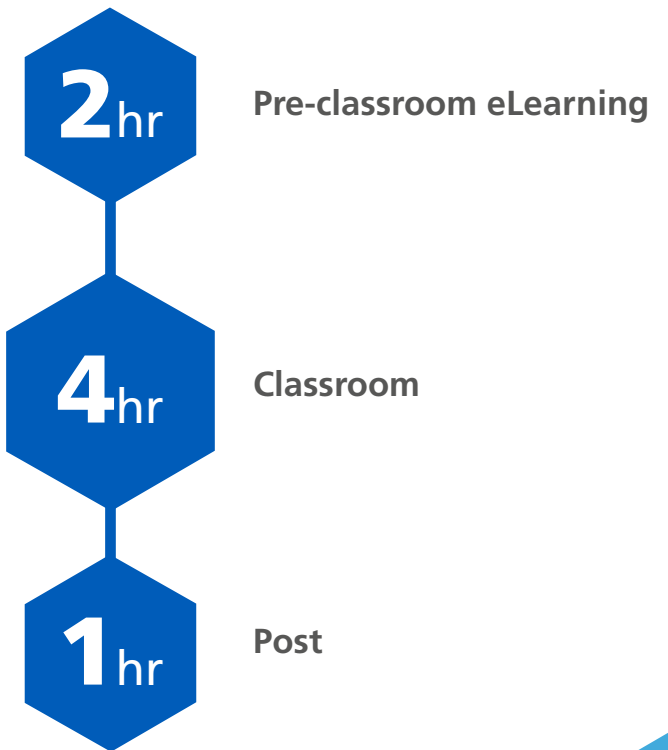
COURSE CONTENT

- Find patients and manage assignments
- Learning Homes
- Log in
- Overview of Patient Lists
- Find Patients
- Assign Me
- Use columns to Triage patients
- New Consults
- Document Care through AHP Navigators
- Document an evaluation in Flowsheets
- Care Plans through Flowsheets
- View and enter orders
- Manage active orders in the Orders activity
- Create a referral for Outpatient AHP Care
- Overview of the MAR
- Patient Discharge
- Running Reports

SIMILAR JOB ROLES

- Nutritionist
- Occupational Therapist
- Speech Language Therapist
- Dietetics
- Excluding Podiatrists and Sleep Services

COURSE DURATION



Allied Health Professional (Outpatient)

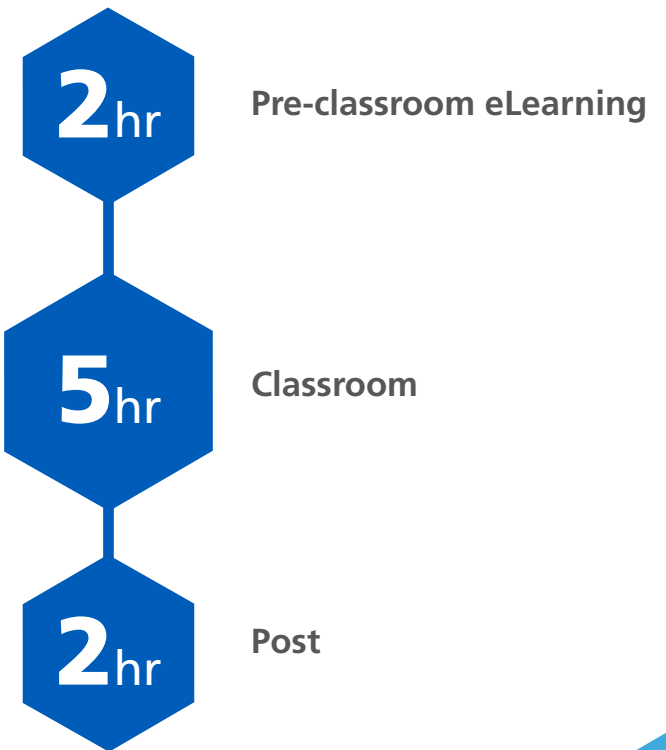
COURSE CONTENT

- Initial Evaluation Visit
- Treatment visit
- Discharge visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- Video Visit
- Care Everywhere
- MDT Scheduling

SIMILAR JOB ROLES

- Nutritionist
- Occupational Therapist
- Speech Language Therapist
- Dietetics
- Podiatrist
- Advanced Podiatrist

COURSE DURATION



Consults, Notes & Flowsheets

COURSE CONTENT

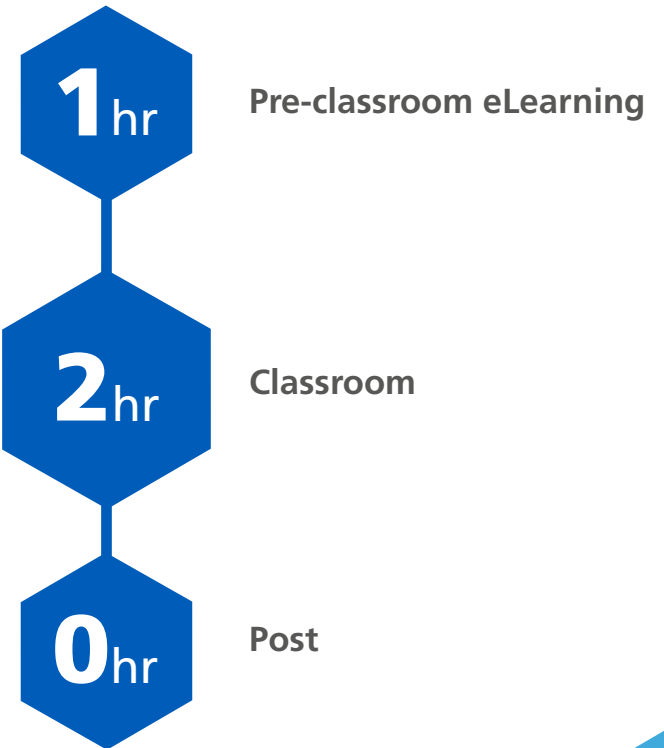
- Consults
- Notes
- Flowsheets

SIMILAR JOB ROLES

- Social Workers, Sleep Services, Play Services, Non-affiliated Mental Health Staff
- And/or Staff needing (that are not covered by a specific courses:
- Consults
- Notes
- Flowsheets

[← MAIN CONTENTS](#) [← NMAHP COURSES](#)

COURSE DURATION



Day Case Nurse (Bolt-On)

COURSE CONTENT

- Multi provider schedule
- Day case navigators
- Supportive Care Plans
- Completing and Discharging Patient

SIMILAR JOB ROLES

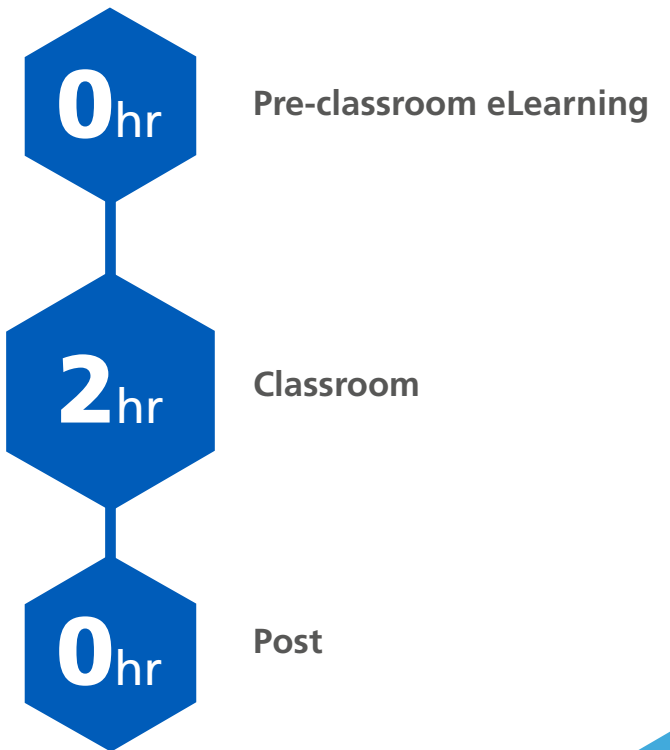
- Day Case Nurse

Pre-Required Classes to be taken first:

- Inpatient Nurse (Adult/ Paediatric)

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COURSE DURATION



Dialysis Nurse

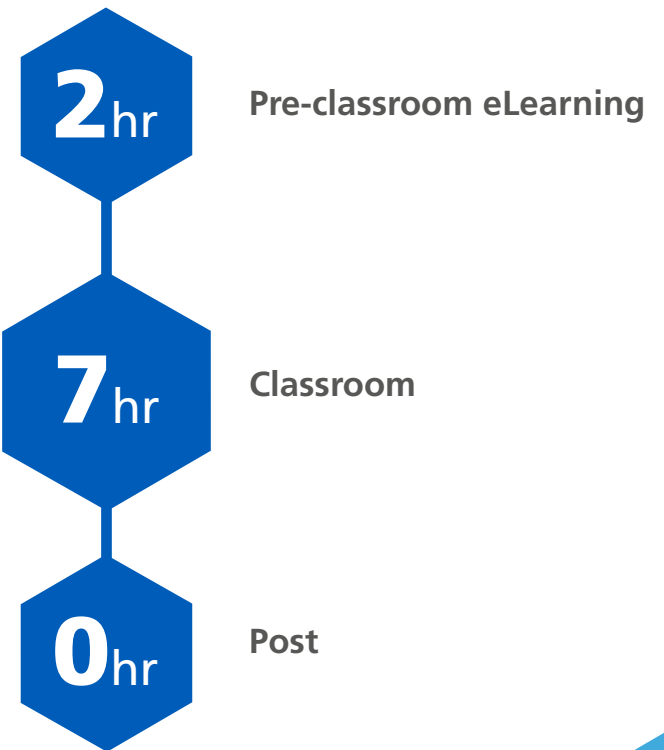
COURSE CONTENT

- Inpatients
- Log in + Sign in
- Finding patients/ schedule
- Observations + Assessments
- LDA + Avatar
- Medication Administration
- Specimen Collection
- Dialysis treatment
- Managing Orders
- Treating IP on a ward
- Blood Administration
- Rover
- Care Everywhere
- Outpatients
- Commencing Treatment
- Check in patients
- Home Dialysis
- Registered Nurses (Adult trained) - Inpatient medical/ surgical ward setting, Nursing Associates

SIMILAR JOB ROLES

- Registered Nurses - based in dialysis areas (Inpatient + Outpatient)

COURSE DURATION



Dietitian Bolt-on

COURSE CONTENT

- Feeds

SIMILAR JOB ROLES

- Dietitians

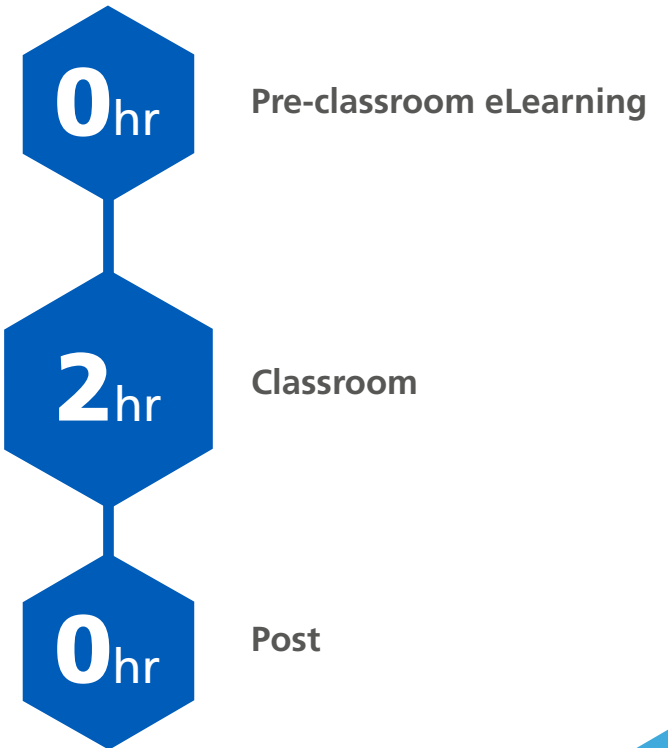
Pre-Required Classes to be taken first:

- AHP

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COURSE DURATION



Discharge Coordinator

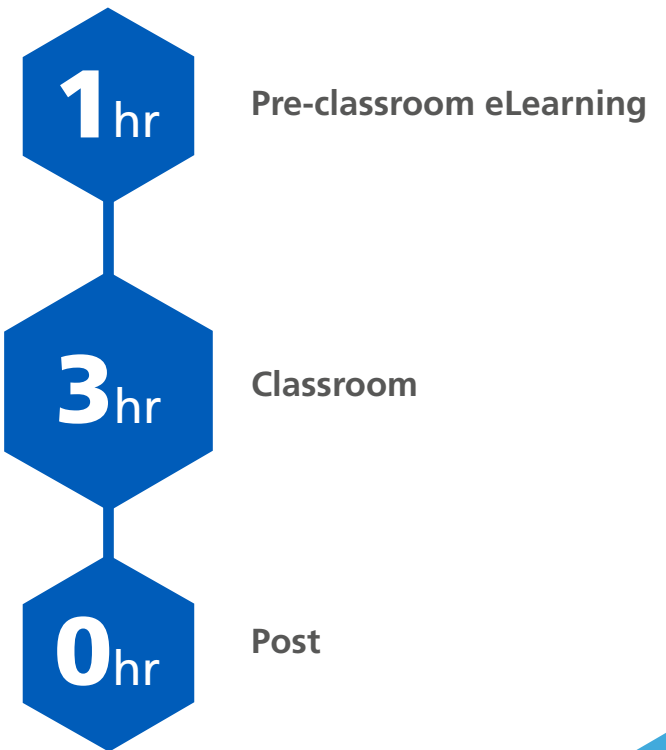
COURSE CONTENT

- Begin your shift
- Log in
- Find patient
- Review the chart
- Get an overview of the admission
- D2A Report
- Review notes
- Learning Homes
- Plan for discharge
- Document discharge planning information
- Discharge Planning Navigator and Flowsheet
- Document Discharge Planning in Flowsheets
- Prepare a patient for discharge
- Manage orders per doctor instruction
- Place new inpatient orders
- Contribute to the AVS
- Discharge Milestones

SIMILAR JOB ROLES

- Discharge Nurses
- Discharge Coordinators

COURSE DURATION



Endoscopy Nurse

COURSE CONTENT

100:

- Complete pre-procedure documentation - (History, home medications, allergies, labs etc)
- Line documentation (type of line, status etc)
- Administration of medication (meds required pre-Endoscopy procedure, how to dual sign)
- Documentation of an assessment
- Care Everywhere (requesting information from other organisations)

101:

- Procedure Documentation (All endoscopy and Bronchoscopy examinations)
- Recovery Care Documentation
- Preassessment Calls
- Discharge Day Case Patients

SIMILAR JOB ROLES

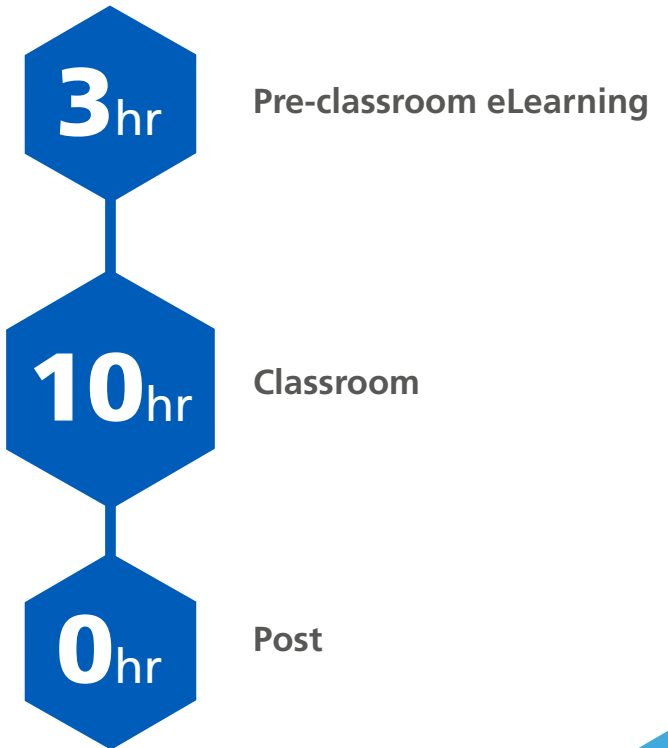
- Endoscopy Procedural Nurse
- Endoscopy Recovery Nurse
- Bronchoscopy Procedural Nurse
- Bronchoscopy Recovery Nurse

Pre-Required Classes to be taken first:

- Endo Nurse

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COURSE DURATION



Health Care Assistant IP

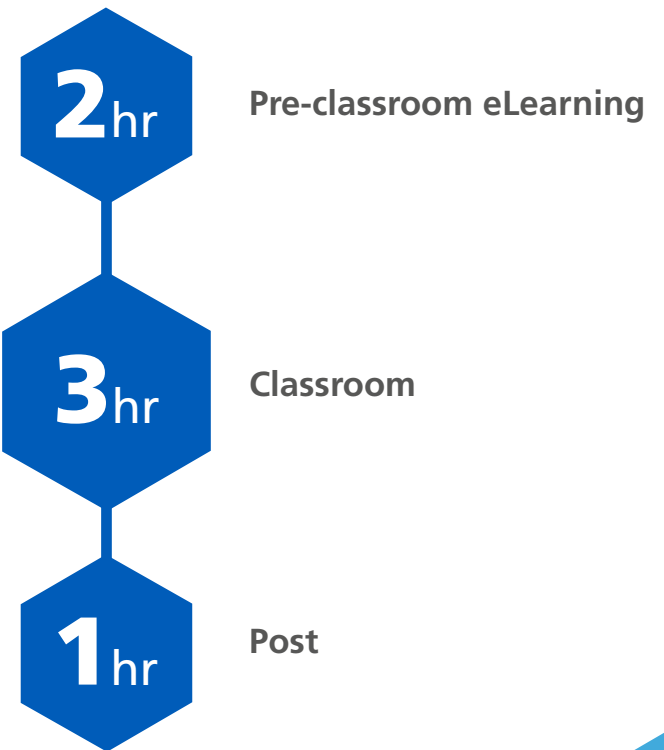
COURSE CONTENT

- Manage Assignments
- Review the Chart
- Find and Complete Tasks
- Document Observations and I/O
- Collect specimens and POCT

SIMILAR JOB ROLES

- All Inpatient Health Care Assistants
- Student nurses

COURSE DURATION



ICU Nurse

COURSE CONTENT

100:

- Log in/ Sign in
- Assigning patients
- Plan your shift
- Documenting observations + assessments
- LDAs + assessments
- Medication administration
- Specimen Collection
- IV medications
- Managing Orders
- End of Shift

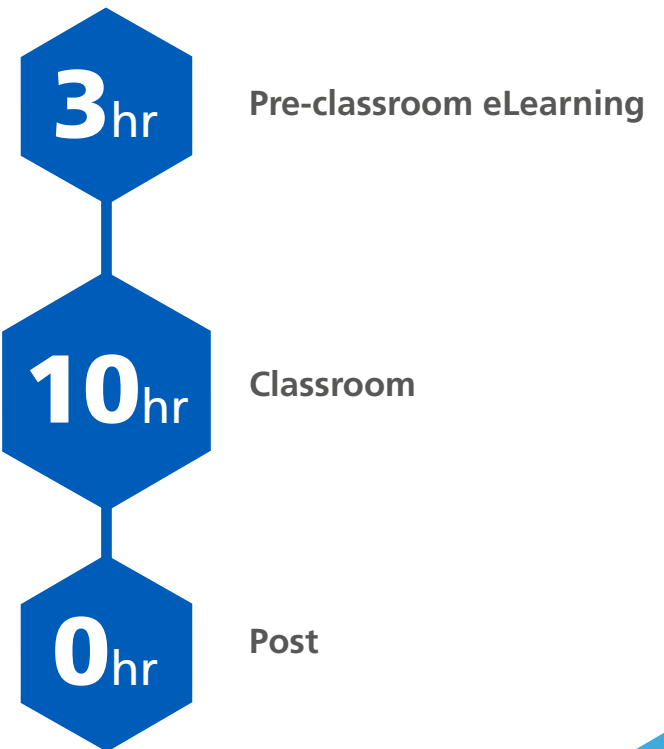
101:

- Prepare a Transfer patient
- Admit a new patient to ICU
- Blood Administration
- Override pulls
- Resuscitation Narrator
- Pre-Procedure Navigator
- Safeguarding
- Care Everywhere
- Rover

SIMILAR JOB ROLES

- Registered Nurses (Adult trained) within critical care setting

COURSE DURATION



IPC Practitioner 100

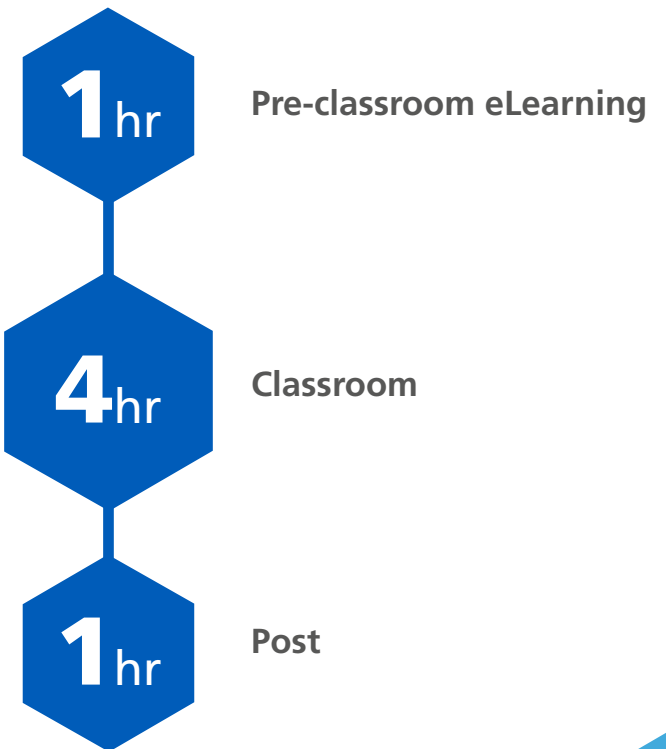
COURSE CONTENT

- Clinical documentation - nursing, clinician & intra-op nurse documentation
- Find information in the chart - review summary reports, review central line and vent documentation, review ADTs, review micro and lab results, review imaging results, review surgical info, search the chart
- Manage infections and isolation - find patients, manage infections & isolations
- Contact tracing - trace infection contact and exposure, trace patient overlap in department or beds, find commonalities
- Learning homes - introduction to dashboards

SIMILAR JOB ROLES

- Infection Prevention Control Practitioner (both Clinical and Surveillance)

COURSE DURATION



IPC Practitioner 101

COURSE CONTENT

- Introduction to surveillance workflows
- Document infection cases - run a report, create an infection case
- Monitor surgical site infections - perform house-wide SSI surveillance
- HCAI DCS
- QMLR
- Ad-hoc reporting - create and modify existing reports
- Trending and analytics dashboards - find other dashboards
- In Basket - overview, send a message about a patient, send a message about an infection case

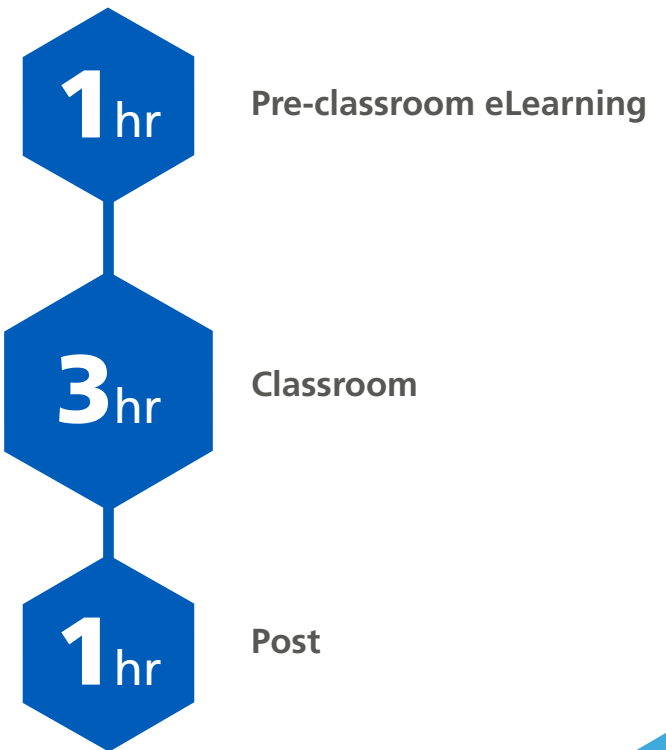
SIMILAR JOB ROLES

- Infection Prevention Control Practitioner (Surveillance only)

Pre-Required Classes to be taken first:

- Infection Preventionist

COURSE DURATION



Inpatient Nurse & Midwife Manager

COURSE CONTENT

- Manage Patient Assignments
- Manage the Ward
- Monitor Clinical Metrics from the Dashboard
- Run reports and respond to results
- Manage Verbal Order Compliance
- Monitor for Potential Patient Safety Risks

SIMILAR JOB ROLES

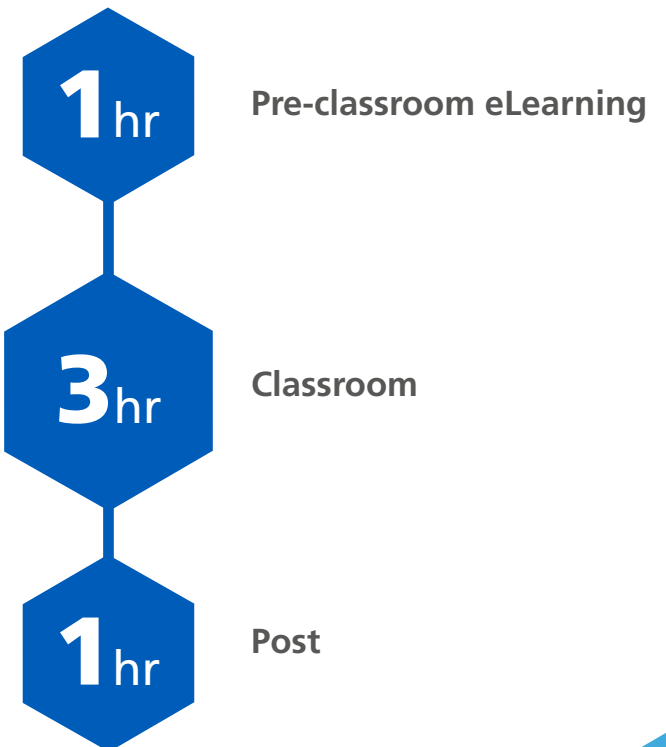
- All Nurse/Midwife Managers in Inpatient settings

Pre-Required Classes to be taken first:

- IP Nurse (Adult Med/Surg Nurse)
- IP Nurse (Paediatric Med/Surg Nurse)
- OB Midwife

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COURSE DURATION



Invasive Intra-Procedure Nurse/Documenter Invasive Pre- and Post- Procedure Nurse

COURSE CONTENT

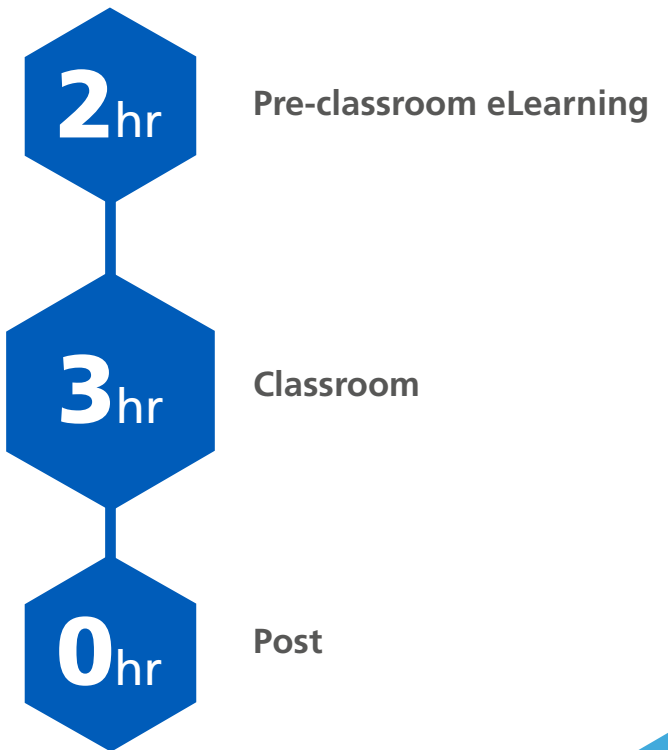
- Description of the documentation tools used to record clinical details from pre-procedure care to the end of patient recovery.
- Updating patient events.
- Documenting an IV and medication administration.
- Associating cardiac monitors.
- Patient assessments. (i.e cardiac and sedation assessments -ASA/Mallampati)
- Creation of procedure log.
- Documenting staff and supplies.
- Completing the procedure log.

SIMILAR JOB ROLES

- Cath Lab Nurse
- Cath Lab Prep or Recovery Nurse
- Cath Lab Physiologist
- Cardiac Radiographer

[← MAIN CONTENTS](#) [← NMAHP COURSES](#)

COURSE DURATION



NICU Nurse

COURSE CONTENT

100:

- Log in/ Sign in
- Assigning patients
- Plan your shift
- Documenting observations + assessments
- LDAs + assessments
- Medication administration
- Specimen Collection
- IV medications
- Managing Orders
- Document Feedings
- Bilirubin Nomograms
- End of Shift

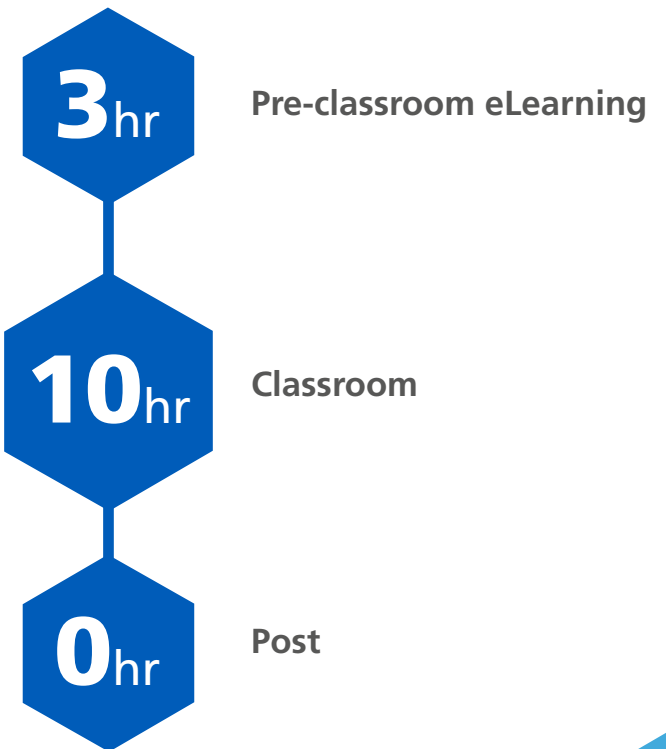
101:

- Discharge a patient
- Admit a new patient from Delivery + DGH
- BadgerNet
- Blood Administration
- Resuscitation Narrator
- Pre-Procedure Navigator
- Safeguarding
- Care Everywhere
- Rover

SIMILAR JOB ROLES

- Registered Nurses within neonatal critical care setting

COURSE DURATION



Non-Invasive Cardiac Physiologist

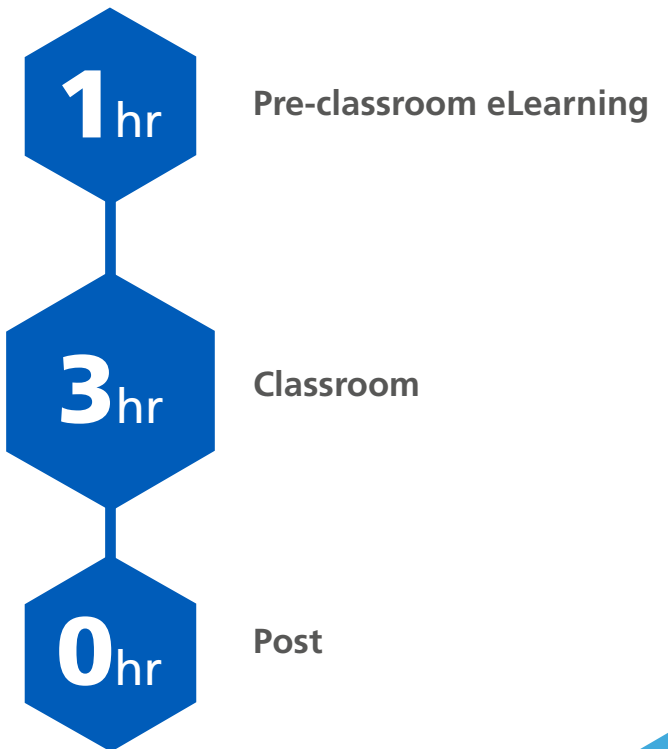
COURSE CONTENT

- Finding and beginning exams. (i.e echo stress tests and device check)
- Ending exams.
- Documenting monitor returns.
- Entering preliminary findings for both inpatient and outpatient procedures using a variety of examples including echocardiography, holter monitors, stress exams, and device checks.

SIMILAR JOB ROLES

- Cardiac Physiologist (Invasive)

COURSE DURATION



Non-Invasive Nurse

COURSE CONTENT

- Instruction on documentation of echo exams using contrast.
- Completing an ECG.
- Documenting exams with sedation such as transoesophageal echocardiograms..
- Documenting placement of IV lines, medication administration, and sedation details.

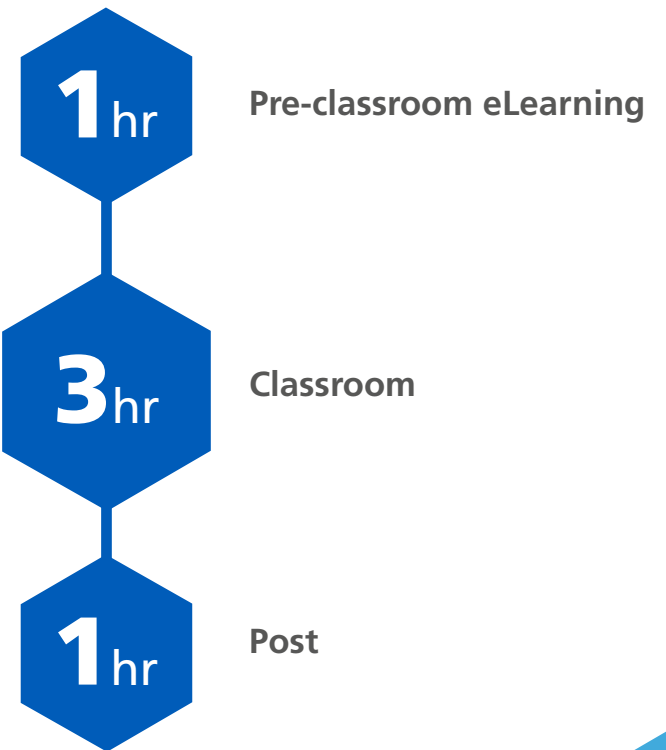
SIMILAR JOB ROLES

- Cardiology Nurses that oversee care of Non-invasive Cardiology patients

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[← NMAHP COURSES](#)

COURSE DURATION



Periop Nurse

COURSE CONTENT

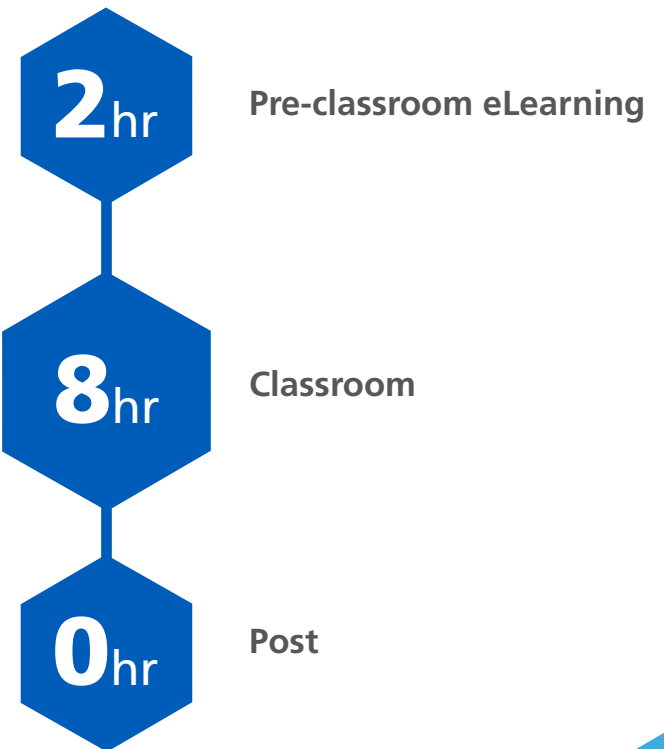
- Take this class if your role is in Intraop and Recovery Ward settings
- Finding a Patient and Beginning Charting
- Pre-Incision Documentation
- Theatre/Procedure Documentation
- Closing Documentation
- Orders Management
- Blood Admin
- Discharge

SIMILAR JOB ROLES

- Theatre Nurse
- ODP
- Recovery Nurse
- Recovery Nurse Manager
- Anaesthetic Practitioner
- Theatre Practitioners
- Theatre Managers
- Sisters
- Charge Nurses
- Matrons

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COURSE DURATION



Ophthalmology OSPs/Nurse

COURSE CONTENT

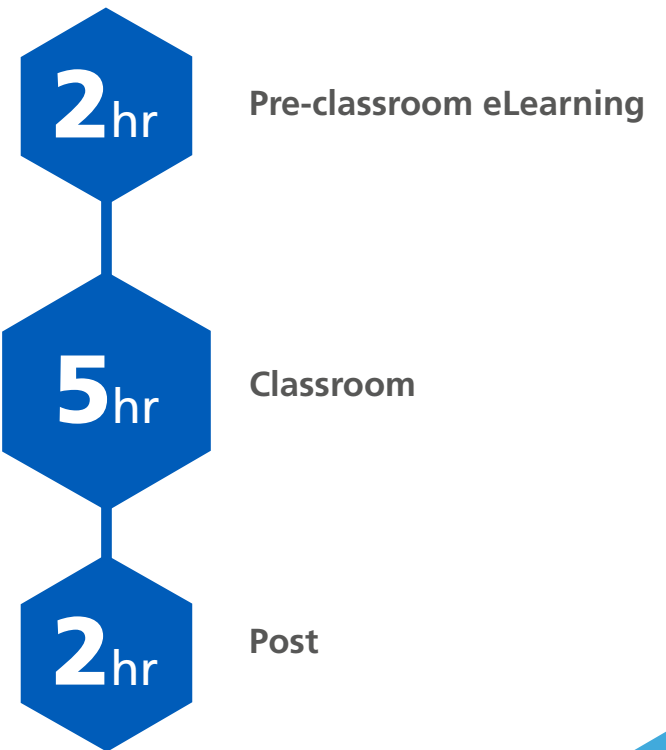
- Overview of Schedule
- Patient Intake information such as Medical History and Allergies
- Completing an Eye Exam
- Resulting Imaging Tests

SIMILAR JOB ROLES

- Ophthalmology Imaging Techs
- Ophthalmology Clinic Managers
- Ophthalmology Nurses
- Ophthalmology Nursing Assistants
- Ophthalmology Nursing Associates

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COURSE DURATION



Outpatient Clinical Support Worker

COURSE CONTENT

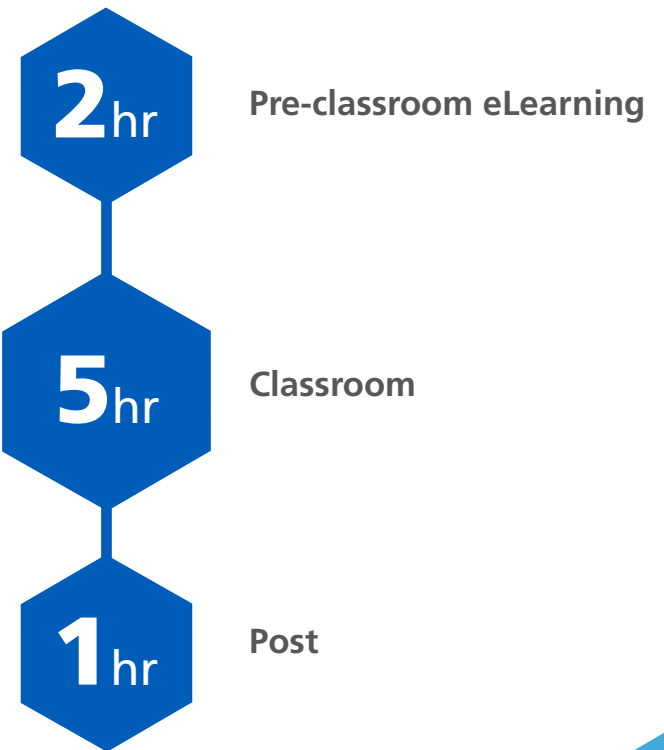
- Finding my Patients for Today
- Intake a Patient
- Ordering and Resulting Point of Care Orders/Tests
- Placing Orders
- Writing notes
- Documenting Incoming Calls
- Using Care Everywhere.

SIMILAR JOB ROLES

- Outpatient Healthcare Assistant
- Outpatient Clinical Support Worker
- Outpatient Registered Nurse
- Outpatient Staff Nurse
- Outpatient Sister/Charge Nurse
- Outpatient Nurse Manager

[← MAIN CONTENTS](#) [← NMAHP COURSES](#)

COURSE DURATION



Paediatric Med Surg Nurse

COURSE CONTENT

100:

- Log in/ Sign in
- Assigning patients
- Plan your shift
- Documenting observations + assessments
- LDAs + assessments
- Medication administration
- Specimen Collection
- Admitting a new patient
- Care plans + Patient Education
- IV medications
- Managing Orders
- End of Shift

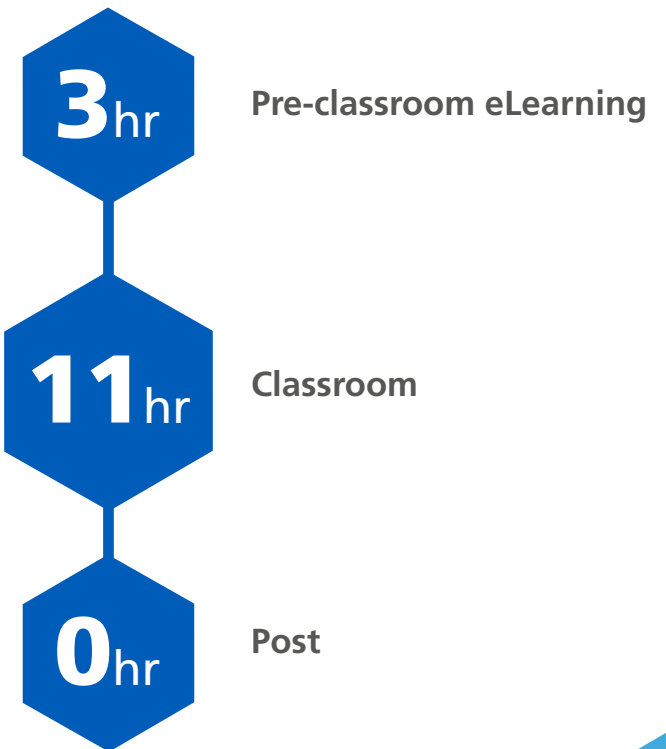
101:

- Receiving Transfer patient
- Find + complete Tasks
- Blood Administration
- Hospital Out of Hours
- Resuscitation Narrator
- Pre-Procedure Navigator
- Discharge a patient
- Safeguarding
- Care Everywhere
- Rover

SIMILAR JOB ROLES

- Registered Nurses (Paediatric trained) - Inpatient medical/ surgical ward setting, Nursing Associates

COURSE DURATION



PICU Nurse

COURSE CONTENT

100:

- Log in/ Sign in
- Assigning patients
- Plan your shift
- Documenting observations + assessments
- LDAs + assessments
- Medication administration
- Specimen Collection
- IV medications
- Managing Orders
- End of Shift

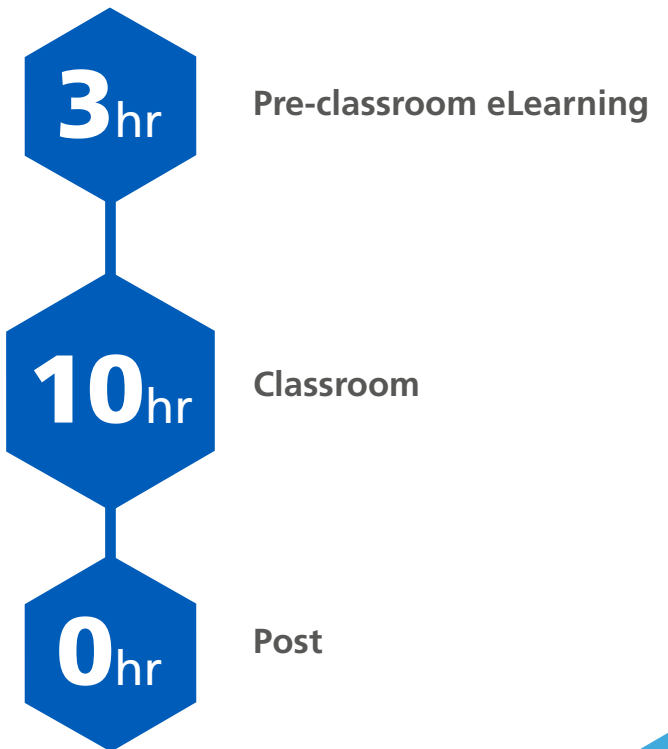
101:

- Prepare a Transfer patient
- Admit a new patient to ICU
- Blood Administration
- Resuscitation Narrator
- Pre-Procedure Navigator
- Safeguarding
- Care Everywhere
- Rover

SIMILAR JOB ROLES

- Registered Nurses within neonatal critical care setting

COURSE DURATION



Pre-op Assessment Nurse

COURSE CONTENT

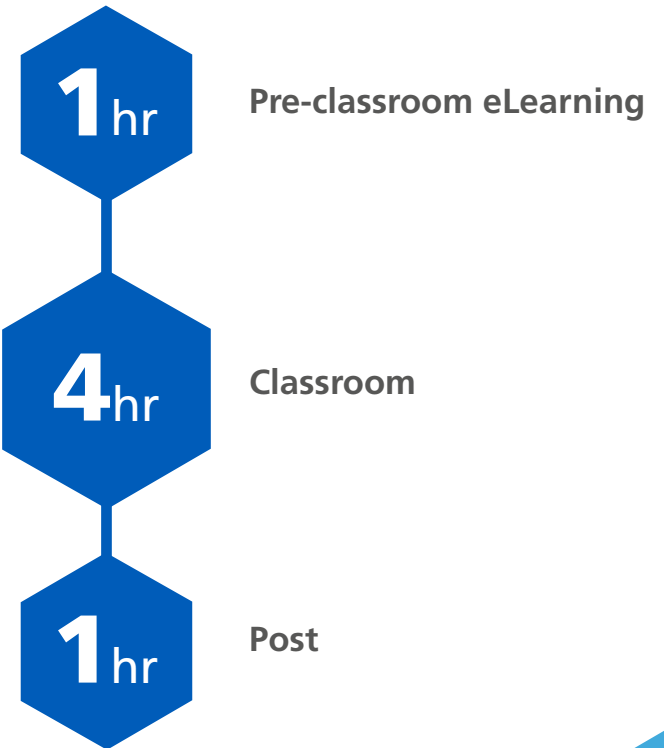
- Pre-op Assessment Phonecall
- Pre-op Assessment Visit
- Pre-Op Questionnaire
- Pre-OP Clinical Assessments

SIMILAR JOB ROLES

- Theatre Nurse
- ODP
- Recovery Nurse
- Recovery Nurse Manager
- Anaesthetic Practitioner
- Theatre Practitioners
- Theatre Managers
- Sisters
- Charge Nurses
- Matrons

[← MAIN CONTENTS](#) [← NMAHP COURSES](#)

COURSE DURATION



Procedural and Diagnostic Technologist

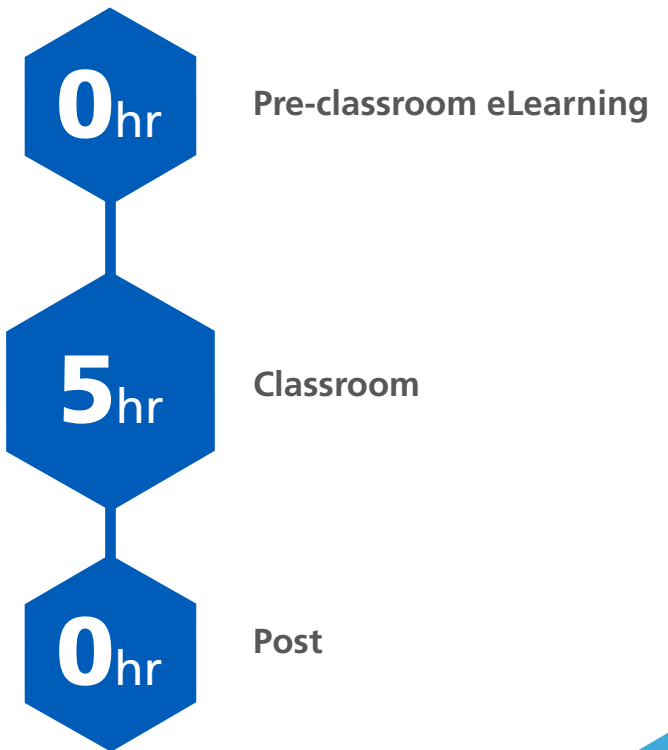
COURSE CONTENT

- Schedule an appointment - the life cycle of an order, who can schedule appointments, how does registration work, new patients and referrals, schedule an order & assign a resource, check the patient in
- Complete an exam - open the chart, verify orders, document end exam information, document final measurements, document study notes, scan results, document procedure that was performed, document end of the exam, review patient information, verify exam orders, administer medications

SIMILAR JOB ROLES

- Neurology Physiologist
- Pulmonary Physiologist

COURSE DURATION



Recovery Nurse

COURSE CONTENT

- Take this class if your role is only in Recovery Ward settings
- Finding a Patient and Beginning Charting
- Closing Documentation
- Assessment and Monitoring
- Orders Management
- Blood Admin
- Discharge

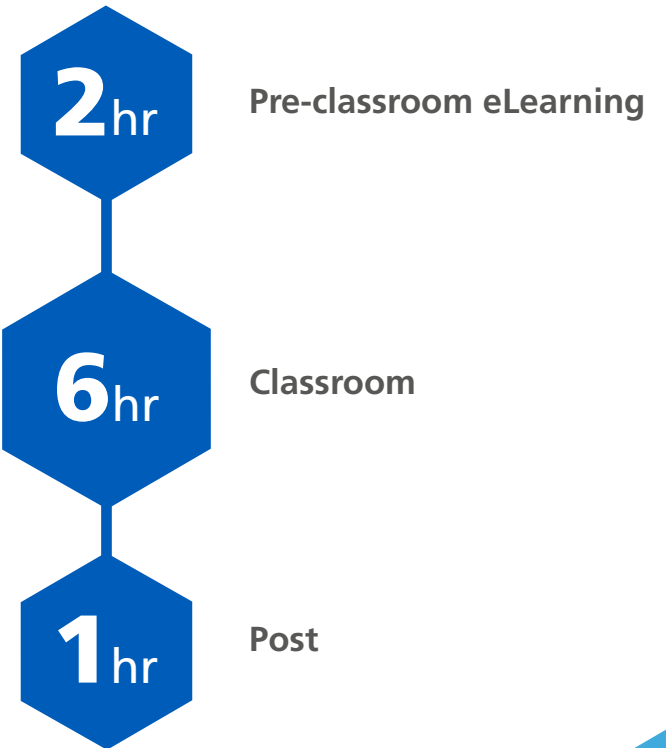
SIMILAR JOB ROLES

- Recovery Nurses
- Recovery Nurse Managers
- Anaesthetic Recovery Practitioner

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[← NMAHP COURSES](#)

COURSE DURATION



Safeguarding

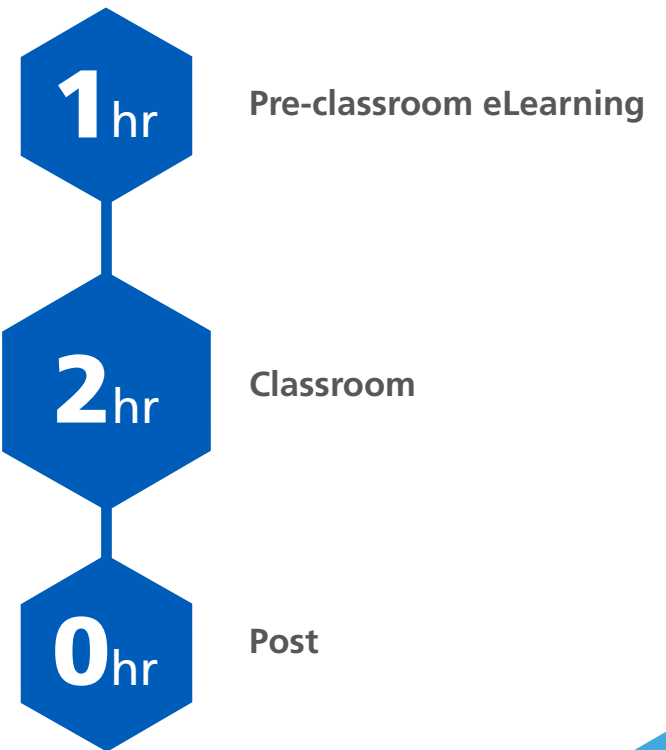
COURSE CONTENT

- Begin your shift
- Log in and finding patients
- Review the chart
- Get an overview of the admission
- Chart Review
- Receiving a Consult
- Finding a patient with a consult order
- Completing documentation
- Documenting Safeguarding using a navigator
- Overview of Flowsheets
- Document Safeguarding
- Write A Note in Finalise Referral
- Adding an FYI flag
- Completing a consult
- Running Reports

SIMILAR JOB ROLES

- Safeguarding Nurses

COURSE DURATION



Sleep Lab Technician

COURSE CONTENT

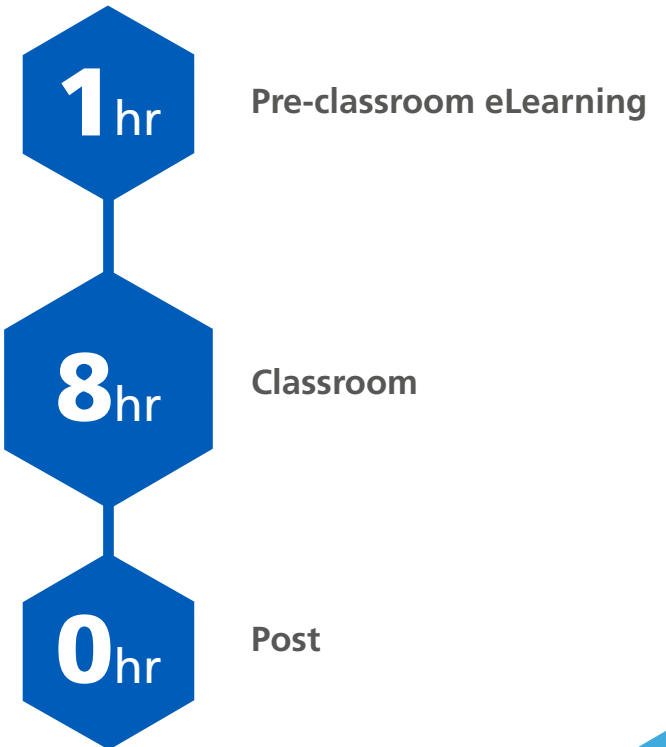
Standard Consultation Visit in Outpatients including;

- Finding my patients
- Review and documenting on a patient sleep study
- Completing Questionnaires
- Entering results
- Concluding a visit
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.) (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)
- MyMFT
- Telephone encounters
- MDT Scheduling
- Video visits
- Care everywhere

SIMILAR JOB ROLES

- Sleep Services Tech

COURSE DURATION



Theatre and Anaesthetic Practitioner

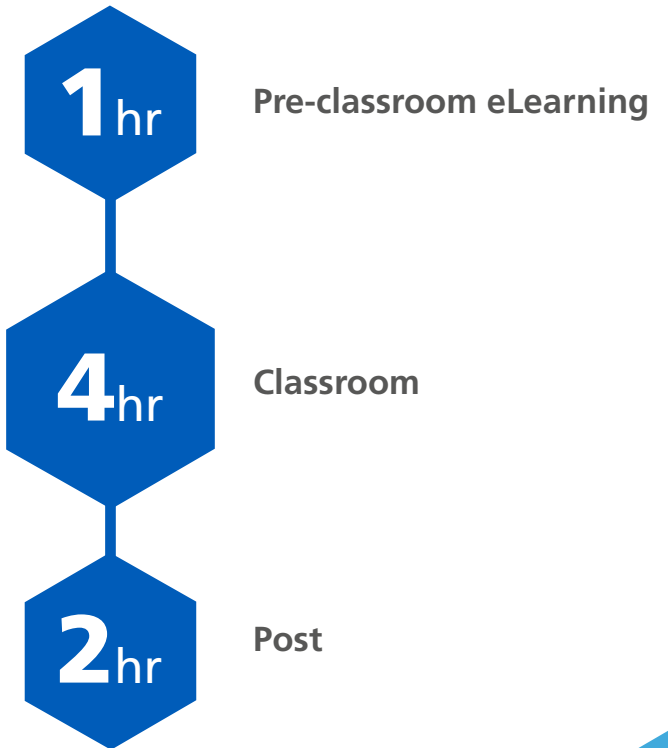
COURSE CONTENT

- Take this class if your role is only in Intraop settings
- Finding a Patient and Beginning Charting
- Pre-Incision Documentation
- Theatre/Procedure Documentation
- Closing Documentation

SIMILAR JOB ROLES

- Intra-op Nurses
- Theatres Nurses
- ODPs

COURSE DURATION



Tissue Viability Nurse

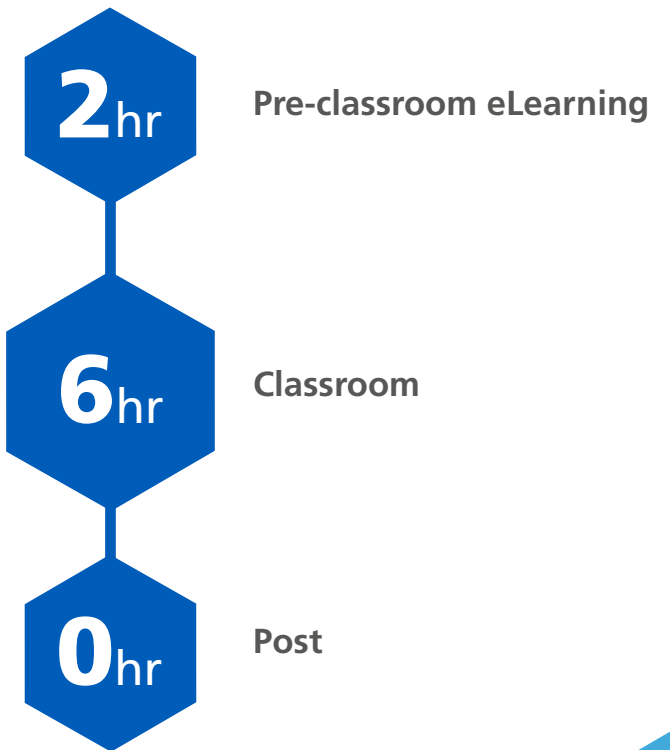
COURSE CONTENT

- Log in + Sign in
- Wound Assessment
- Medication administration + MAR
- Specimen Collection
- Managing Orders
- Care plans + Patient Education
- Writing a Note
- Complex Treatments
- Observations
- LDAs + Avatar
- Sepsis
- Rover
- Care Everywhere

SIMILAR JOB ROLES

- Tissue Viability Team only

COURSE DURATION



Vascular Access Nurse

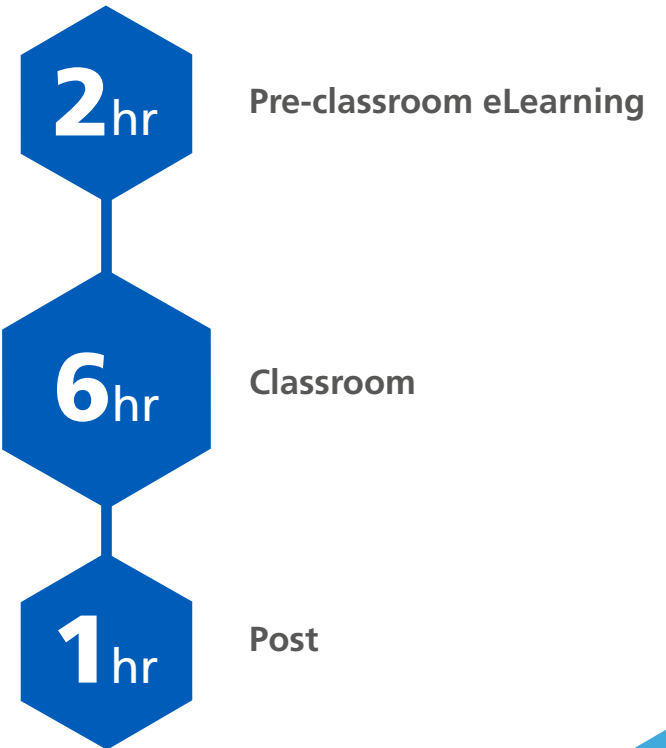
COURSE CONTENT

- Log in + Sign in
- Line insertion
- Medication administration + MAR
- Specimen Collection
- Managing Orders
- Care plans + Patient Education
- Writing a Note
- Complete a consult
- Observations
- LDAs + Avatar
- Sepsis
- Rover
- Care Everywhere

SIMILAR JOB ROLES

- OPAT, Magic team, IV team, Vascular access team only etc.

COURSE DURATION



Other Courses

Facilities Manager →

Facilities Staff →

No Epic Access →

Porter →

Portering Manager →

Registry Abtractor →

Spiritual Care →



OTHER

Facilities Manager

COURSE CONTENT

- View current cleaning requests and assignments
- Assigning, reassigning and grouping requests
- Complete a clean for a member of your team
- Manage staff members
- Locate and run cleaning reports

SIMILAR JOB ROLES

- Estates and Facilities Helpdesk personnel
- Facilities Team Supervisors and Management

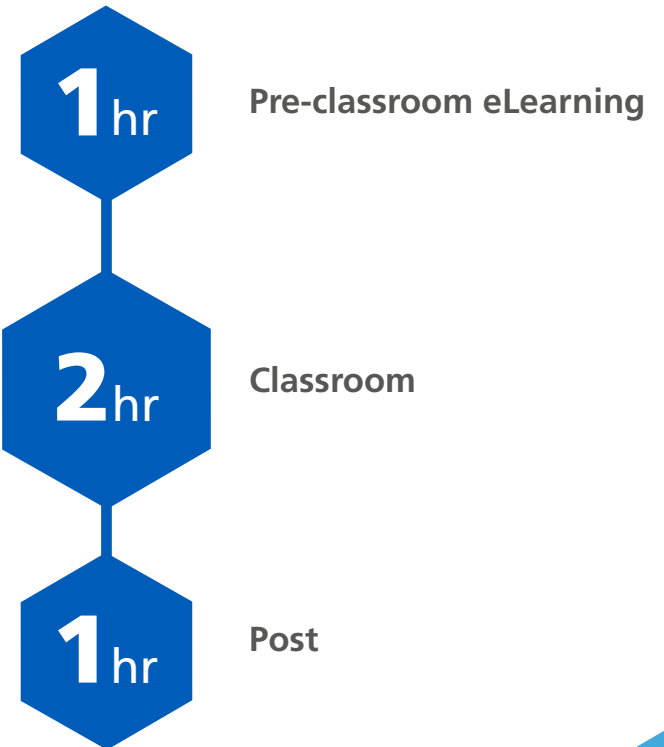
Pre-Required Classes to be taken first:

- Facilities Staff

[← MAIN CONTENTS](#)

[← OTHER COURSES](#)

COURSE DURATION



OTHER

Facilities Staff

COURSE CONTENT

- Sign into the Rover device
- Complete a Task Assignment
- Delay a Task Assignment
- Create a Cleaning Request
- Indicate you are On a Break
- Indicate your Shift has ended

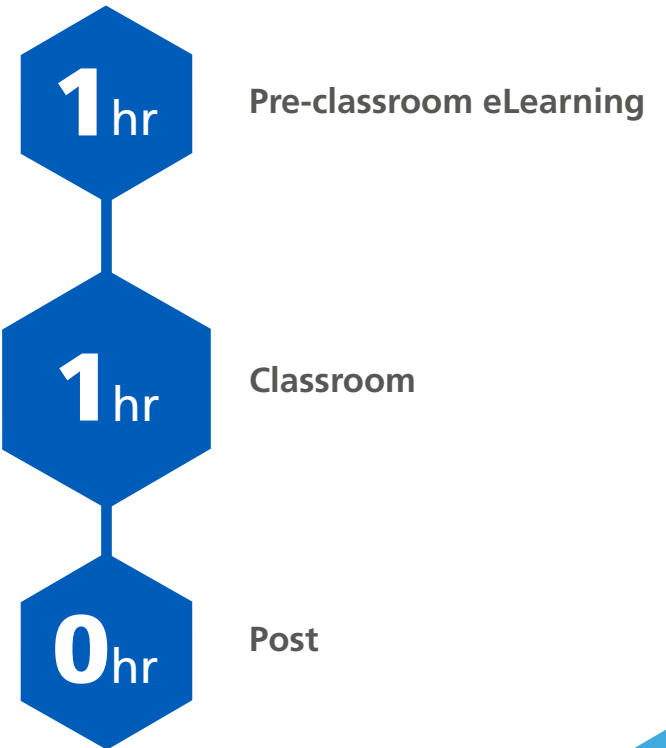
SIMILAR JOB ROLES

- Rapid Response Team domestics

[← MAIN CONTENTS](#)

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COURSE DURATION



OTHER

No Epic Access



COURSE CONTENT

- ◆ No Epic Access



SIMILAR JOB ROLES

- ◆ Misc

[← MAIN CONTENTS](#)

[← OTHER COURSES](#)



COURSE DURATION

0hr

Pre-classroom eLearning

0hr

Classroom

0hr

Post



OTHER

Porter

COURSE CONTENT

- Portering patients and non-patients
- Portering patients
- Completing non-patient portering tasks
- Signing in and out
- Completing a request that requires multiple porters

SIMILAR JOB ROLES

- Porter
- Portering Manager

[← MAIN CONTENTS](#)

[← OTHER COURSES](#)

COURSE DURATION

 Pre-classroom eLearning

 Classroom

 Post



OTHER

Portering Manager

COURSE CONTENT

- Managing portering
- overview of the workflow
- Monitoring portering activity
- Signing in a porter
- Creating a portering request from the Command Centre
- Modifying a porting request
- Creating a non-patient portering request
- Completing a portering request for a porter
- Configuring portering
- overview of regions and sectors
- Setting up a new porter record
- Creating a portering task
- Reporting on portering
- configuring the Portering Activity report
- Configuring the Porter Productivity report
- Accessing the Portering Operations Monitor Dashboard
- Accessing the Portering Trends Dashboard
- Accessing the Capacity Management Dashboard

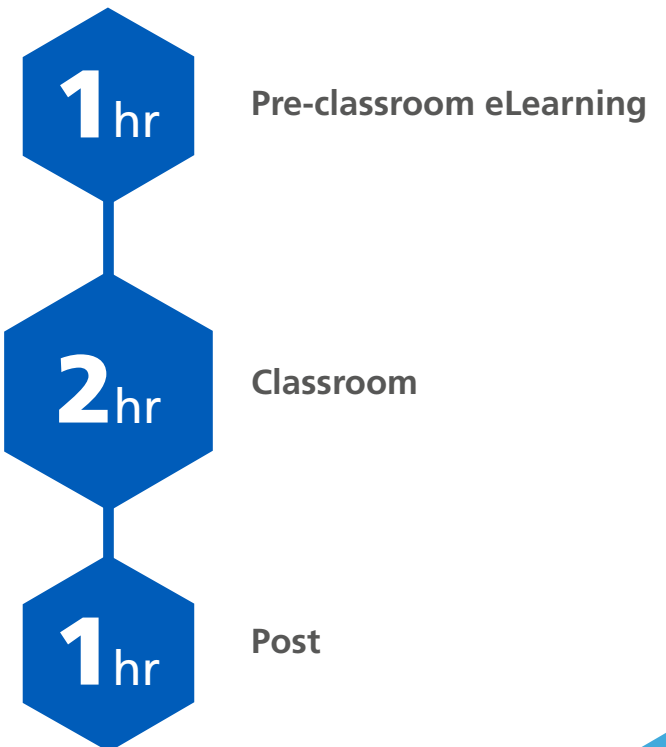
SIMILAR JOB ROLES

- Portering Manager
- Dispatcher
- Controller

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[← OTHER COURSES](#)

COURSE DURATION



OTHER

Registry Abstractor

COURSE CONTENT

- Understanding the Registry worklist.
- Managing data required by Registry.
- How to find, export, and submit the required data to the Registry.

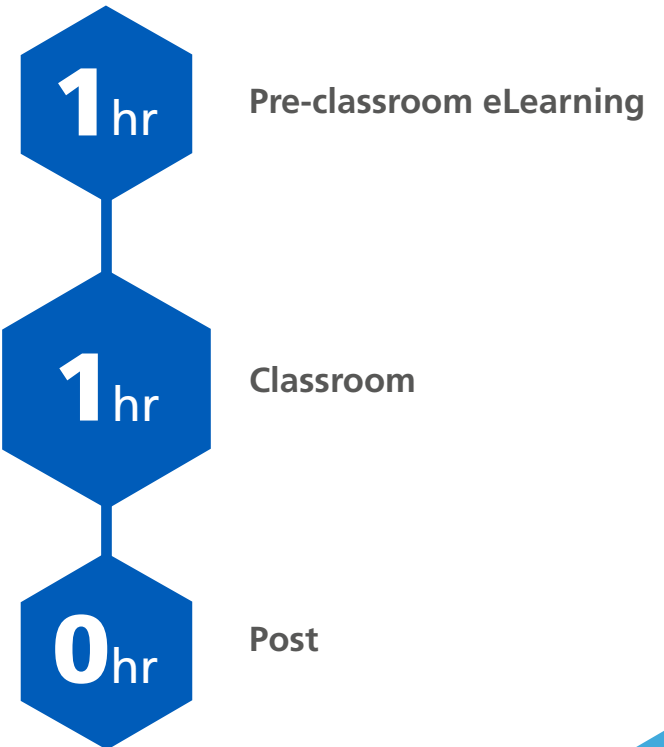
SIMILAR JOB ROLES

- Registry Abstractor
- Cardiology IT

[← MAIN CONTENTS](#)

[← OTHER COURSES](#)

COURSE DURATION



OTHER

Spiritual Care

COURSE CONTENT

- Finding patients
- Reviewing the chart
- Documenting Spiritual Care
- Document using the Spiritual Care Navigator
- Treatment Team vs Patient Care Team
- Write a Note
- Complete the Consult
- Running Reports

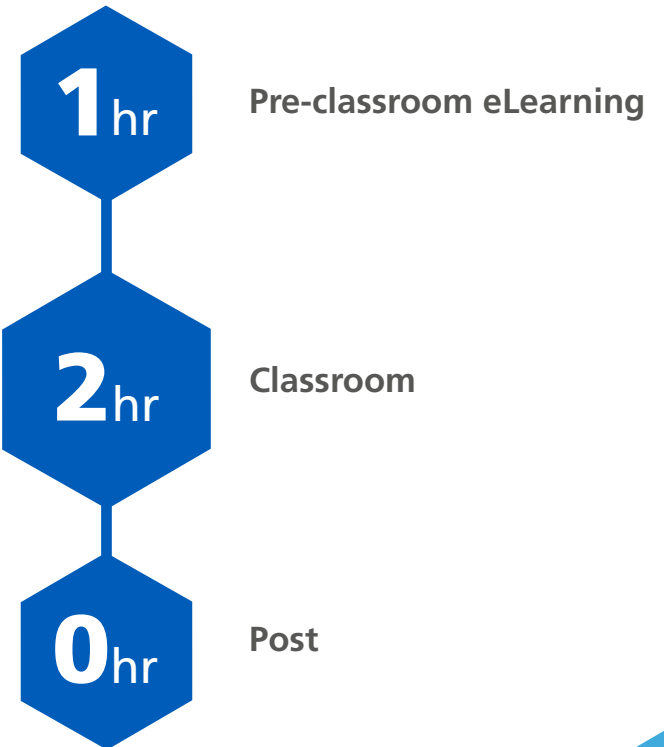
SIMILAR JOB ROLES

- Spiritual Services, Chaplaincy

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COURSE DURATION



Pathology Courses

[Biomedical Scientist](#)



[Non Gynae Cytology](#)



[Blood Transfusion Biomedical Scientist](#)



[Pathologist](#)



[Gynae Cytology](#)



[Phlebotomy](#)



[Histology](#)



[Specimen Processing](#)



[Laboratory Medicine Consultant](#)



[Transplant Lab Consultant & Staff](#)



[Microbiology Consultant](#)



[Micro Biomedical Scientist](#)



Biomedical Scientist

COURSE CONTENT

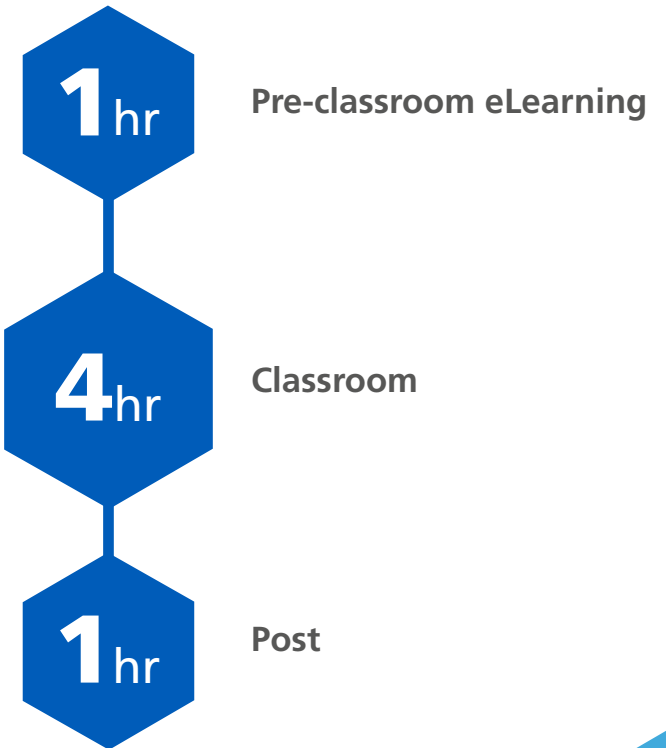
- Outstanding List
- Review and entering results
- Taking actions on specimen and results, e.g phone queues
- In Basket (Add-on tests)
- Document cancel or redraw specimen
- Follow up Work List
- Reviewing test and patient information
- Overview of Reporting

SIMILAR JOB ROLES

- BMS
- Senior BMS
- Clinical Scientists
- Chief BMS
- Lab Manager
- From the following disciplines:
 - Biochemistry
 - Immunology
 - Willink
 - Virology
- Haematology/Coagulation
- Blood Transfusion
- VEU/MRU
- Andrology
- NOT to be attended by bacteriology, mycology, or cell path BMS, nor by any disciplines not using Beaker as their LIMS.

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COURSE DURATION



Blood Transfusion Biomedical Scientist

COURSE CONTENT

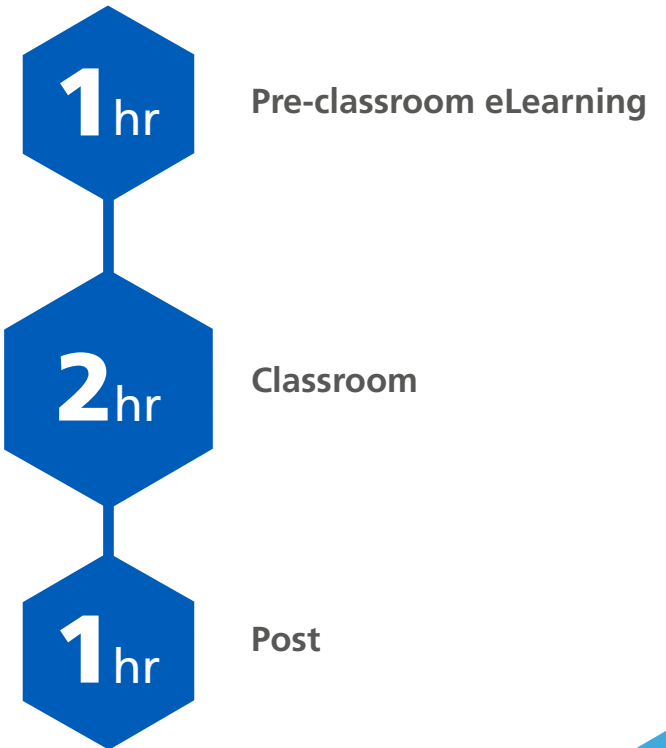
- Placing orders (for units of blood and anti-body screens etc.) and collecting specimens (blood transfusion specific workflows)
- Receiving specimens (blood transfusion specific workflows)
- Entering results (blood transfusion specific workflows)

SIMILAR JOB ROLES

- Haematology BMS
- Blood Transfusion BMS

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COURSE DURATION



Gynae Cytology

COURSE CONTENT

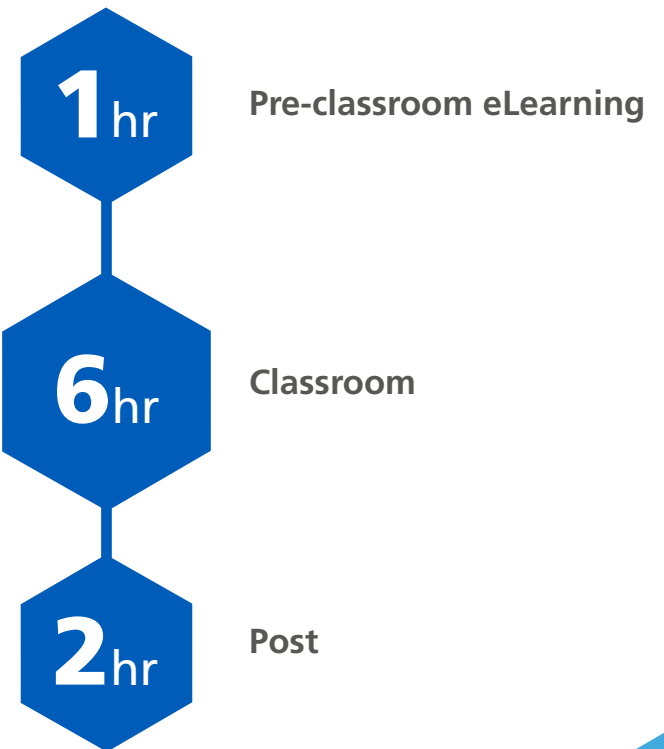
- Receiving a specimen
- Entering a requisition
- HPV Triage (including Container Storage)
- Using the Follow up Work list
- Finding Information in Specimen Enquiry
- Cytology resulting i.e. Screener / Checker / Consultant and Peer Review
- Colposcopy outcomes Failsafe
- Failsafe Reporting

SIMILAR JOB ROLES

- Gynae Cytoscreeners
- Gynae Cytology BMS & MLAs
- Gynae Cytology Pathologist/Consultants
- Failsafe team

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COURSE DURATION



Histology

COURSE CONTENT

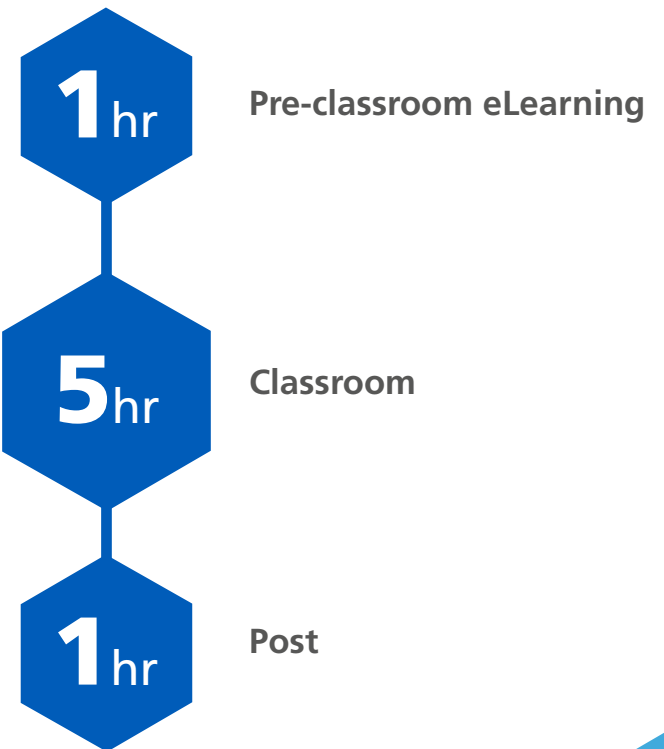
- Collecting Specimens
- Building a Case
- Processing a Case
- Receiving specimens from an external source
- Creating a Packing list
- Using the Follow Up Work list
- Finding Information in Case Enquiry
- Resulting a Case
- Modifying a Case after authorisation

SIMILAR JOB ROLES

- Histology BMS & MLAs, Post Mortem BMS, Post Mortem MLAs & Technicians
- Cellular Pathology (Histology) Secretaries
- Cellular Pathology (Histology) Admin Staff

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COURSE DURATION



Laboratory Medicine Consultant

COURSE CONTENT

- Reviewing patient information
- Managing orders
- Documenting notes on patient record
- Consults
- In Basket Overview
- Reviewing & Entering Results
- Clinical Validation
- Add-Ons
- Vetting Sendaways
- Follow-up Work List
- Overview of Reporting

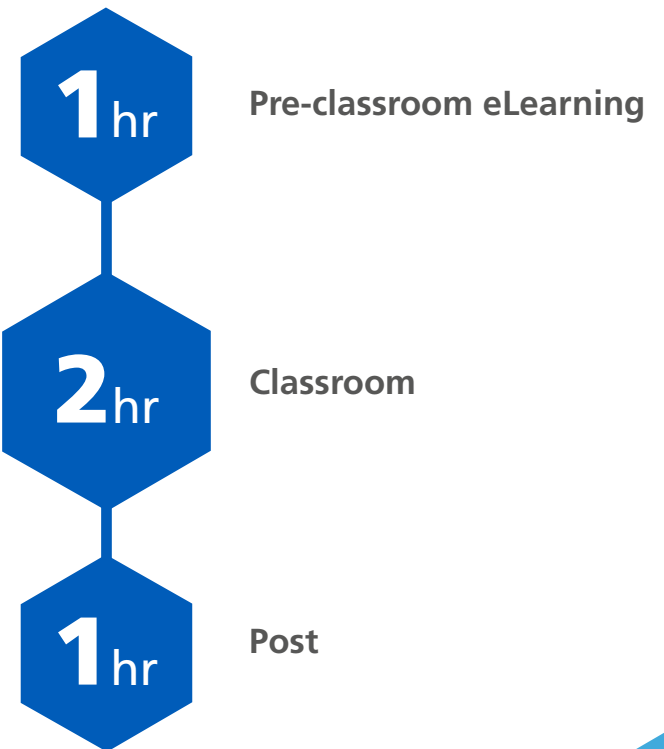
SIMILAR JOB ROLES

- Lab Consultants and Consultant Clinical Scientists in non-cellular pathology and microbiology disciplines (e.g. biochemistry, Willink, etc.)

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COURSE DURATION



Microbiology Consultant

COURSE CONTENT

- Reviewing patient information
- Managing orders
- Documenting notes on patient record
- Consults
- Antimicrobial Stewardship and Infection Control Patients
- In Basket Overview (how to review results and other messages)
- Reviewing & Entering Results
- Clinical Validation
- Add-Ons
- Vetting Sendaways
- Follow-up Work List
- Overview of Reporting

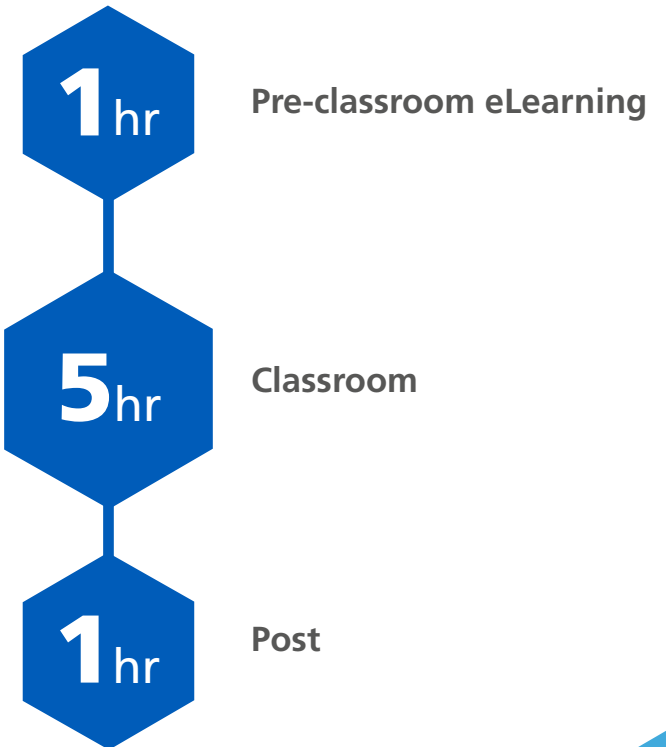
SIMILAR JOB ROLES

- Consultants and Consultant Clinical Scientists for Bacteriology, MRU/VEU, Virology, Mycology

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COURSE DURATION



Micro Biomedical Scientist

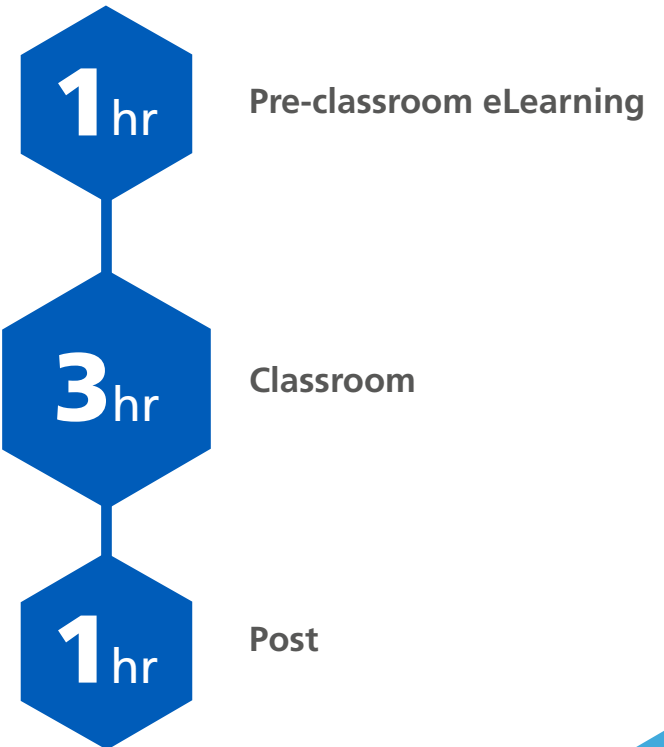
COURSE CONTENT

- Completing plating tasks (Setup Bench)
- Documenting stains and appearance
- Working up a Culture
- Using Decision Trees for Resulting
- Adding isolates / Documenting growth
- Adding susceptibility tests
- Verifying tests
- Phone Queues
- Overview of Reporting

SIMILAR JOB ROLES

- Micro BMS
- Mycology BMS

COURSE DURATION



Non Gynae Cytology

COURSE CONTENT

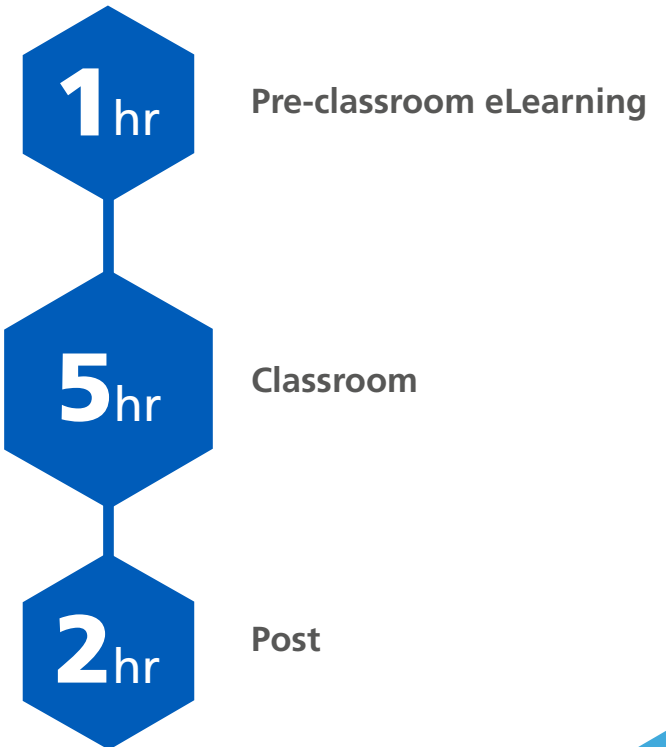
- Collecting Specimens
- Building a Case
- Processing a Case
- Receiving specimens from an external source
- Creating a Packing list
- Using the Follow Up Work list
- Finding Information in Case Enquiry
- Resulting a Case
- Modifying results after authorisation

SIMILAR JOB ROLES

- Cytology BMS & MLAs
- Cellular Pathology (Non Gynae) Secretaries
- Cellular Pathology (Non Gynae) Admin staff

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COURSE DURATION



Pathologist

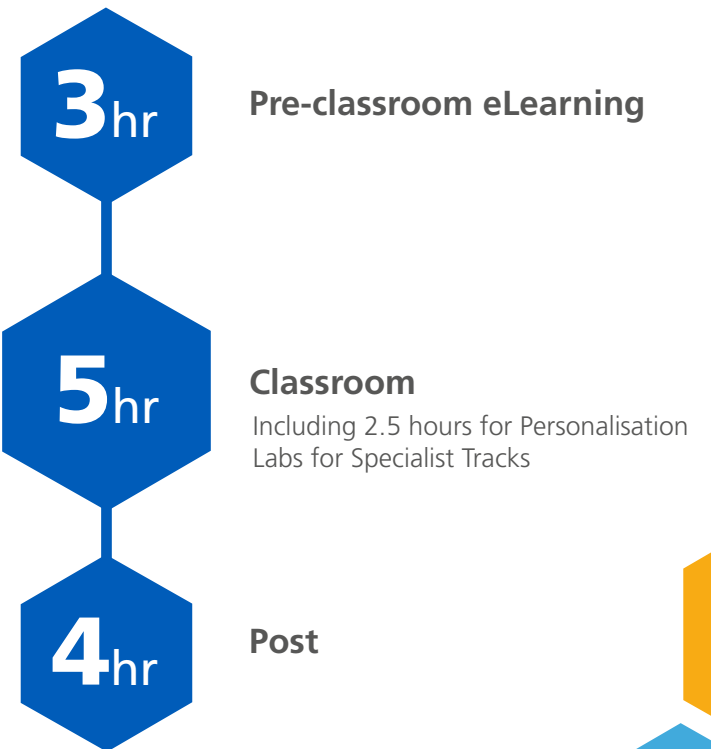
COURSE CONTENT

- Building and Modifying a Case
- Histology and Non Gynae Cytology:
- Viewing Case information
- Modifying a Case after Authorisation
- Post Mortem:
- Document and release PM results

SIMILAR JOB ROLES

- Cellular Pathologists /Consultants
- Foundation Two Doctor (Pathology)
- Consultant BMS (who will result and authorise)

COURSE DURATION



Phlebotomy

COURSE CONTENT

- Inpatient collection
- Clinic collection
- Walk in appointments & scheduling future appointments

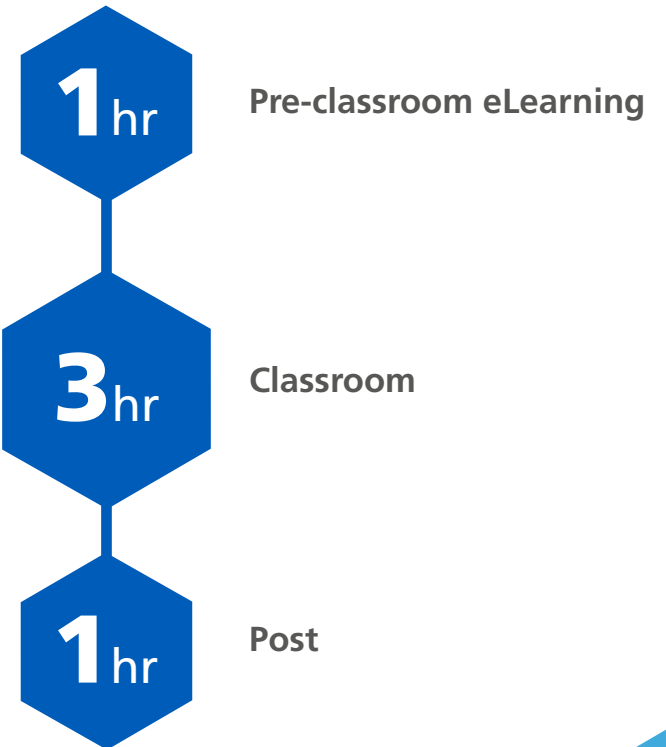
SIMILAR JOB ROLES

- Inpatient Phlebotomists
- Clinic Phlebotomists
- Phlebotomy Managers

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COURSE DURATION



Specimen Processing

COURSE CONTENT

- Receiving specimens
- Entering Requisitions (paper requests)
- Follow-up Work Lists
- Sendaways & Packing Lists
- Container Storage

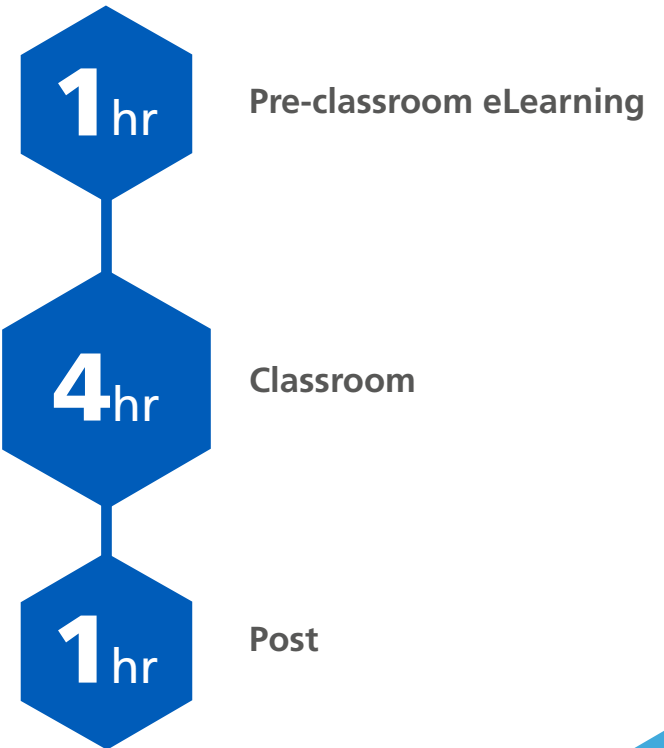
SIMILAR JOB ROLES

- All specimen reception staff, admin staff, BMS, and clinical scientists from all disciplines except histology, non-gynae cytology, gynae cytology, and post-mortem

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COURSE DURATION



Transplant Lab Consultant and Staff

COURSE CONTENT

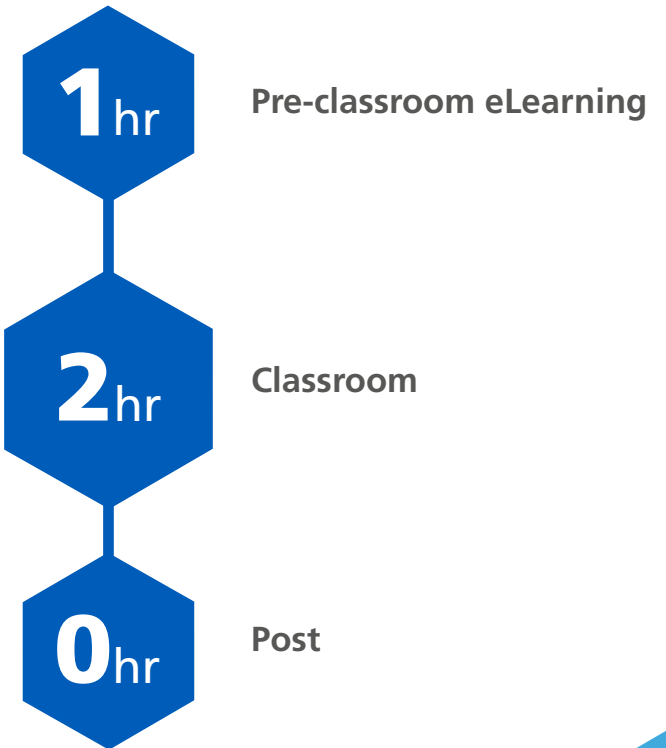
- Lab Requests (Demo)
- Uploading Results
- Chart Review
- In Basket (Managing tasks in the system, triaging referrals, results communication, drafting letters etc.)

SIMILAR JOB ROLES

- Transplant Lab Consultants
- Transplant Lab Tech

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COURSE DURATION



Pharmacy Courses

Accrediting Checking Technician →

Homecare Administrator →

Homecare Manager →

Inpatient Pharmacy Dispensing →

Inventory/Procurement Technician →

IP Pharmacist Clinical →

Pharmacy Manager/Director →

Willow Ambulatory and Managing
Inventory Basics →



Accrediting Checking Technician

COURSE CONTENT

- Admission and discharge medicine reconciliation

SIMILAR JOB ROLES

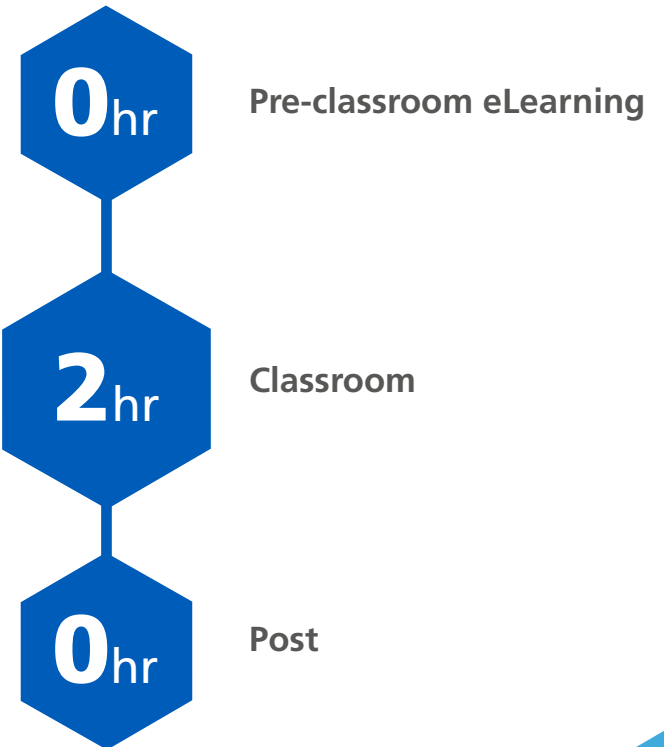
- Technical Staff who have an Accuracy Checking qualification
- Pharmacy Accuracy Checking Technician

Pre-Required Classes to be taken first:

- Inpatient Pharmacy Dispensing

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COURSE DURATION



Homecare Administrator

COURSE CONTENT

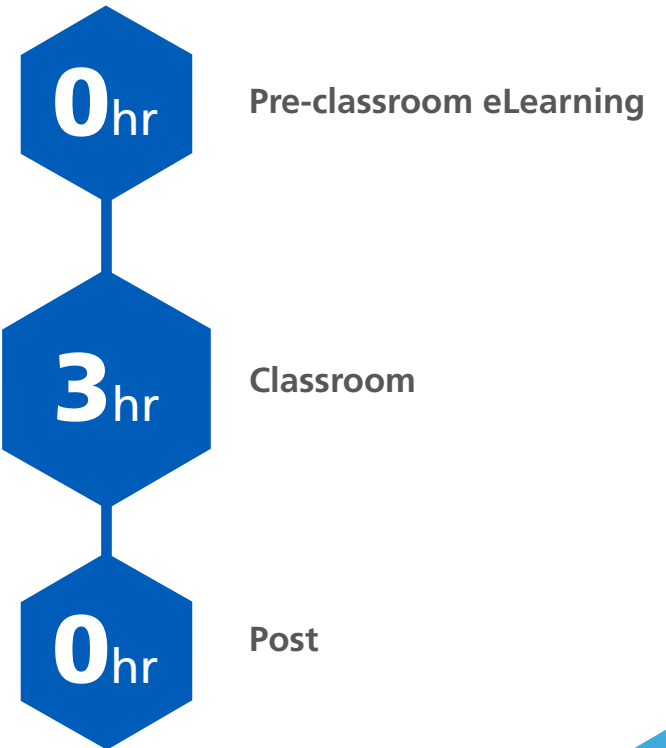
- Clinician prescribing of Homecare prescriptions
- Receiving Homecare Prescriptions
- Processing of Homecare Invoices
- Homecare Repeat Prescriptions

SIMILAR JOB ROLES

- Homecare Administrators
- Homecare Technicians

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COURSE DURATION



Homecare Manager

COURSE CONTENT

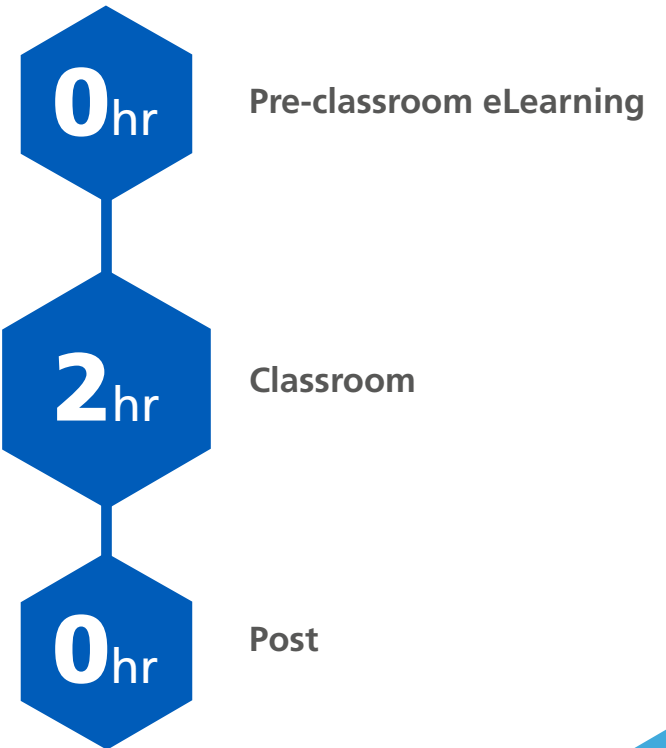
- Updating Contract Costs
- Contract Item Updates
- Reporting

SIMILAR JOB ROLES

- Homecare Managers

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COURSE DURATION



Inpatient Pharmacy Dispensing

COURSE CONTENT

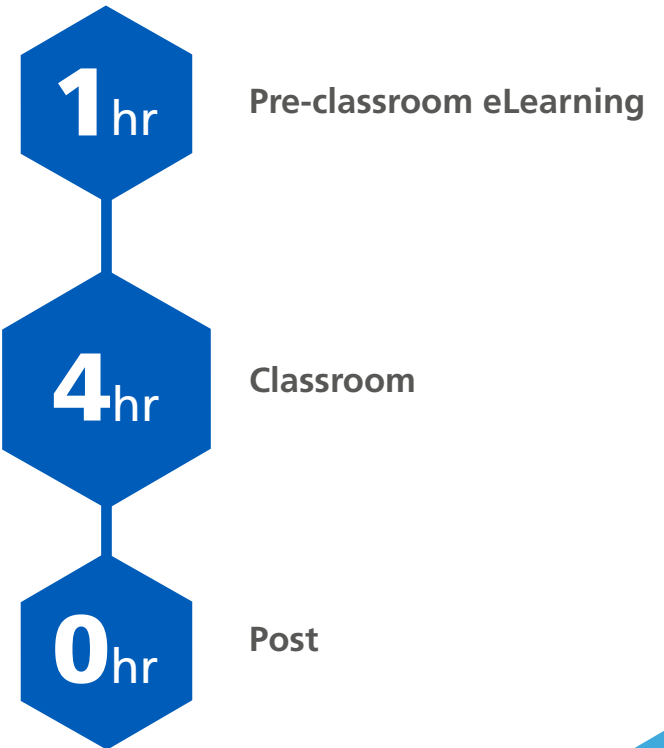
- Overview of dispensing
- Managing patient supplied meds
- Dispensing from Main room
- Dispensing from Aseptics
- Compounding & Repackaging
- Returning Orders and Using Bulk Charge
- How Epic and Omnicell cabinets interact

SIMILAR JOB ROLES

- Pharmacy Dispensing Assistant
- Pharmacy Technician
- Pharmacy Accuracy Checking Technician
- Pharmacy Senior Technicians
- Pharmacy Chief Technicians
- Pharmacy Lead Technician

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COURSE DURATION



Inventory/Procurement Technician

COURSE CONTENT

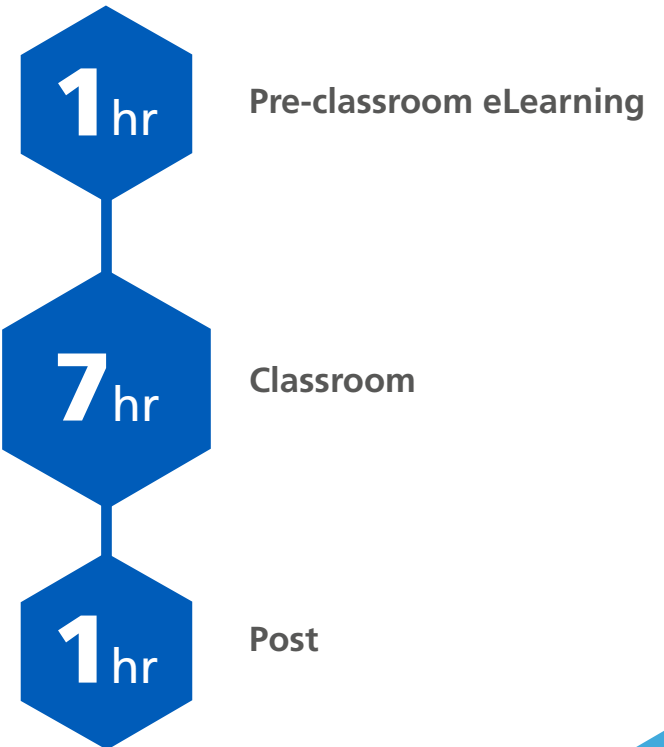
- Tracking inventory
- Creating and receiving external purchase orders
- Maintaining inventory items
- Updating inventory
- Inventory Locations
- Transferring inventory
- Inventory Item Admin (Senior)
- New Inventory Items (Senior)
- Updating Contracts (Senior)
- Adding and Removing from Locations (Senior)

SIMILAR JOB ROLES

- Pharmacy Procurement Assistant
- Pharmacy Distribution Assistant
- Pharmacy Procurement Technician
- Pharmacy Senior Procurement Technician
- Pharmacy Procurement Administration

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COURSE DURATION



IP Pharmacist Clinical

COURSE CONTENT

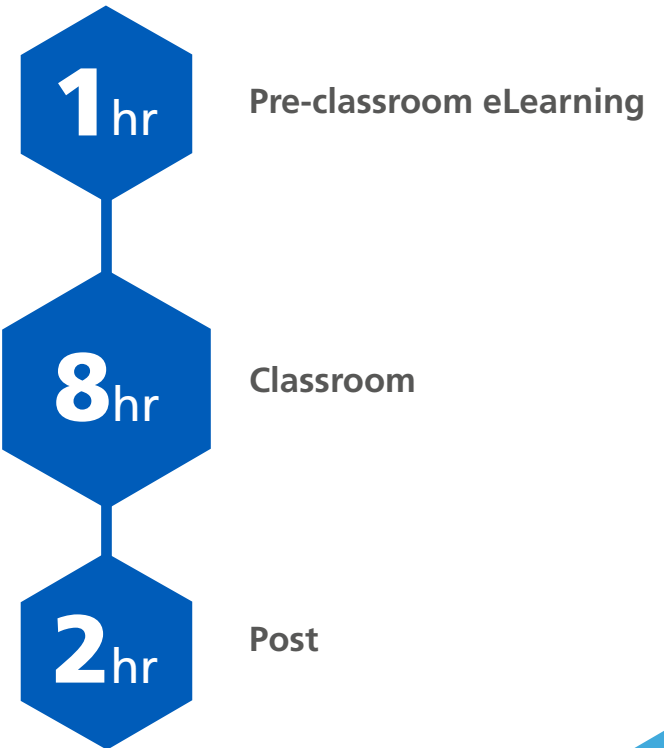
- Monitoring patients
- Antimicrobial stewardship
- Consulting on a patient
- Admission Medication Reconciliation
- Verifying and cleaning up orders
- Intervening on an order
- Managing PN order
- Advanced ordering
- Managing procedural and recurring care orders
- Processing non-formulary orders
- Discharge medication reconciliation

SIMILAR JOB ROLES

- Clinical Pharmacist
- Critical Care Pharmacist
- Deputy Clinical Pharmacy service Manager
- Deputy Director of Pharmacy
- Deputy Divisional Director of Pharmacy B8C
- Directorate Pharmacist
- Group Chief Pharmacist
- Highly Specialist Directorate Pharmacist - Oncology
- Principal Pharmacist
- Pharmacist
- Lead Pharmacist
- Specialist Clinical Pharmacist
- Highly Specialist Lead Pharmacy

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COURSE DURATION



Pharmacy Manager/Director

COURSE CONTENT

- ◆ Reporting content

SIMILAR JOB ROLES

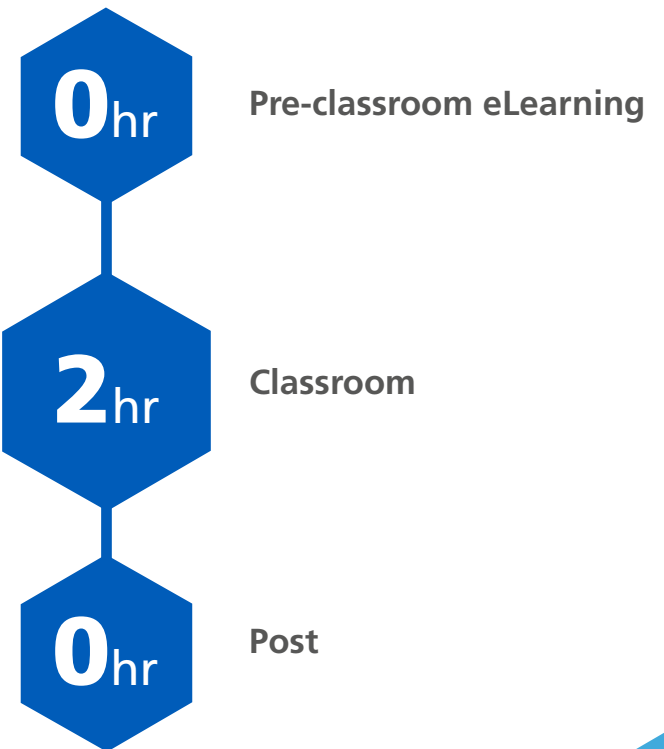
- ◆ Pharmacists above Band 8a
- ◆ Pharmacy Technical staff above Band 6
- ◆ Staff members identified by their line management:
 - ◆ Principal Pharmacist
 - ◆ Specialist Clinical Pharmacist
 - ◆ Senior Pharmacist
 - ◆ Pharmacist
 - ◆ Chief Technician
 - ◆ Lead Technician
 - ◆ Technician

Pre-Required Classes to be taken first:

- ◆ IP Pharmacist Clinical OR
- ◆ Inpatient Pharmacy Dispensing & Accrediting Checking Technician

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COURSE DURATION



Willow Ambulatory and Managing Inventory Basics

COURSE CONTENT

- Overview of Willow Ambulatory
- Outpatient Dispensing workflows
- Dispensing TTOs and package management
- Refilling and returning prescriptions
- Filling on behalf of other pharmacies
- Registering new patients
- Managing Inventory Basics

SIMILAR JOB ROLES

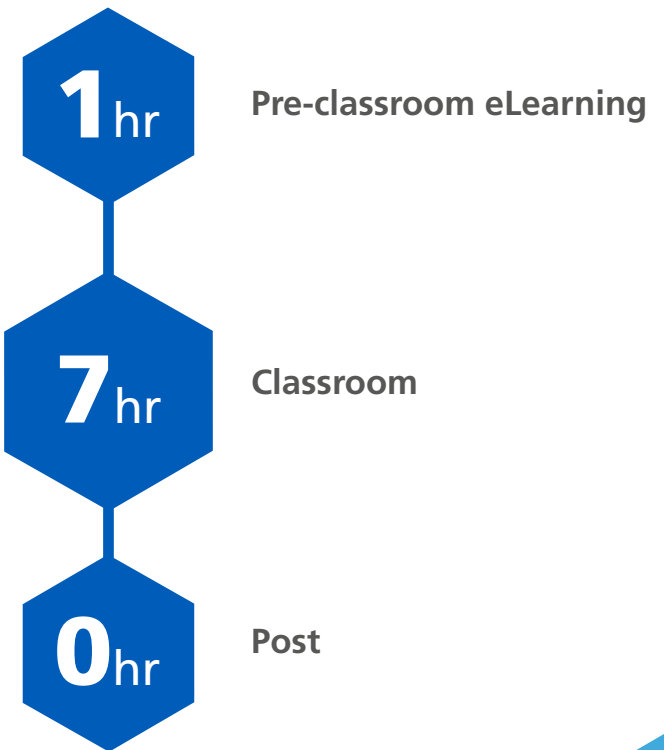
- | | |
|---|---|
| ● Clinical Pharmacist | ● Pharmacist |
| ● Critical Care Pharmacist | ● Lead Pharmacist |
| ● Deputy Clinical Pharmacy service Manager | ● Specialist Clinical Pharmacist |
| ● Deputy Director of Pharmacy | ● Highly Specialist Lead Pharmacy |
| ● Deputy Divisional Director of Pharmacy B8C | ● Pharmacy Dispensing Assistant |
| ● Directorate Pharmacist | ● Pharmacy Technician |
| ● Group Chief Pharmacist | ● Pharmacy Accuracy Checking Technician |
| ● Highly Specialist Directorate Pharmacist - Oncology | ● Pharmacy Senior Technicians |
| ● Principal Pharmacist | ● Pharmacy Chief Technicians |
| | ● Pharmacy Lead Technician |

Pre-Required Classes to be taken first:

- IP Pharmacist Clinical OR
- Inpatient Pharmacy Dispensing

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COURSE DURATION



Radiology Courses

[Interventional Radiology Nurse](#) →

[Medical Illustration](#) →

[Radiographer](#) →

[Radiologist](#) →

[Radiology Manager](#) →



Interventional Radiology Nurse

COURSE CONTENT

- Finding Patients in Procedure Rooms
- Reviewing and documenting patient details
- Administering Medications and documenting discharge plans (medication follow-ups and diet advice)
- Radiology procedure documentation
- Performing postprocedure care

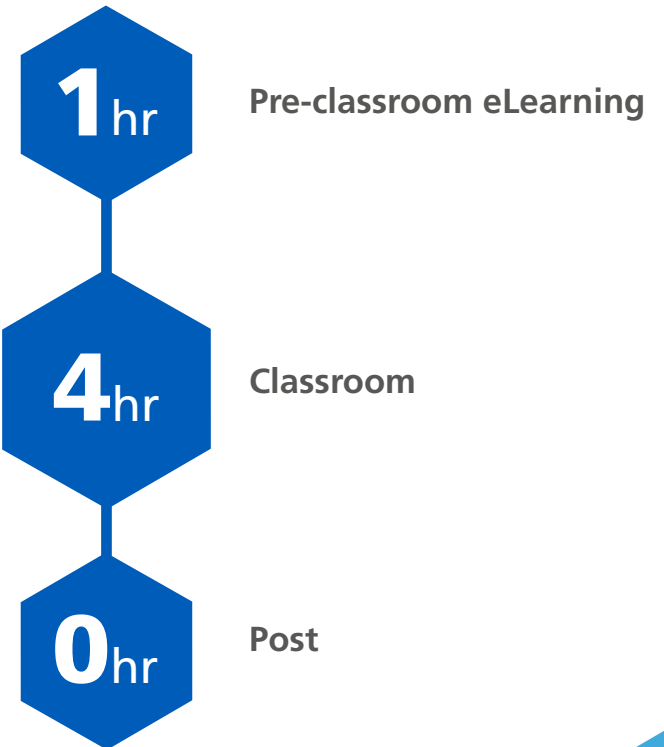
SIMILAR JOB ROLES

- Radiology Nurse
- Sister
- Radiology ODP

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[← RADIOLOGY COURSES](#)

COURSE DURATION



Medical Illustration

COURSE CONTENT

- Run Department reports to calculate KPI's
- Navigate through activities that the rest of staff are using (pre-procedure documentation, Medication documentation and how to create reports of these)
- Rota Management for GI Consultants

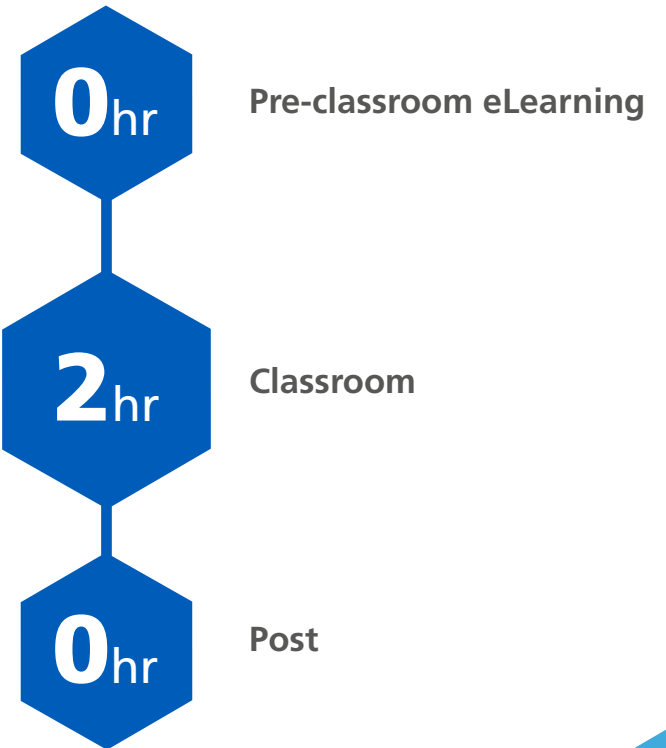
SIMILAR JOB ROLES

- Medical Photographer

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[← RADIOLOGY COURSES](#)

COURSE DURATION



Radiographer

COURSE CONTENT

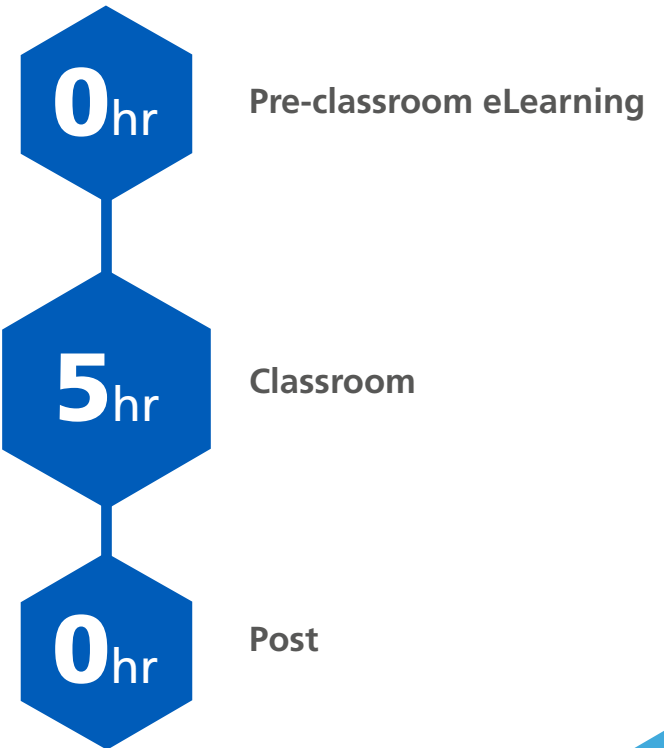
- Enter Orders (All Radiology Examinations)
- Vet requests
- Booking Appointments (IP and OP)
- Begin and End Exam (All Radiology Examinations)
- Document Contrast and other medications (i.e Buscopan)
- Report exams (including auto-report)

SIMILAR JOB ROLES

- Radiographer
- Sonographer
- Mammographer
- Interventional Radiographer
- Radiology Department Assistant

[← MAIN CONTENTS](#) [← RADIOLOGY COURSES](#)

COURSE DURATION



Radiologist

COURSE CONTENT

- Vetting Requests (i.e CT and MR exams)
- Pre and post - procedure for IR Exams
- Reporting Exams in Epic
- Report Addendums
- Document Actionable Findings and following up with relevant teams

SIMILAR JOB ROLES

- Radiologist
- Consultant Radiologist
- Bank Radiologist

COURSE DURATION

0hr Pre-classroom eLearning

7hr Classroom
Including 2.5 hours for Personalisation Labs for Specialist Tracks

0hr Post



Radiology Manager

COURSE CONTENT

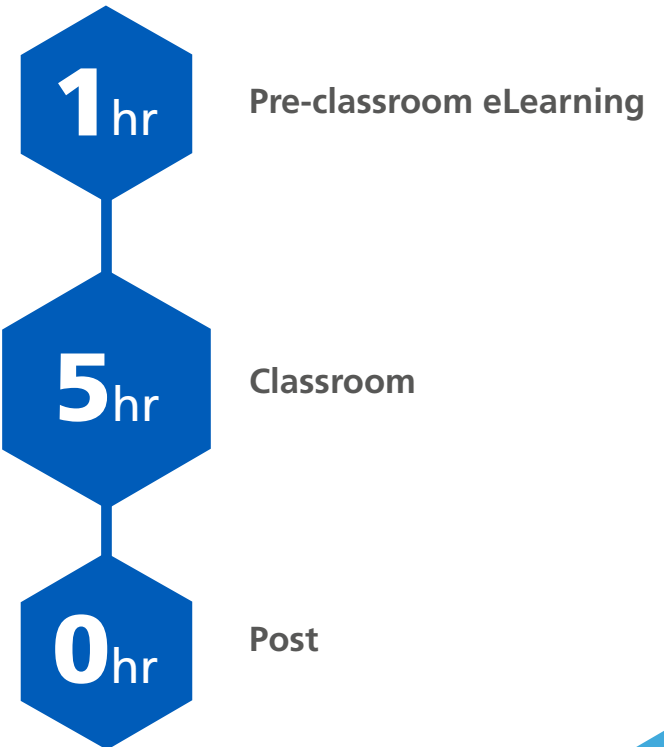
- Correcting Documentation errors (i.e Radiation documentation errors)
- Reviewing department reports and statistics
- Resolving Incomplete work

SIMILAR JOB ROLES

- Radiology Manager
- Operational Manager
- Modality Lead
- Clinical Directors (Radiologists)

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COURSE DURATION



Research Courses

Research Coordination →

Research Nurse/Practitioner/
Midwife (RNPM) →

Research Principal Investigator →

Research Support Officer →

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Research Coordination

COURSE CONTENT

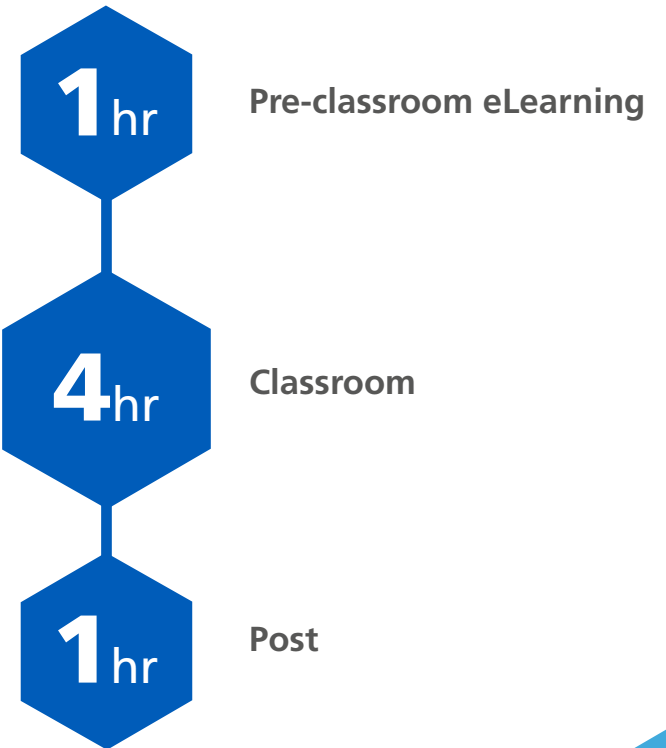
- MFT Research Activity
- Managing Research patients
- Research Scheduling

SIMILAR JOB ROLES

- Clinical Trial Coordinators
- Clinical Trial Managers
- Research Administrators
- Other research admin staff

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COURSE DURATION



Research Nurse/Practitioner/Midwife (RNPM)

COURSE CONTENT

- Identification of Potential Research Participants
- Recruitment
- Consent
- Research Orders and Visits
- Managing Research patients

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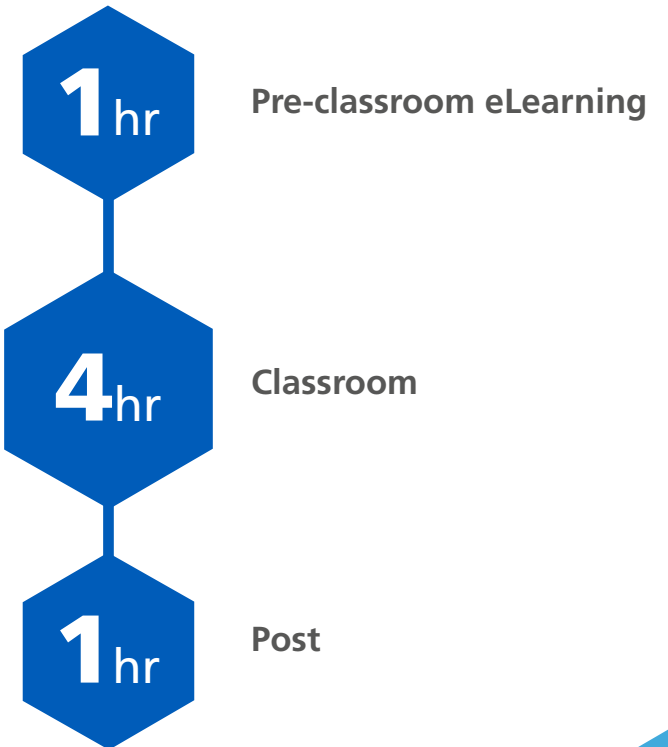
- Research Nurse
- Research Practitioner
- Research Midwife
- Research Dietician

Pre-Required Classes to be taken first:

- Clinical specialty

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COURSE DURATION



Research Principal Investigator

COURSE CONTENT

- Identification of Potential Research Participants
- Recruitment
- Consent
- Research Orders and Visits
- Managing Research patients

SIMILAR JOB ROLES

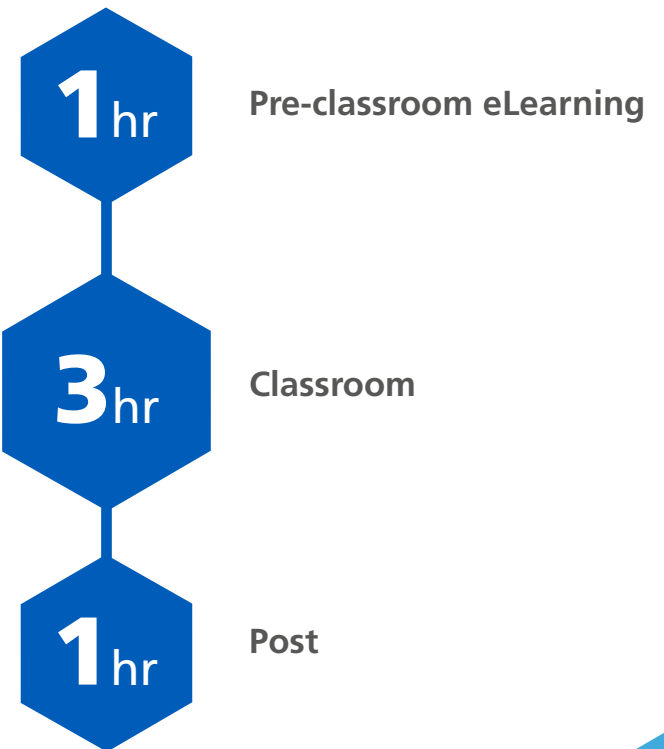
- Principal Investigator
- Sub Principal Investigator
- Research Medics

Pre-Required Classes to be taken first:

- Clinical specialty

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COURSE DURATION



Research Support Officer

COURSE CONTENT

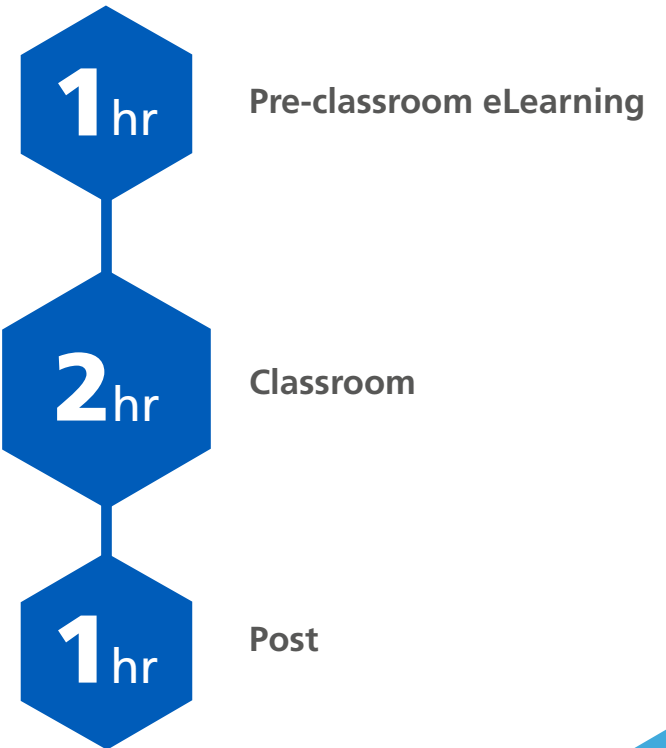
- MFT Research Activity
- Study Record Management

SIMILAR JOB ROLES

- Research Support Officer
- Research Operations Manager

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COURSE DURATION





Manchester University
NHS Foundation Trust

