



Guide to e-learning for healthcare

Introduction

We are currently using e-learning for healthcare (eLfh) for most of our mandatory training whilst we establish a new learning platform. The following guide will take you through the steps to find the relevant courses which are listed in the table below.

Heading	Heading	Heading
Information Governance (Data protection)	60 mins	Annually
Level 1 Safeguarding Adults	40 mins	Once
Level 2 Safeguarding Adults	40 mins	Every 2 years
Level 1 Safeguarding Children and Young People	30 mins	Once
Level 2 Safeguarding Children and Young People	35 mins	Every 2 years
Level 3 Safeguarding Children and Young People (child weight management and stop smoking only)	30 mins	Every 2 years
Moving and handling – level 1	40 mins	Every 2 years
Health, safety and welfare – level 1	35 mins	Every 2 years
Fire safety – level 1	30 mins	Every 2 years
Equality, diversity and human rights – level 1	30 mins	Every 2 years



The Oliver McGowan Mandatory Training on Learning Disability and Autism – Part 1 of 2	60 mins	Every 2 years
Infection, prevention and control – level 1 (those performing clinical measures and CO monitoring only)	30 mins	Every 2 years

Finding Courses

Step 1:

Log into your eLfh account

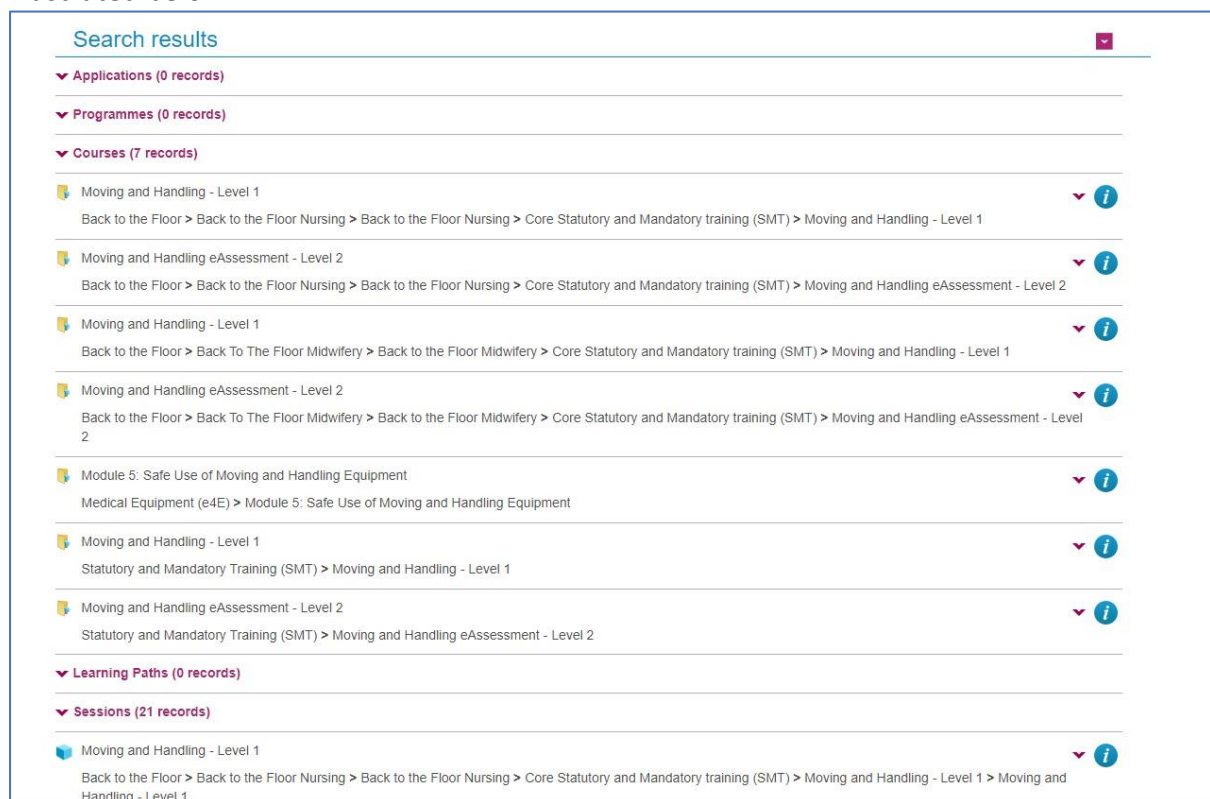
Step 2:

Use the search bar (see below) at the top of the screen to search your first course.



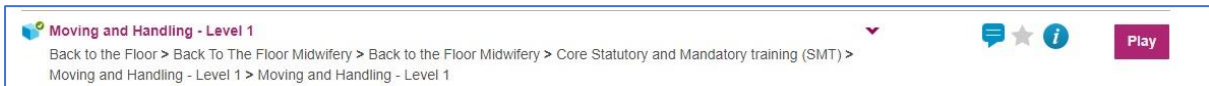
Step 3:

Type in a course such as “moving and handling” into the search bar and click on the magnifying glass icon (circled red above). A list of courses is provided similar to the one illustrated below:



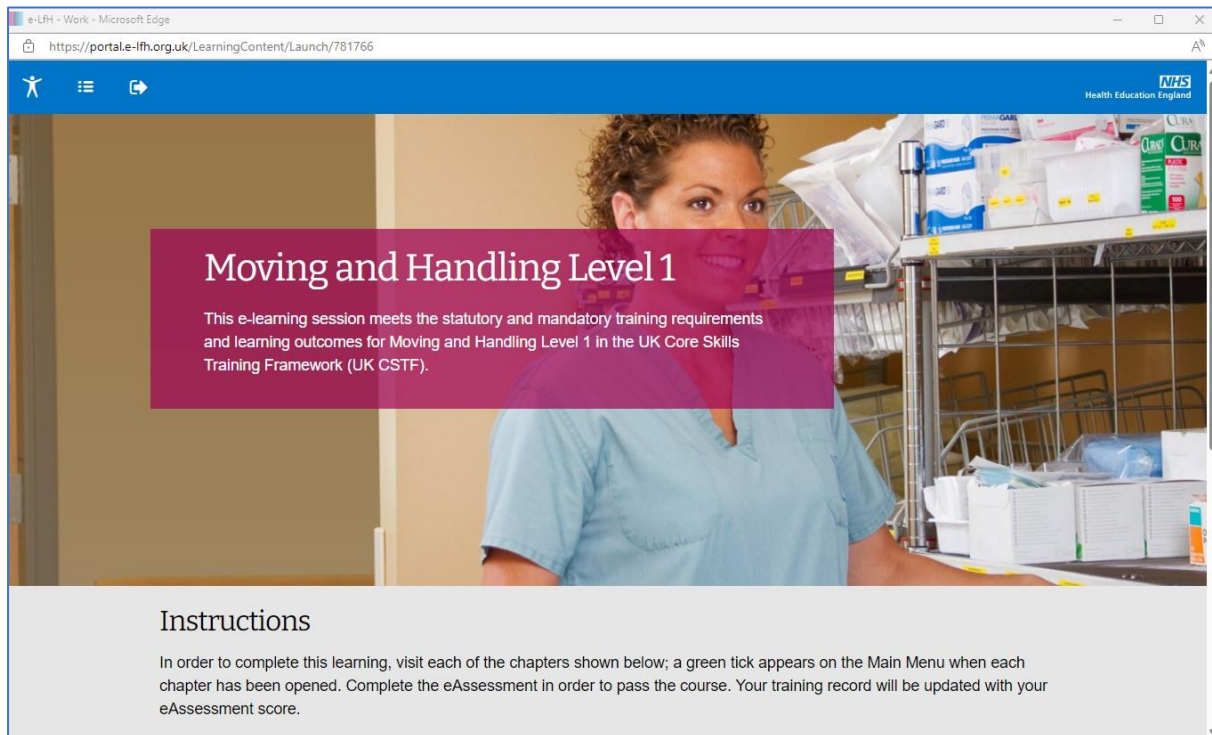
Scroll down the page until you find: Moving and Handling – level 1 with a **PLAY** icon at the side.





Step 4:

Select **PLAY** and a pop-up window will appear launching the course.

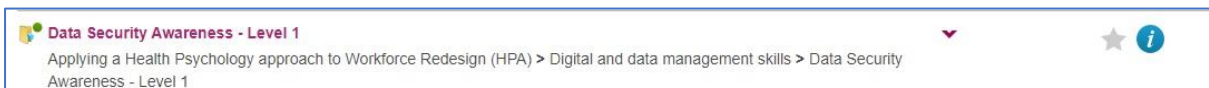


Step 5:

Repeat steps 2-4 for each of the listed mandatory training modules. If you have already completed level 1 safeguarding in our previous platform Litmos, you do not need to repeat it here, move onto safeguarding level 2.

Below are screen shots of each of the listed mandatory training modules, to help you identify which you are looking for.

Data Awareness












Safeguarding Children

Step 1: Search "Safeguarding Children" and a folder called Safeguarding Children and Young People (SGC) will be listed.



Click on this folder and all three levels of safeguarding children and young people will be shown.



 Safeguarding Children - Level 1 Last accessed: 25 Nov 2024	★  
 Safeguarding Children - Level 2 Last accessed: 22 Nov 2024	★  
 Safeguarding Children - Level 3 Last accessed: 04 Nov 2024	★  

Only levels 1 & 2 need to be completed unless you are seeing clients under the age of 16years (CWM and SS practitioners). When you click on a course it will take you to another page, where the **PLAY** icon will display.

Safeguarding Adults




Search “safeguarding adults” and a folder called Safeguarding Adults (SGA) will appear.

 Safeguarding Adults (SGA)	★ 
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Click on this folder and all safeguarding adults’ modules will show. You only need to complete levels 1 & 2. When you click on a course it will take you to another page, where the **PLAY** icon will display.

 SGA Module 1 - Introduction to Safeguarding Adults: Level 1 Last accessed: 25 Nov 2024	★  
 SGA Module 2 - Safeguarding Adults: Level 2 Last accessed: 22 Nov 2024	★  
 SGA Module 3 - Safeguarding Adults: Level 3	★  
 SGA Module 4 - Safeguarding Adults: Level 4	★  

Health, Safety and Welfare – level 1

 Health, Safety and Welfare - Level 1 Back to the Floor > Back to the Floor Nursing > Back to the Floor Nursing > Core Statutory and Mandatory training (SMT) > Health, Safety and Welfare - Level 1 > Health, Safety and Welfare - Level 1	▼  ★ 	Play
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Fire Safety – level 1

 Fire Safety - Level 1 Back to the Floor > Back to the Floor Nursing > Back to the Floor Nursing > Core Statutory and Mandatory training (SMT) > Fire Safety - Level 1 > Fire Safety - Level 1	▼  ★ 	Play
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Equality, Diversity and Human Rights – level 1

 Equality and Diversity and Human Rights - Level 1 Back to the Floor > Back to the Floor Nursing > Back to the Floor Nursing > Core Statutory and Mandatory training (SMT) > Equality and Diversity and Human Rights - Level 1 > Equality and Diversity and Human Rights - Level 1	▼  ★ 	Play
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Infection prevention and control – level 1

 Infection Prevention and Control - Level 1 Back to the Floor > Back to the Floor Nursing > Back to the Floor Nursing > Core Statutory and Mandatory training (SMT) > Infection Prevention and Control - Level 1 > Infection Prevention and Control - Level 1	▼  ★ 	Play
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The infection prevention and control course should only be completed by those taking clinical measurements and CO readings.

