

learnPro NHS

User Manual

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1. Introduction

Welcome to the learnPro NHS User Manual. This manual will provide you with all the support and guidance you need to successfully use the learnPro NHS system.

1.1 Introduction to the system

learnPro NHS is an online recording and assessment system that records and reports any learning a user undertakes through the learnPro NHS system.

1.2 Help Icons

Throughout the learnPro NHS system you will see icons like this:



These are help icons and are there to do just that - help you! Clicking on any of these icons will bring up information relevant to the area of learnPro NHS you are working in.

A good idea is to click on all the help icons the first time you use the system.

1.3 Accessing learnPro NHS™

You can access learnPro NHS at the following url:

<http://nhs.learnprouk.com>

Alternatively, your Trust/Board may have added a link to learnPro NHS through an intranet or other website.

1.4 Registering with learnPro NHS

If you have not already done so, you must register with learnPro NHS. This requires you to provide a certain amount of information which will make up your unique profile.

Once you are registered all your details will be kept securely. All your information is private and confidential and covered by the Data Protection Act.

1. On the login page, below where it asks for your login details, you will see a link to register. If you have not already registered, click here.
2. At the beginning of the registration process you will be asked to confirm that the details you will be providing are accurate. You must click to confirm that you agree to our standard terms and conditions. You will then be able to register and to log into the system.
3. Complete the registration form.
4. Select your *Location* and *Job Role* in each tab, selecting the name both selects the item and expands it so that you can select at a lower level. For example, selecting a Hospital will reveal the Wards at that Hospital. Please ensure that you click on your final selection for both your ward/department and job role. This selection will be highlighted in grey to show that you have selected it.



5. Once you have filled in all the required fields, click the **Next** button.
6. You will be asked to enter an Identification Number which will depend on your organizations policy. (N.B. If you are unsure of your identification number please consult our help site:
<http://nhshelp.learnprouk.com/FAQs/IdentificationNumberPolicies.aspx>)

You must provide all the requested details in order for learnPro NHS to process your registration. If there are details missing, these will be highlighted to you by red asterisks.

It is also important that the email address you provide is active as learnPro NHS will use your email address to communicate with you.

1.5 Logging in to the system

You must log in every time you wish to access the learnPro NHS system.

To log in to the system:

1. Type in your username. This will be the email address that you registered with unless you have been allocated an alternative username
2. Type in your password. This is the password you chose on registration
3. Click login (N.B. By logging in you are agreeing to our Terms and Conditions which can be accessed from the login page)



The screenshot shows the learnPro NHS login interface. At the top left is the learnPro NHS logo. Below it, the heading "Please Login" is followed by the instruction: "To proceed, you must be a registered user or administrator of this site." The main login area contains a "Login" section with two input fields: "Username(Email):" and "Password:". Below these fields is a blue button labeled "Log In to learnPro NHS". A link for "Terms and Conditions" is provided below the button. Below the login section is a "New Users" section with a blue button labeled "Click Here to Register". Underneath is a "Forgotten your password?" section with the text: "Type in your username/e-mail address in the box below and we'll mail you a new password. However, if your username is not your email address, you will need to contact your Division / Trust administrator who will be able to reset your password for you." This section includes a "Registration E-mail Address:" input field and a blue button labeled "Mail Me a New One". At the bottom of the page, there is a footer note: "For this Preview please contact info@learnpro.nhs.uk with your queries".

This will take you to your [Home Page](#) where you will be able to access the modules that have been assigned to you.

1.6 Forgotten your password?

If you have forgotten your password you can have a randomly generated one emailed to you. If your username is your current email address, you simply need to go to the login page and:

1. Type your email address in the box provided
2. Click the [Mail Me a New One](#) button

Your new password will be automatically emailed to you.

However, if your username is not your email address, you will need to contact your Trust / Board Administrator who will be able to reset your password for you.

2. Learning

2.1 Choose Learning Material

The first time you log into learnPro NHS you will be faced with the **Choose Learning Material** screen. You can also access this screen by selecting **Learning > Get More Learning** or **More Learning** from the Home Page.



To add courses into your **Home Page**, place a tick in the checkbox associated with the course you require and click **Save**. All selected courses will then be added to your **Home Page**.

2.2 Home Page

If you have courses assigned to you via the Home Page, this will be the first page you see when you log into learnPro NHS. The Home Page presents you with learning material to work through.

To access your learning material, select a category, then a course from within the category.

You will be presented with a list of

- Modules
- Standalone Assessments
- Files
- Links

Simply click on each link to launch.



2.3 Accessing Online Courses

After your initial log in, once you log into the learnPro NHS system you will be presented with the Home Page. From this page you can access all the Learn Blood Transfusion modules, Statutory Training and CPD and ECDL/Elite modules that you have chosen or that have been allocated to you. You can also access the learnPro NHS features by using the menu at the top of the page.

Depending on which courses you have chosen or which modules have been assigned to you, the Home Page provides access to:

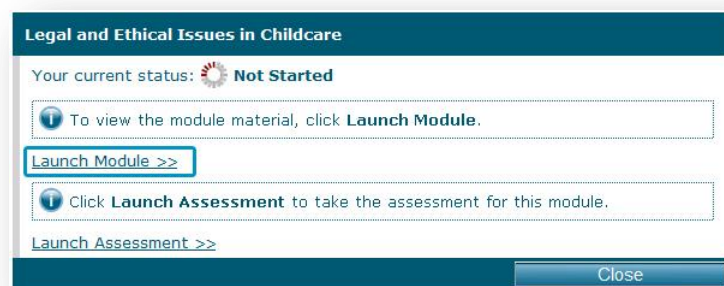
- Learn Blood Transfusion modules
- Statutory Training modules
- CPD modules
- ECDL/Elite modules
- Specialist Subjects

To begin, click the **Learn** button which will provide a list of categories. To navigate between the Learn Blood Transfusion, Statutory Training, CPD, ECDL/Elite and Specialist Subjects courses, click on the categories. A progress indicator will show whether the courses are started, in progress, completed, elapsed or expired.



To view the modules within each course, click on a course. This will bring up a new screen with a list of the modules available within that course.

To launch any of the modules, click on the **Launch** button next to a module. This will bring



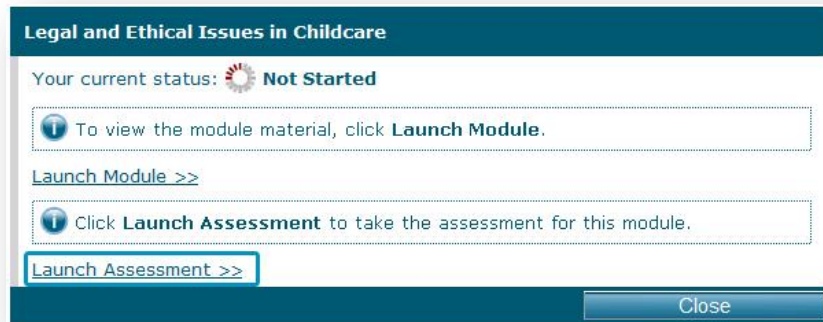
up a small dialogue box with a link to launch the module. If you click the **Launch Module** link this will provide you with a new screen from which you can work through the module.

2.4 Closing an Online Module

To close an online module, simply close the browser window using the **x** button at the top right corner of the screen.

2.5 Assessments

At the end of each module there may be an assessment. The assessment may be located within the module content itself or you may have to click the **Launch Assessment** link within the dialogue box which appears after you click the Launch button. Once you have completed all of the questions your scores will be recorded in your profile.



2.6 Your Assessment Results

Every time you complete an assessment, this is recorded within learnPro NHS. You can view all your completed assessment results by clicking on the **View Assessment Results** tab within the course containing the module you wish to view. Both your passed and failed assessments will be displayed.



You can view the following information for each assessment:

- How many times you have attempted the assessment
- The date and time at which you sat the assessment
- The score you achieved
- Whether you passed or failed the assessment

A user must achieve the set pass mark or over in order to pass an assessment.

3. Profile

Within the **Profile** menu, you are able to:

1. Edit your personal details
2. Launch your Certificate of Achievement
3. Change your password

3.1 Edit Details

It is important that you keep your personal details up to date. It is your responsibility to make sure that the information held about you is current.

When you have made any required changes, you **must** click the **Save Changes** button at the bottom of the screen in order for your changes to be saved.

3.2 Certificate of Achievement

You can print out a Certificate of Achievement at any time from the learnPro NHS system. This certificate details all your passed assessments to date.

To print a certificate:

1. Go to the **Profile** menu
2. Click the **Certificate** button

learnPro NHS will automatically generate your certificate. The certificate looks best in colour but is also optimised for a black and white printer.



3.3 Change Password

You can reset your password at any time. If you suspect someone may know your password then please change it immediately.

It is recommended that you change your password every so often to ensure that nobody can access your personal details.

To update your password:

1. Click on the [Profile](#) menu and choose [Change Password](#)
2. Type your chosen password into the first field titled [Choose New Password](#)
3. Type your chosen password into the second field titled [Confirm New Password](#)
4. To receive email confirmation of your new password, click on the [Notify by email](#) checkbox
5. Click the [Change Password](#) button to save the changes you have made

4. Resources

learnPro NHS has a resource library system which provides you with access to a range of information including Word Documents, PDFs, Spreadsheets and weblinks (URLs).

As a User you have access to two libraries:

1. Regional general library e.g. NHS Scotland Document Library
2. Trust/Board specific library, only accessible by people within a Trust/Board e.g. All users registered in learnPro NHS within NHS Lothian

All users have two options:

1. Search
2. Browse

4.1 Search

By clicking on the search option from the Resources tab, you can search the resources available to you.

You can search using key words and choose how you wish your results to be presented.

1. Type in your search terms (i.e. the keywords that you feel describe the document you are looking for) into the field titled **Search for:**
2. You can choose to organise the results in different ways. Select your choice from the drop down menu titled **Order Results By:**
 - Library, Category, Item A-Z
 - Library, Category, Item Z-A
 - Item Name A-Z
 - Item Name Z-A
 - File Name A-Z
 - File Name Z-A

3. Click the [Search](#) button. learnPro NHS will return all the resources that are relevant to your search term. You can then click to download any resources of interest.

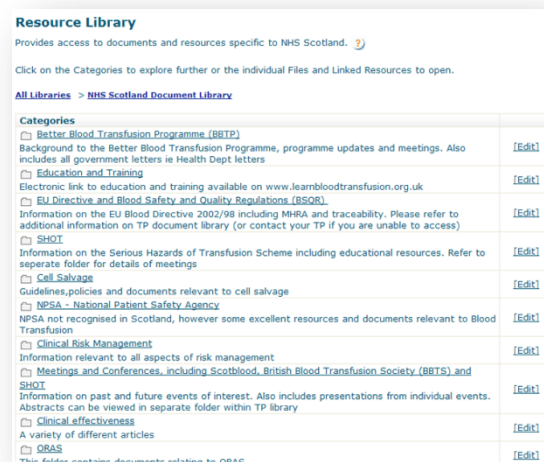
4.2 Browse

By clicking on the browse option from the Resources tab, you can browse the resources available to you.

To open each library, click on the [library](#) title. This will bring up all the categories within the library.

To open each category, click on the [category](#) title. This will bring up a list of all the documents within this category.

To download a document, click on the [document](#) title.



Resource Library
Provides access to documents and resources specific to NHS Scotland. [?](#)

Click on the Categories to explore further or the individual Files and Linked Resources to open.

All Libraries > [NHS Scotland Document Library](#)

Categories	
<input type="checkbox"/> Better Blood Transfusion Programme (BBTP)	[Edit]
Background to the Better Blood Transfusion Programme, programme updates and meetings. Also includes all government letters in Health Dept letters	
<input type="checkbox"/> Education and Training	[Edit]
Electronic link to education and training available on www.learnbloodtransfusion.org.uk	
<input type="checkbox"/> EU Directive and Blood Safety and Quality Regulations (ESQR)	[Edit]
Information on the EU Blood Directive 2002/98 including MHRA and traceability. Please refer to additional information on TP document library (or contact your TP if you are unable to access)	
<input type="checkbox"/> SHOT	[Edit]
Information on the Serious Hazards of Transfusion Scheme including educational resources. Refer to separate folder for details of meetings	
<input type="checkbox"/> Cell Salvage	[Edit]
Guidelines, policies and documents relevant to cell salvage	
<input type="checkbox"/> NPSA - National Patient Safety Agency	[Edit]
NPSA not recognised in Scotland, however some excellent resources and documents relevant to Blood Transfusion	
<input type="checkbox"/> Clinical Risk Management	[Edit]
Information relevant to all aspects of risk management	
<input type="checkbox"/> Meetings and Conferences, including Scotblood, British Blood Transfusion Society (BBTS) and SHOT	[Edit]
Information on past and future events of interest. Also includes presentations from individual events. Abstracts can be viewed in separate folder within TP library	
<input type="checkbox"/> Clinical effectiveness	[Edit]
A variety of different articles	
<input type="checkbox"/> ORAS	[Edit]
This folder contains documents relating to ORAS	

5. Help

To provide you with an instant reference point to assist your use of learnPro NHS, this user guide is available to download as a PDF by clicking on the [Help](#) tab and choosing [User Guide](#).

6. Logout

In order to prevent other users from accessing your details, it is important that you logout after you have finished using learnPro NHS by clicking the [logout](#) tab on the menu.

After a certain period of inactivity learnPro NHS will automatically log you out to avoid your account being accessed by other users.