Mersey and West Lancashire Teaching Hospitals

ESR User Guide – Mandatory Training MyESR e-Learning

How to access MyESR to complete e-Learning

How to log into MyESR

1. Log into the MyESR website: https://my.esr.nhs.uk/. You will be presented with the ESR Hub landing page.



To login, click on the **Login to ESR** button.

2. Enter your username and password or log in with your smartcard.

C	OVID-19 ESR Reso	ources for Org	anisations and	Users
	14.54			
Log in wit	vour credentials			
Fields with an a	sterisk (*) are required fields			
Usemame*	11			
	(Example: 999JSMITH01)			
Password*				

3. Once you are logged in, if you are not already choose the Go to MyESR Portal using the link on the right hand side.

Electro	onic Staff Rec	cord		Search o	ontent			INHS Business Services Authority
Home	About ESR	Implementing ESR	Notifications	NHS8SA Workforce Services	Browse C	ontent		Jayne Bloggs
Manage	Subscription	ESR Central Team						
				You are logged in to the ESR Hub)		You are INTERN	logged in via : ET
				N	HS	ESR Planned M	Go to M	yESR Portal
				Business Services Authority	ority	The next planned m	Logout	

4. Click the **Learner Homepage** on the **My e-Learning** portlet. You can find this in the centre of the ESR webpage.

My e-Le	arning	Ģ
Show m	andatory learning only	ES 🜔
00	0 Fire Safety Leve	el 1
<	Status: Passed	>
	Learner Homepage	

5. Once the learner page loads, **In the Search** section choose **Learning Certification** from the dropdown box.

	Learning	Course Catalogue	LearningHistory		
Current Learning Requested Learning	Forums and Chats				
All Search Learning Certification Learning Path Course			Exact Phrase	Go	Advanced Search
Class Category Forum Category Chat	E-Learning Enrolments	Enrolments Certifications	Learning Paths External Learning		
23 vande tanan	E				

6. Type the Learning Certification name in the search box by using a *keyword* and click **Go**.

E.g. "Fire" or "Conflict" or "Information Governance"

Search Learning Certification	Fire%	Exact Phrase	Go

A list of the available certificates will be listed below



7. A list of Core Skills training to be completed via Learning Certificate is listed below:

To be completed by <u>All Doctors in Training:</u>

- 096 Equality, Diversity and Human Rights
- 096 Fire Safety
- 096 Health, Safety and Welfare
- 096 Infection Prevention Level 2
- 096 Data Security (Information Governance)
- 096 NHS Conflict Resolution
- 096 Awareness of Prevent
- 096 Safeguarding Adults (Version 2) Level 2
- 096 Safeguarding Children (Version 2) Level 2

The below courses need local assessment due to specific equipment being used at the Trust. Each module has two codes, one for the prerequisite course on ESR and the other for the face-to-face course at the Trust. We recommend both elements to be completed, however this decision is down to the local Host Trust.

- 096 Moving and Handling Level 2
- 096 Resuscitation Level 2 Adults Knowledge

Additional Training that may be required based on rotation:

Safeguarding Adults (Version 2) - Level 3 Safeguarding Children (Version 2) - Level 3 Resuscitation Level 2 - Newborn Basic Life Support Resuscitation Level 2 - Paediatric Basic Life Support Resuscitation Level 3 - Paediatric Immediate Life Support Resuscitation Level 3 - Adult Immediate Life Support Resuscitation Level 3 - Newborn Immediate Life Support **8.** Once you have selected the correct certificate, click **Subscribe** to proceed.



- 9. Next, click the Finish button. Finish
- **10.** Then, click the **Enrol** button.

Certification Information No. You space this certification print out: 66. M-2013 You space this certification in: 66. M-2013 You can use you certification in: 66. M-2013 Science date: 700 Sine Solory 1 Barnenadie: 700 Sine Solory 1 Science date: 700 Sine Solory 1 Science date: 700 Sine Solory 1 Science date: 710 Sine Solory 1	arning Certification: 096 Fire Safe	tγ					Learner H Skip Enrolmones
Inter Foregotancies Series Compared in Start Data Constitution Constit	Certification Information 166r You begin this sertification period set: 06-06-2021 You snat complete this sertification by: 04-03-2021 You service your certification by: 04-03-2021 Subscription Numbers: 26000911 Subscription Numbers: Vess Subscription Numbers: Vess	Mandatory Courses All courses in this section are mandatory. Select one cleas for each course below to errol in. 000 Fire Salery Level 1					Hide
New Componencies Class Imple Language Language Language Language Class Stat User Language Language <thlanguage< th=""> Language Language<td></td><td></td><td></td><td></td><td></td><td></td><td></td></thlanguage<>							
Registrary Publice (Level 1 - Austral)	rivered Competencies	Class (D) ANA log fielded a seed to	Type Type	English	Location	Class StarTOWN	Duration 20
	Impetency Profilement Level BG(CSTT)/Fire Safety - 2 Years) 1 - Assessed	S. March Sectors 7					Enrol
N 51 1998, ZCZY (Back and/or its attendes, Atriality reserved.	em to Tree Links (st 1998). 2009. Chardle and for its allificates. All clubes reserved.						

11. Click the **Play** button to **start the e-Learning Session**.

Mandatory Courses			Hide
All courses in this section are mandatory. You have completed 0 out of 1 courses in this section.			
20.2 回 尊 - 回			
Course 🗠	Course start date 🔿	Choose class/Play	
000 Safeguarding Adults Level 1	16-Oct-2018	•	

This does not apply to 000 Data Security Awareness Level 1

Follow the instructions to work through the e-learning. Once you have completed the course ensure you exit via the **Home button**. Failure to do this will result in your completion or progress not being saved.



12. Once you have successfully completed the e-Learning, your compliance requirements will be updated.

The subjects you have not completed will be listed under your **Competence Requirements**.



- **13.** If you have to log out half way through your e-Learning, providing you exit via the Home Button
 Your progress will be bookmarked.
- 14. If you want to resume your e-Learning Session, there are <u>two</u> options to do this:

Option 1:

The e-Learning will be displayed in the **My e-Learning** section of your portal page. Click the **Play** button to launch the learning.



Option 2:

Click on the **Certifications** section of your **Learner Homepage**. Click the **Play** button to launch the learning

		Exact Phrase	e		Go		Advance	ed Search	
-Learning Enrolments Enrolments	Certifications	Learning Paths	External Lea	arning					
Certifications									
If any Certification have expired then pre	ess the Renew butt	ton to allow the re	lated course to b	e played.					
If any Certification have expired then pre 2	ess the Renew butt Progress △	ton to allow the rel Certification Status	Last	e played.	′ _	Renew	Move to History	Unsubscribe	Pla
If any Certification have expired then pre	Progress A	ton to allow the rel Certification Status Subscribed	Last Completed	Renew Renew Date 07-Jar 2021	/	Renew	Move to History	Unsubscribe	Pla
If any Certification have expired then pre Certification Name 409 Infection Control L1 Training e-Learning e-LFH Certificate 409 Safeguarding Adults L1 Training e-Learning e-LFH Certificate	Progress A Inactive Active	Certification Status Subscribed Subscribed	Last Completed	Renew Date 07-Jar 2021 07-Jar 2021	/ F	Renew Sa	Move to History	Unsubscribe	Pla

1. I have not received my log on to ESR to access my Mandatory Training?

In order to obtain your log in details for ESR please contact the <u>ESR.Leademployer@STHK.nhs.uk</u> team who will be able to assist. You will need your Employee Number/ National Insurance number and Date of Birth to hand to obtain your username and further guidance on how to log on to the system.

2. I am unable to complete Safeguarding Level 3, Resus Level 2 or 3 and Moving and Handling Level 2 on ESR or E-Learning for Health, this is still showing non-compliant?

All the above modules have an element of face to face training required. The elearning available is a prerequisite for the face to face component. Please contact your local host to organise to attend a face to face training session. Once this is complete you will be marked as compliant by the Host organisation.

3. Will I get a compliance certificate at the end of my E-Learning completion to add to my personal portfolio?

There are some E-Learning Modules which offer a certificate of completion at the end of the module. This can be screenshot or printed. Once the module has been closed this cannot be re-accessed again. You are however able to access a compliance report via ESR on your "My Learning Page" as proof of evidence of completion.

4. I have completed my training with an alternative NHS Trust. Will this training transfer across to my Lead Employer account?

Yes – Core Skills Training Framework for Statutory and Mandatory Training information will pull across to your 096 Lead Employer record from a previous NHS Trust through an Inter Authority Transfer (IAT) which is completed when you are hired onto ESR by Lead Employer.

> For enquires regarding completion of modules on ESR or log in details. Please contact ESR.Leademployer@sthk.nhs.uk

5. I have undertaken training on a different e-Learning platform to ESR and ELFH, will this information transfer to STEP?

If you have training records on another NHS Trust ESR Record through a completion on an alternative e-Learning platform this will firstly transfer through to Lead Employer via a Multiple Competency Update. Lead Employer will approve this Multiple Competency Update and then this will then be processed through to STEP via a weekly reconciliation process. If you have completed CSTF training on a local Host Trust e-Learning platform with no links to ESR, your host trust will be able to manually add this training to STEP, which will synchronise to ESR following the weekly reconciliation process.

6. How is STEP different to ESR and e-Learning for Health?

STEP is an employment passport that stores your training compliance and allows host organisations and future placement hosts (within 12 weeks of rotating) to access to your training records. This gives organisations the opportunity to review the training requirements of incoming Doctors in Training in order to minimise the duplication of completion of Core Skills Training and also allows the host organisation the option to customise their induction process.

Need help?

For enquires regarding completion of modules on ESR or log in details. Please contact ESR.Leademployer@sthk.nhs.uk