

How to Access Online Training & Assessment for the National Vaccination Programme

Role Applied for: **Vaccinator**

December 2020

Contents

1. Introduction and Welcome Pack
2. Registering on e-Learning for Healthcare
3. Creating your learning profile
4. Which courses to complete
5. Completing courses and assessments
6. Obtaining certificates
7. Accessing additional training

1. Introduction

In order to be able to work on the National Vaccination Programme, every applicant must complete a series of online and face-to-face training courses. Online training (“e-Learning”) must be completed as part of the application process before any individual can be booked to attend practical training with a host trust.

There are two elements to e-Learning:

- Training courses and assessments delivered through **e-Learning for Healthcare (“e-LfH”)** – a service provided by Health Education England
- Additional course content, guides and reading materials that will help you prepare for practical vaccination training

This guide explains how to access and complete relevant learning and assessment courses on e-LfH and also provides links to further programme content.

For first-line technical support queries on using the e-Learning for Healthcare platform, please visit [Home - e-LfH Support \(e-lfh.org.uk\)](https://e-lfh.org.uk)

2. Registering on e-Learning for Healthcare

We are encouraging all applicants to self-register for an e-LfH profile as soon as possible after progressing to the training and vetting stage. In order to complete your registration, please use the link below:

<https://portal.e-lfh.org.uk/Register>



Registration

Ideally you should provide a work email address so that your registration results in the most appropriate access to e-learning content

NOTE: If you choose to use a personal email address the available e-learning content should be sufficient for volunteers or for those registering for personal use.

Work email address

vaccinator.test@gmail.com

Confirm work email address

vaccinator.test@gmail.com

Register

Do not use a work email address – use the same email address that you used to submit your application to the National Vaccination Programme.

Please note that you may not receive logins instantly; please be patient as it may take a few hours for your logins to be generated and sent out.

2. Registering on e-Learning for Healthcare

Registration

About you

- ☒ I am registering for access to COVID-19 resources
- ☐ I work in a Dental Practice or University Dental School that provides NHS care
- ☐ I am a care worker or hospice worker
- ☐ I work within the Social Care Sector in England and have a NMDS-SC registration code
- ☐ I am eligible for an OpenAthens account
- ☐ I am a student or student tutor/supervisor
- ☐ I am an active volunteer or I am interested in volunteering
- ☐ None of the above apply to me

Coronavirus (COVID-19)

This option is for individuals responding to the pandemic, including those returning to practice or being fast-tracked, who wish to access the specific COVID-19 learning resources.

Continue

Select this option and click 'continue'.

2. Registering on e-Learning for Healthcare

Registration Details

Your details

Email address
vaccinator.test@gmail.com

Secondary email address

You do not need to add a secondary email address.

First name
Vaccinator

Preferred name
NVP

Last name
Test

Country
England

Select the NHS England region in which you live.

Region
Select Region...

Your Current Role

Job Role (Staff Group)
OTHER (Unknown)

Organisation Name
National Campaign

If you are an existing healthcare worker – please identify your job role. Otherwise, select 'OTHER'.

Enter organisation name as 'National Campaign'.

Once you register you will need to wait for email confirmation from e-LfH with your username and temporary password. Follow the instructions to finish setting up your account and you will then be able to log in. We also recommend that you bookmark the main e-LfH login page at this point.

Register

3. Creating your learning profile

In order to complete relevant courses in e-LfH you will need to add course content to your e-Learning profile. You do this by 'enrolling' on specific courses.

Relevant course content for the National Vaccination Programme is contained within four course folders or 'programmes':

- Statutory and Mandatory Training (SMT)
- Immunisation (IMM)
- Anaphylaxis
- COVID-19 Vaccination

These four programmes need to be added to your 'My e-Learning' profile. However, you will not be required to complete all courses within each programme (see **Section 4** for details of which courses must be completed).

3. Creating your learning profile

The screenshot shows the e-LfH NHS Professionals website interface. At the top, there is a blue header with the e-LfH logo, a 'Live Chat' button, a search bar, and the NHS Health Education England logo. Below the header, a navigation bar includes 'Welcome NVP | Log Out', 'Home', 'My e-Learning' (circled in red), 'My Account', 'My Activity', and a star icon with a notification badge. The main content area is divided into several sections: 'My e-Learning' (circled in red) with a message about not being enrolled and a 'View full catalogue' link; 'My Account' showing 'Vaccinator Test' details, email address, and place of work; 'Coronavirus (COVID-19)' with a 'Find out more' button; 'My Statistics - Last 12 Months' showing 0 sessions completed; 'Recent Activity' showing no activity; and 'Notifications' with a GDPR notice. Arrows point from the text on the right to the 'My e-Learning' and 'My Account' sections.

Course 'folders' need to be added to your 'My e-Learning' Profile within e-LfH.

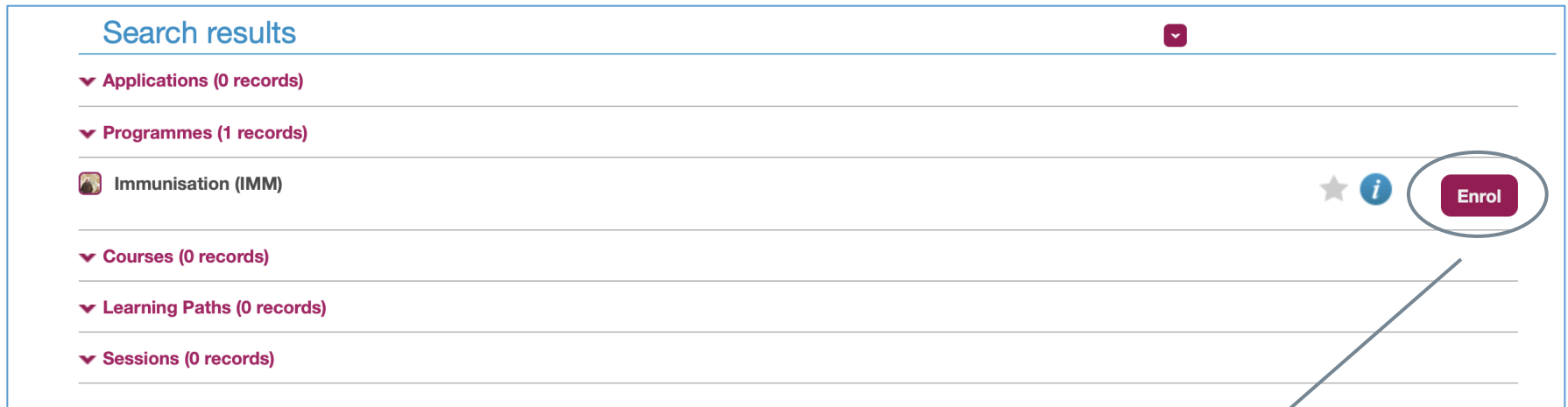
You can add folders from either the 'View full catalogue' menu or by using the search bar.

3. Creating your learning profile

Example: using the search bar to add the **Immunisation (IMM)** course programme



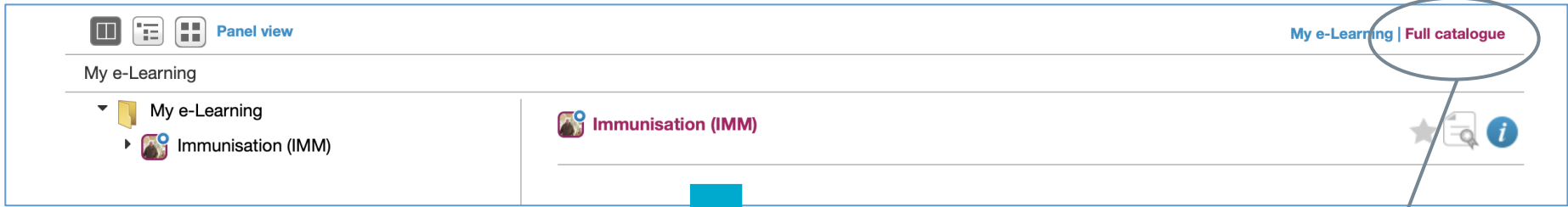
Type the programme name in full and click the 'Search' icon.



Click 'Enrol' on the relevant programme and confirm (when prompted) that you wish to add the content to your My e-Learning profile.

3. Creating your learning profile

Example: browsing the catalogue to select the **Anaphylaxis** programme



Select to browse the full programme catalogue.

Select the 'Information' icon to view information about a programme. You can then add a course (e.g. Anaphylaxis) from the course information popup by clicking 'Enrol' as before.

3. Creating your learning profile

When you have finished adding all four programmes, your My e-Learning profile should look like this:

The screenshot shows the NHS e-LfH 'My e-Learning' profile page. The top navigation bar is blue with the e-LfH logo, a 'Live Chat' button, a search bar, and the NHS Health Education England logo. Below this, a white bar contains the user greeting 'Welcome NVP | Log Out' and navigation links: 'Home', 'My e-Learning' (highlighted), 'My Account', and 'My Activity'. A star icon and a notification badge with the number '1' are also present. The main content area has a 'Panel view' toggle and a link to 'Full catalogue'. On the left, a sidebar lists the user's e-Learning items: 'Anaphylaxis', 'COVID-19 Vaccination', 'Immunisation (IMM)', and 'Statutory and Mandatory Training (SMT)'. The main area displays these same four items in a list, each with a course icon, title, and icons for favoriting, searching, and getting help.

| Course Title | Icon | Star | Search | Help |
|--|------|------|--------|------|
| Anaphylaxis | | | | |
| COVID-19 Vaccination | | | | |
| Immunisation (IMM) | | | | |
| Statutory and Mandatory Training (SMT) | | | | |

You are now ready to complete individual courses on eLfH.

4. Which courses to complete

In order to complete your application for the **Vaccinator** role on the National Vaccination Programme, you will need to complete the following courses in e-LfH. Please note you will see several other courses listed within the folder libraries, but you do not need to complete them all – the table below should be used as a training checklist for the specific role to which you have applied.

| Course Name | Learning Programme (folder) |
|---|--|
| Conflict Resolution (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Data Security Awareness (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Equality, Diversity and Human Rights (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Fire Safety (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Health, Safety and Welfare (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Infection Prevention and Control (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Infection Prevention and Control (<u>Level 2</u>) | Statutory and Mandatory Training (SMT) |
| Moving & Handling (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Preventing Radicalisation (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Resuscitation (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Safeguarding Adults (<u>Level 1</u>) | Statutory and Mandatory Training (SMT) |
| Safeguarding Children (Level 1) | Statutory and Mandatory Training (SMT) |
| Legal aspects | Immunisation (IMM) |
| Vaccine storage* | Immunisation (IMM) |
| Vaccine administration* | Immunisation (IMM) |
| Introduction to Anaphylaxis | Anaphylaxis (675234) |
| Core Knowledge for COVID 19 Vaccinators | COVID-19 Vaccination |
| COVID-19 mRNA Vaccine BNT162b2 | COVID-19 Vaccination |

*You do not need to complete **these courses** if you have delivered vaccinations within the last 12 months.

5. Completing courses and assessments

Once all folders have been added to your ‘**My e-Learning**’ profile – you will be able to access individual courses from each folder. See below the view of the **Statutory and Mandatory Training (SMT)** folder:

Panel view

My e-Learning | Full catalogue

My e-Learning > Statutory and Mandatory Training (SMT)

▼ My e-Learning

▶ Anaphylaxis

▶ COVID-19 Vaccination

▶ Immunisation (IMM)

▶ **Statutory and Mandatory Training (SMT)**

Conflict Resolution - Level 1

Data Security Awareness - Level 1

Data Security Awareness Survey

Equality, Diversity and Human Rights - Level 1

Fire Safety - Level 1

Infection Prevention and Control - Level 1

★

🔍

i

Click the course name to access the course.

Conflict Resolution - Level 1

★

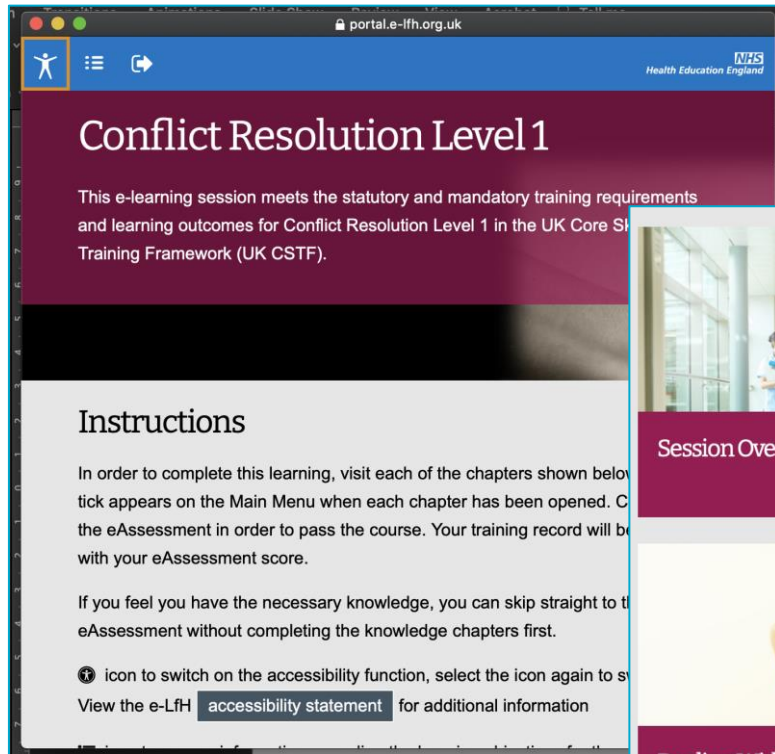
i

Play

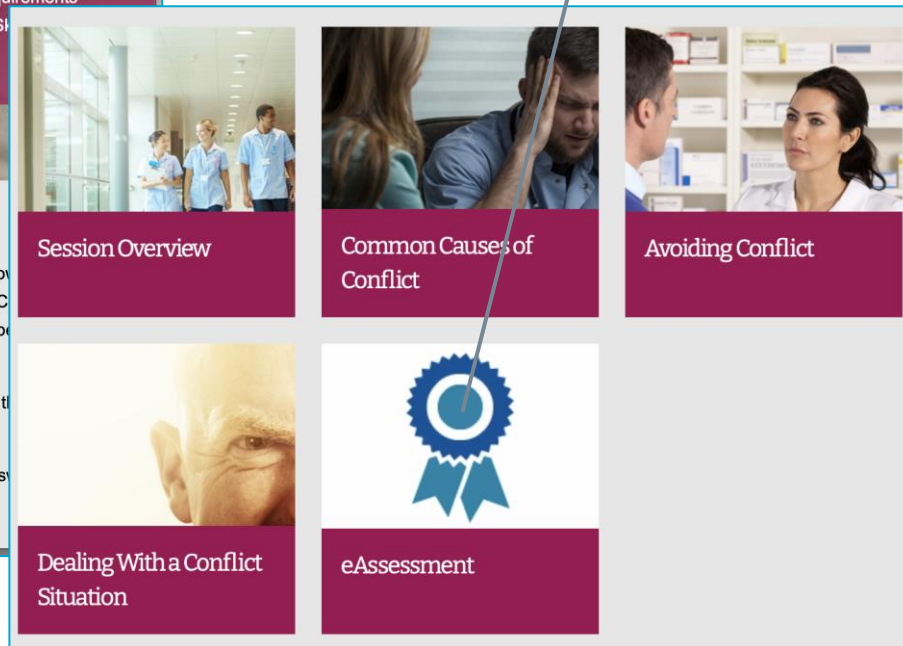
Click ‘Play’ to launch course content in a new window. You may need to enable popups for this site in order to launch the course in a new window

5. Completing courses and assessments

Example: Conflict Resolution (Level 1)



Review individual elements of the course content and then proceed to complete the **eAssessment**



Note: eAssessments will have different pass marks and also minimum scores. If you fail to pass but have exceeded the minimum score then you will be able to retake the assessment. If you do not reach the minimum score you will be asked to review the course content again before making another attempt at the eAssessment.

6. Obtaining certificates

Once an eAssessment has been successfully completed the certificate icon next to the course name in the folder view of 'My e-Learning' will change from:



(Note: you may need to refresh the 'My e-Learning' page to update the completed course list)

Your training certificate can now be downloaded in PDF format by clicking on the relevant certificate icon.

To save time when completing your vetting details (where you will be asked to upload copies of all course certificates as evidence that you have completed training) it is recommended that you save all certificates in a single file folder using the following naming convention:

[Course Name]_[Your Initials]_[Date].pdf

Once you have successfully completed all your training, and saved your certificates, please access the link to the pre-employment vetting portal (sent to you on the same email which invited you to complete your online training) and follow the instructions on how and where to upload your training certificates.

7. Accessing additional training

The following courses, guides and reference materials will need to be reviewed **before you attend any practical (face to face) training with a lead employer.** You do not need to provide evidence that you have completed these items as part of the application process.

| Course Name | Link |
|---|---|
| COVID-19: The Green Book, Chapter 14a | https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a |
| COVID-19: vaccination programme guidance for healthcare practitioners | https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners |