

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

**Role Applied for: Clinical Supervisor**

**December 2020**

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# 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://www.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**

**Confirm work email address**

**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**

<b>Email address</b> vaccinator.test@gmail.com	<b>Secondary email address</b> <input type="text"/>
<b>First name</b> Vaccinator	<b>Preferred name</b> NVP
<b>Last name</b> Test	<b>Country</b> England
	<b>Region</b> Select Region...

Select the NHS England region in which you live.

You do not need to add a secondary email address.

**Your Current Role**

<b>Job Role (Staff Group)</b> OTHER (Unknown)	If you are an existing healthcare worker – please identify your job role. Otherwise, select 'OTHER'.
<b>Organisation Name</b> National Campaign	

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

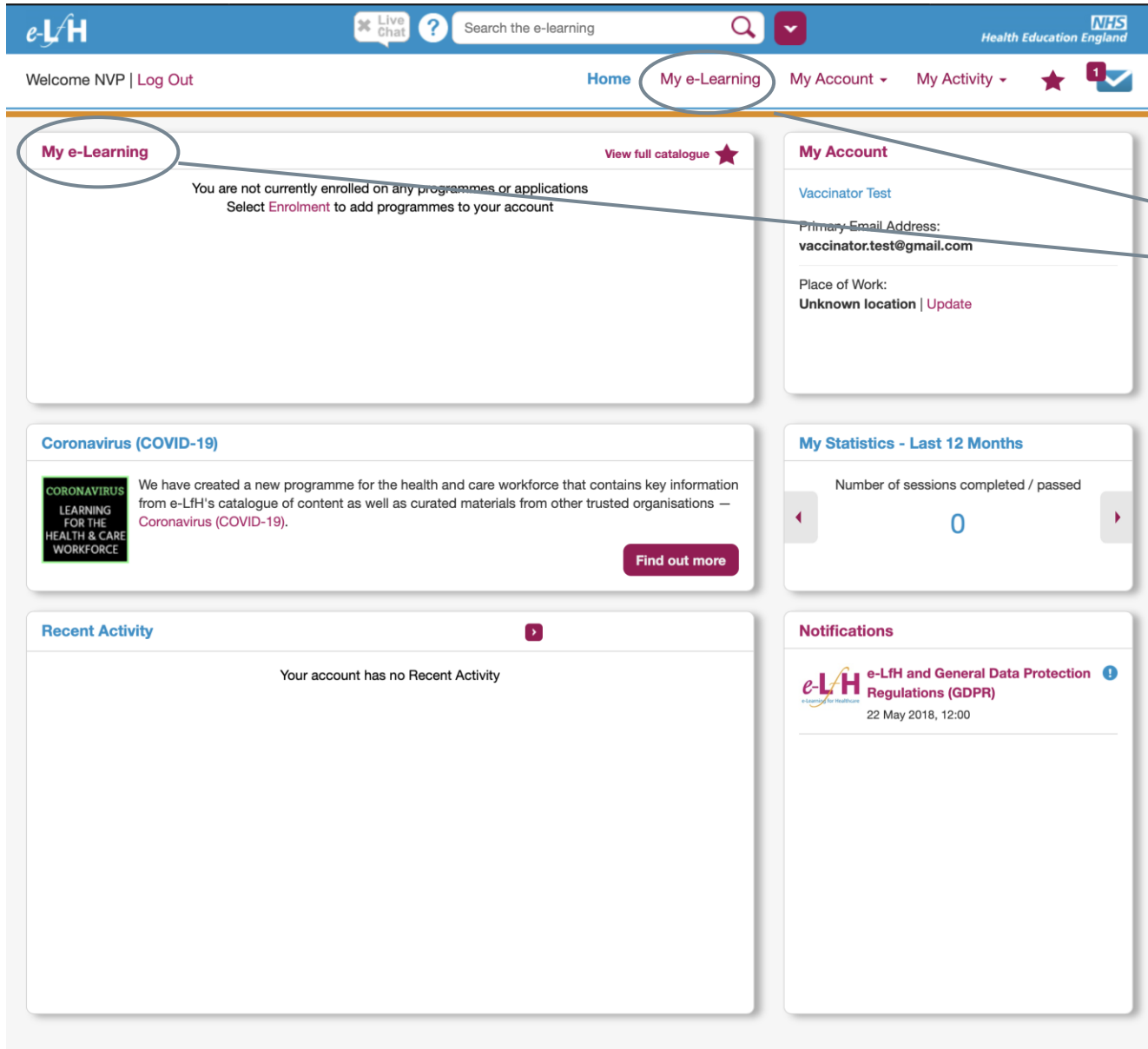
In order to complete relevant courses in e-LfH you will need to add course content to your e-Learning profile. You do this by 'enrolling' on specific courses.

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 user interface. At the top, there is a navigation bar with the e-LfH logo, a search bar, and the NHS Health Education England logo. Below the navigation bar, the user is logged in as 'NVP' and can access 'Home', 'My e-Learning', 'My Account', and 'My Activity'. The 'My e-Learning' section is highlighted with a red circle and contains a message: 'You are not currently enrolled on any programmes or applications. Select **Enrolment** to add programmes to your account.' A 'View full catalogue' link is also present. The 'My Account' section shows the user's profile, including their name 'Vaccinator Test', primary email address 'vaccinator.test@gmail.com', and place of work 'Unknown location | Update'. Other sections include 'Coronavirus (COVID-19)' with a 'Find out more' button, 'Recent Activity' (empty), and 'Notifications' (e-LfH and General Data Protection Regulations (GDPR) 22 May 2018, 12:00).

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

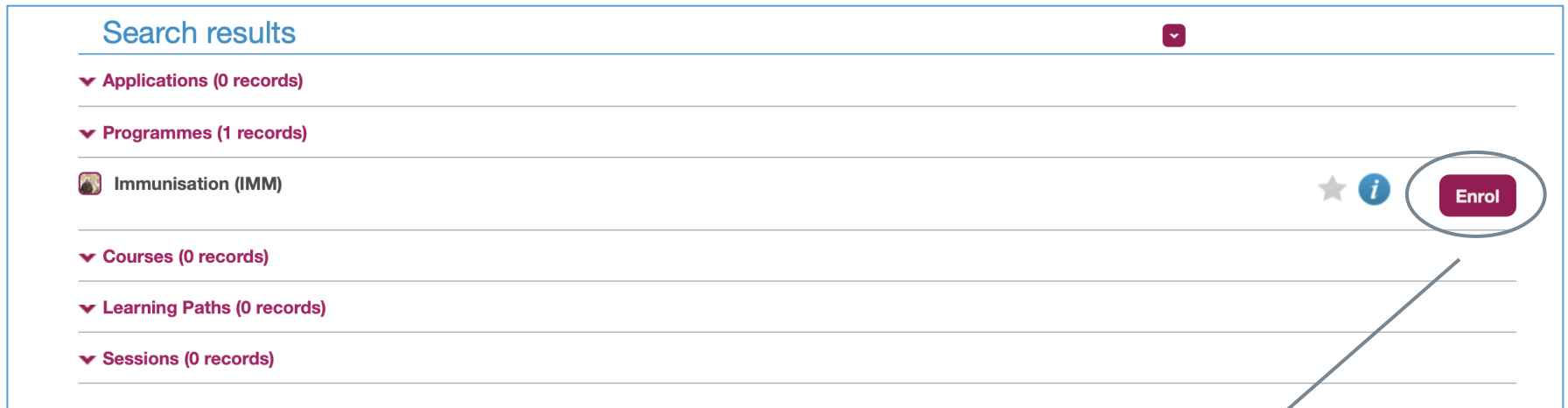
You can add folders from either the 'View full catalogue' menu or by using the search bar.

# 3. Creating your learning profile

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



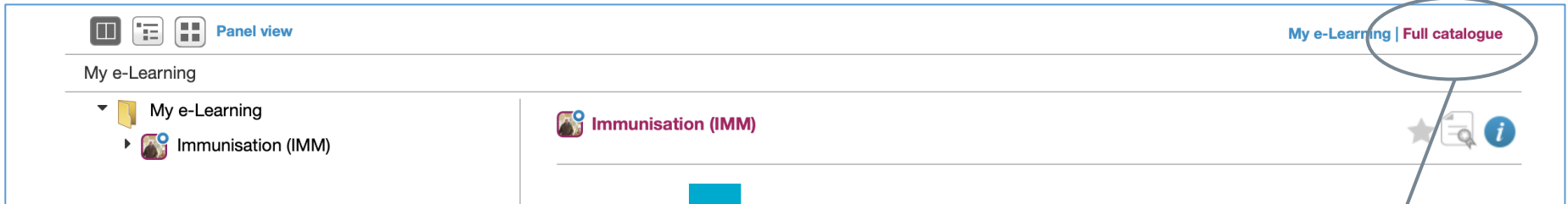
Type the programme name in full and click the 'Search' icon.



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

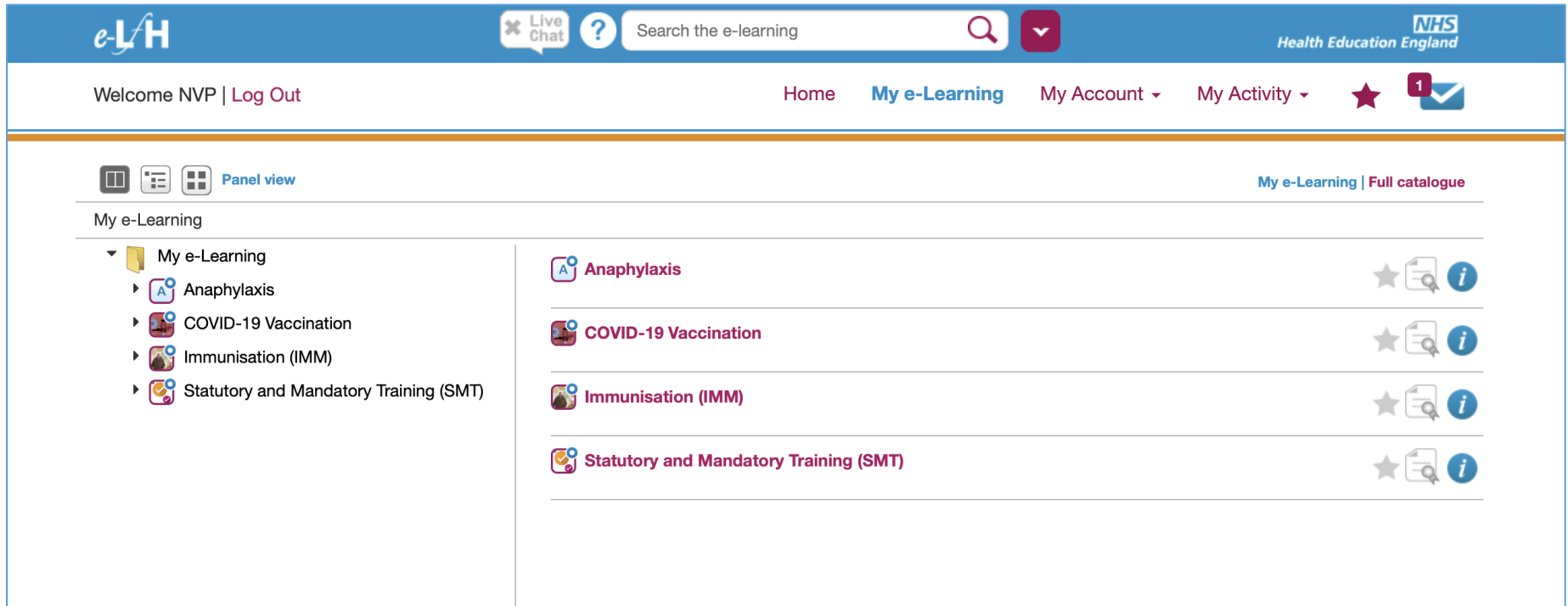


Select to browse the full programme catalogue.

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:



You are now ready to complete individual courses on eLfh.

# 4. Which courses to complete

In order to complete your application for the Clinical Supervisor 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 Re	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>Level2</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>Level2</u> )	Statutory and Mandatory Training (SMT)
Safeguarding Adults ( <u>Level2</u> )	Statutory and Mandatory Training (SMT)
Safeguarding Children Level 2	Statutory AND Mandatory Training (SMT)
Legal aspects	Immunisation (IMM) F2F/virtual (National Protocol)
Vaccine storage	Immunisation (IMM)
Vaccine administration	Immunisation (IMM)
Recognising and management of Anaphylaxis	Anaphylaxis 429354
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 in blue** if you have delivered vaccinations within the last 12 months. If NOT you have to complete Vaccination storage and administration

# 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:



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)**

	<b>Conflict Resolution - Level 1</b>	★		
	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	★		

Click the course name to access the course.

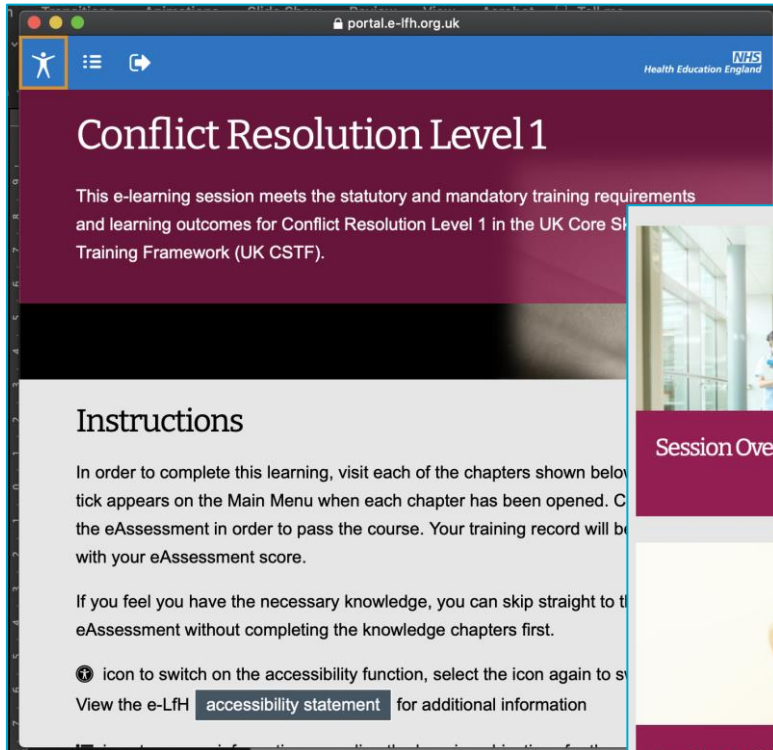
Conflict Resolution - Level 1
 
 ★

Click ‘Play’ to launch course content in a new window. Please note you may have to enable popups from this site in order for the course to open

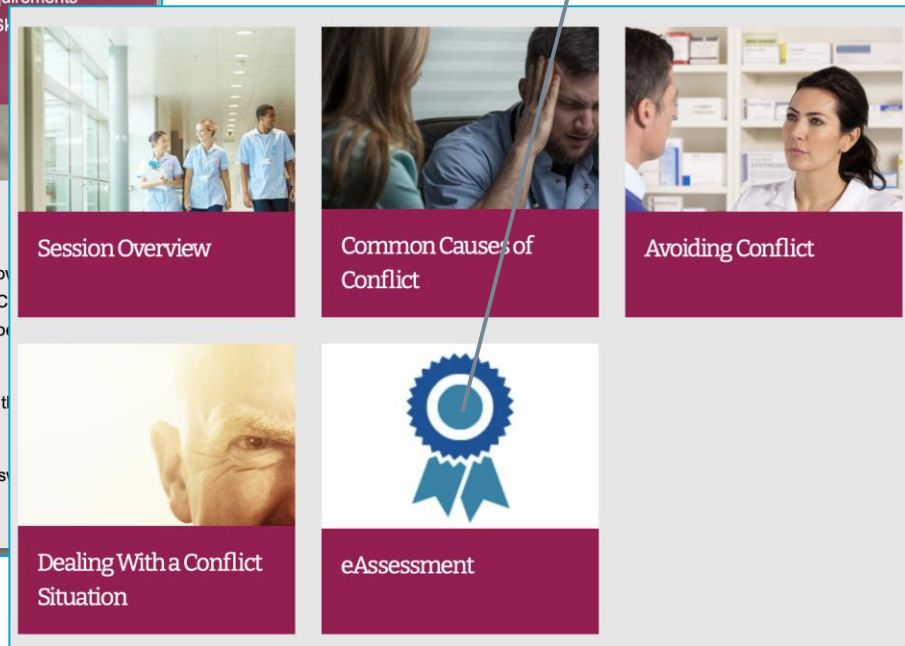
	<b>Moving and Handling - Level 1</b>	★		
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# 5. Completing courses and assessments

## 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	<a href="https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a">https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a</a>
COVID-19: vaccination programme guidance for healthcare practitioners	<a href="https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners">https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners</a>