

## Statutory & Mandatory Web-based Training – USER GUIDE

The training modules available in this online package are:

- Infection Control
- Child Protection
- Communications
- Incident Reporting
- Equipment Training
- Hazardous Substances
- Manual Handling
- Slips, Trips and Falls
- Fire Safety

### Logging In

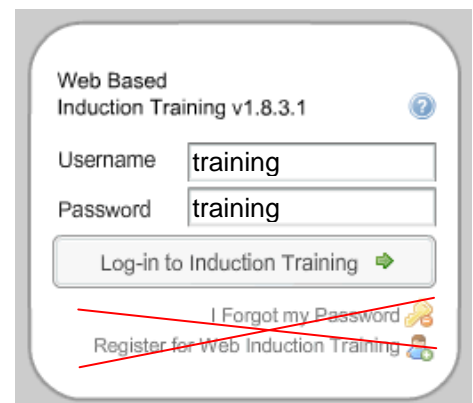
<http://www.suhtinduction.co.uk/training/>

Please **do not** click the link to register for the training.

A generic username and password has been set up for all Trust staff to use (except for new Doctors attending Doctors Induction).

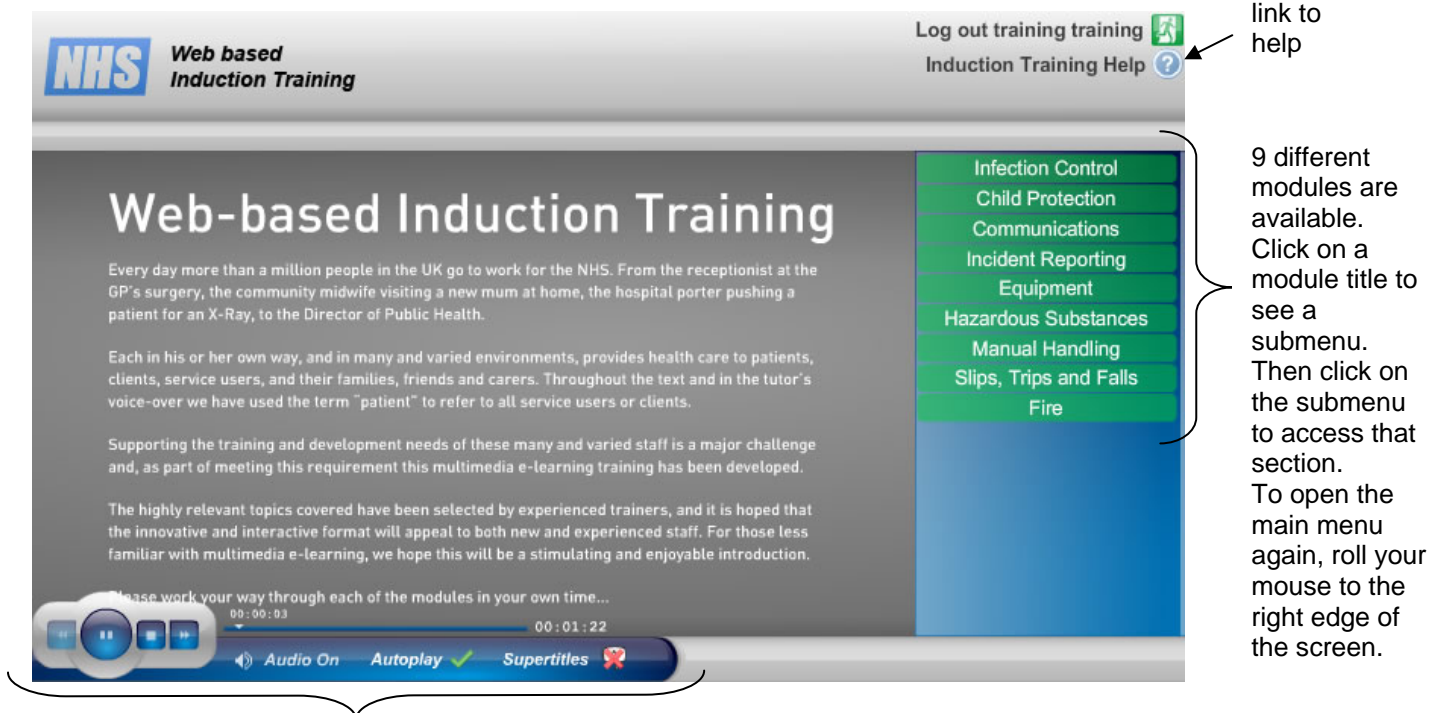
Username: **training**

Password: **training**



(Note, although this screen states 'Induction training', by using the training/training login you will be accessing the correct Statutory & Mandatory training modules).

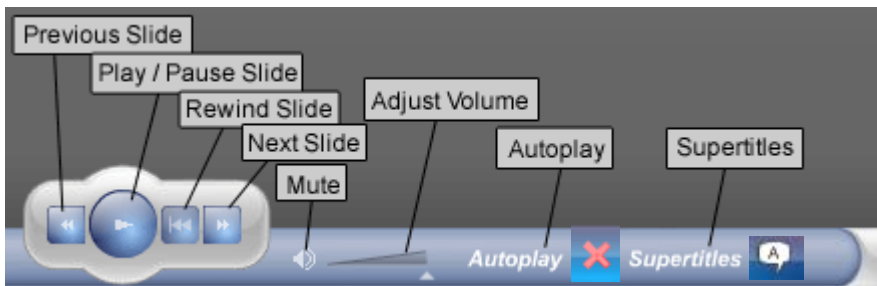
### Using the Web-based Training



link to help

9 different modules are available. Click on a module title to see a submenu. Then click on the submenu to access that section. To open the main menu again, roll your mouse to the right edge of the screen.

Course controls (see next page for detailed instructions)



Autoplay	
Supertitles	

**Sound / Supertitles:** The learning does have audio commentary and requires sound to be enabled on your PC, as well as speakers or headphones. If you do not have this, please click on the *Supertitles* icon within the training to view a transcript of the audio, which will appear at the top of the screen. Also, please refer to the final page of this document, which gives details of venues where you can undertake this e-learning with sound.

**Autoplay:** You must ensure that the *Autoplay* icon is switched off (has a cross by it), otherwise the presentation will automatically proceed forward and you may not have time to view all the information.

**Play / Pause:** You may find it useful to occasionally pause the slides. Some of the slides move on automatically through lists of bullet points, giving little time to make notes. This cannot be rectified at present so it is recommended that you use the Pause button where necessary to pause the animations.

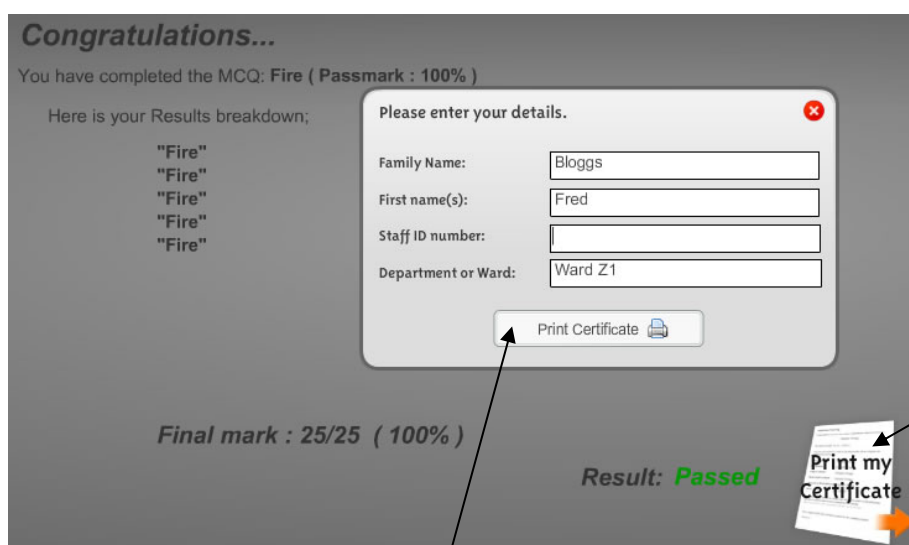
### Certificates

You must work through your chosen Module in one sitting, as this software does not have the facility to track or save your progress. You can, however, login at any time to redo the training.

Once you have completed a Module, you will undertake a multiple-choice quiz (MCQ). Click on the True or False buttons on each screen and then click on **Check Answers** to see the results.

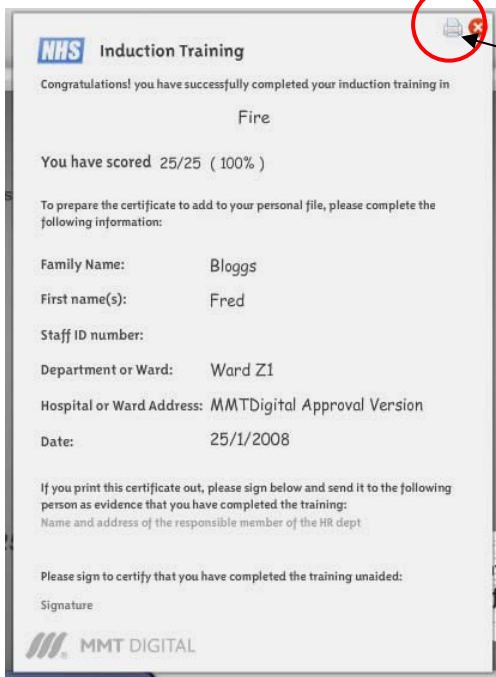
**\*You must score 100% to pass and obtain your certificate\***

If you do not pass, you will be given the option to **Retry** the assessment.



1. Upon passing, click the icon to print your certificate

2. You will be asked to enter your name. Type in your details (leave *staff ID number* blank) and then click on **Print Certificate**.



A summary certificate will then be displayed on the screen. You must click on the **Print Icon** to send your certificate to your connected printer.

### Details of Venues

If you do not have access to a PC with sound capabilities, or need access to a printer for your certificate, you can use the Cyber Centre and associated Cyber Zones to undertake your e-learning.

#### **Cyber Centre**

B-Level (in the entrance to the Eaterie restaurant), SGH.  
Contact: Gloria Hill & David Wade, Ext 8788.

Mondays	9.00am to 1.45pm
Tuesdays	9.00am to 4.30pm
Wednesdays	9.00am to 10.00am and 1.00pm to 4.30pm
Thursdays	1.00pm to 4.30pm
Fridays	9.00am to 4.00pm
Saturdays & Sundays	closed

[Please click this link for details of specific closure periods for the Cyber Centre.](#)

No need to book a computer, but it may be advisable to do so if you require support with the training.

#### **Cyber Zone**

B-Level, South Academic Block (near to the old Clinical Skills reception), SGH  
Contact: Kate Austin, Ext 4098.  
Open Mondays to Fridays during office hours. Closed Saturdays & Sundays.

#### **Health Services Library**

A-Level, South Academic Block, SGH

Mondays to Thursdays	8.30am to 9.00pm
Fridays	8.30am to 6.00pm
Saturdays	9.00am to 5.00pm
Sundays	2.00pm to 6.00pm

#### Further Information and Contacts:

**E-Learning Support:** Gloria Hill & David Wade, Cyber Centre, ext 8788 or email [cyber.centre@suht.swest.nhs.uk](mailto:cyber.centre@suht.swest.nhs.uk)

**Technical:** Loraine Chant, Learning Media, ext 4501 or email [loraine.chant@suht.swest.nhs.uk](mailto:loraine.chant@suht.swest.nhs.uk)