



How to access the VLE

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1. Type into your web browser address bar www.uhs-vle.co.uk
2. Once loaded type your username and password in the Log in fields.
3. Click on the Log in button
4. You may be prompted to change your password.
5. Once you are logged in for the first time you will be shown a user tour. Click 'Next' to be shown through the tour stages.

Welcome!



Welcome to the UHS VLE Learner Dashboard tour!

This is a VLE User Tour and will explain your learner dashboard in detail.

Previous

Next

End tour

You will see all of your statutory and mandatory training, please click onto **“Corporate Induction”** and then **“Doctors Induction”** to complete the induction videos which are vital as an introduction.

Upcoming Statutory and Mandatory Training


The following Statutory and Mandatory training is due for renewal or requires completing

Certification	Due date
Equality Awareness (3 Years)	1 August 2016
Safeguarding Adults Level 2 (3 Years)	1 August 2016
Oxygen Prescribing & Administration (Once Only)	1 August 2016
Medical Gases (Once Only)	1 August 2016
Moving and Handling - Practical [2 Years]	1 August 2016
Dementia Awareness - Level 2 [3 Years]	1 August 2016
Resus Basic Life Support A&P with AED Clinical [2 Years]	1 October 2016
Safeguarding Adults Level 1 [3 Years]	1 August 2016
Hand Hygiene (Once Only)	1 August 2016
Local Induction (Once Only)	1 August 2016
Health and Safety Awareness (Once Only)	1 August 2016
Corporate Induction (Once Only)	1 August 2016
BloodTrack Combined	1 August 2016
VTE Prevention [5 Years]	1 August 2016
Moving and Handling Theory [3 Years]	1 August 2016
Prevent Strategy - Level 1&2 (Once Only)	1 August 2016
Information Governance [1 Year]	1 August 2016
Fire Safety [1 Year]	1 August 2016
ANTT Combined (Once Only)	1 August 2016
Infection Prevention & Control - Clinical [2 Years]	1 August 2016
Conflict Resolution [3 Years]	1 August 2016
Blood Transfusion (3 Years)	1 August 2016
Child Protection - Level 2 [3 Years]	1 August 2016
Mental Capacity & DoLS Level 2 (MCA) (1 Years)	1 August 2016
All Statutory and Mandatory training	

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Back at the home page “**My Learning Dashboard**” you will have been assigned “**Doctors Induction Training – Clinical Systems**” under Programs report. Click **Doctors Induction Training - Clinical Systems**.

Programs report		
User's Fullname	Program Name	Category
	 Doctors Induction Training - Clinical Systems	Induction

This program displays four clinical system courses you may need to complete in order to gain access to the relevant clinical system, please see below for more information.

Clinical Systems Training

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 Instructions	Launch course	Not tracked
 eQuest	Launch course	Not tracked
 Sectra PACS e-learning	Launch course	Not tracked
 E-prescribing Drug Prescribing	Launch course	Not tracked
 eDischarge e-learning	Launch course	Not tracked

Launch the clinical system training you need for your role (i.e., if you will not need access to the clinical system then there is no need to complete it)

If you have previously worked within the Trust and accessed the clinical systems, you will be required to re-do the training if you have been inactive on the systems for more than 6 months.

Clinical System Training completion will be sent to IT in order to get your Login Details for the system these will be sent to your Trust email ready for you.

Statutory and mandatory training will also need to be completed which can be found under: **Upcoming Statutory and Mandatory training.**

For questions and queries on induction day please call extension 5500.