

Mandatory Training to complete via eLearning: (see no. 5 below for eLearning instructions)
NHS Core Skills Training Framework (CSTF)

- Equality, Diversity and Human Rights - 3 Years
- Fire Safety - 1 Year (**delivered at induction**)
- Health, Safety and Welfare - 3 Years
- Infection Prevention and Control - Level 2 - 1 Year
- Information Governance and Data Security - 1 Year
- NHS Conflict Resolution (England) - 3 Years
- Safeguarding Adults - Level 2 - 3 Years
- Safeguarding Children (Version 2) - Level 2 - 3 Years
- Safeguarding Children (Version 2) - Level 3 - 3 Years (if working with children)
- NHS|MAND - Mental Capacity Act - 3 Years
- NHS|MAND - Prevent WRAP - 3 Years

Mandatory Training to complete via eLearning followed by drop in practical session (see no. 5 below for eLearning instructions).

NB: Drop in session pre-booking not required, please find details below.

NHS Core Skills Training Framework (CSTF)

- Moving and Handling - Level 2 - 3 Years
- Resuscitation - Level 2 - Adult Basic Life Support - 1 Year
- Resuscitation - Level 2 - Newborn Basic Life Support - 1 Year (if working with babies)
- Resuscitation - Level 2 - Paediatric Basic Life Support - 1 Year (if working with children)

Blood Training (must be completed before account activation is authorised - see no. below 11 for instructions)

- Blood Sampling
- Blood Prescription & Administration

Clinical Systems eLearning: (must be completed before account activation is authorised - see no. 9 below for instructions) Once completed contact Clinical Systems team on (01634) 975960 to activate

- eDN Doctor
- OPN Read Only
- Symphony Clinical – Drs in ED only
- BigHand Clinical – OP clinics (NB: only Junior Drs who work in Obs and Gynae need this)
- Extramed - (viewing patient obs & handover)
- DartOCM - (chem-haem & imaging requests)
- PACS (imaging viewer) – **No eLearning necessary but account activation required**

Resus Drop In Dates Seminar Room 8, Education Centre 08.00 - 15.30		Moving & Handling Drop In Dates Seminar Room 9, Education Centre 8.30am – 12.30pm and 1.00pm – 3.30pm	
July	1 st 15 th 30 th	July	15 th 30 th
August	14 th 28 th	August	13 th
September	10 th 23 rd	September	3 rd 21 st
October	8 th 21 st	October	2 nd 19 th

Useful Contacts

Organisational Development Team (ESR, mandatory training etc.): medwayft.od@nhs.net

Clinical Systems Training Team (eDN, Symphony, BigHand etc.): medwayft.ittraining@nhs.net

IT ext. 01634 97590 (NHS emails. PC logins etc.)

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1. How to create an ESR account

Go to <https://my.esr.nhs.uk/>

Click Forgotten | Request Username/Password | Unlock Account

Go to Forgot Username

Enter your email address and your date of birth and click Forgot Username

This will trigger an email to you

Within this email you will see your username beginning with 275 and 2 links

Click the second link down that says or reset your password

Enter your username

Enter a password of your choice - this must be at least 8 characters long, include an uppercase and a lower case letter and a number and contain no repeating characters for example 99

Enter the password again and click Confirm Password

Example passwords: Frozen19 Holiday12 TrainingMFT1

2. How to reset your password

Please follow steps above.

3. How to log in to ESR

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

You can log in anywhere on any device by typing <https://my.esr.nhs.uk/> into your web browser (Internet Explorer, Google Chrome, Safari, etc.)

4. How to view, print and save your compliance

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Click Compliance and Competency

Here your compliance will be displayed including expiry dates

How to print your compliance*

To view on one page or print for your appraisal click Printable Page

Right click with your mouse



Click Print

Choose your printer

How to save your compliance as a PDF

To view on one page or print for your appraisal click Printable Page

Take a screenshot using the Print Screen button on your keyboard

Open a Word Document and press CTRL and V at the same time to paste the screenshot

Click File, Click Save as, Change the Save as type to PDF, Click Save

*Please note ESR does not issue individual certificates. If you need your training verified please email medwayft.od@nhs.net

5. How to complete eLearning

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Click the magnifying glass next to the topic you wish to complete

Underneath Certifications the eLearning will be displayed

Click the icon underneath Details

Click Subscribe

Click Finish

Click the yellow icon underneath Choose or enrol in class

Click Apply

Click Play

The eLearning will launch

Once you have completed this click the Blue house icon in the top right hand corner to exit

6. How to book a classroom session

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Click the magnifying glass next to the topic you wish to complete

Underneath Courses the classroom session will be displayed

Click the icon underneath Offering Details

A list of available classes will be displayed

Click the yellow icon underneath Enrol next to the class you wish to book

Click Apply

7. How to view classroom bookings you have made

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Click Enrolments

Here all your classroom bookings will be displayed you can view the time and date here

8. How to cancel a classroom booking

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning



Click Enrolments

Here all your classroom bookings will be displayed

Click Unenrol next to the class you wish to cancel

Use the drop down menu to select the reason why you are not attending

Click Finish

9. How to complete eLearning not listed on your profile

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Make sure the drop down next to Search says Course

In the search box enter 275% then the key word you are searching for

E.G. 275%NEWS

Click the eLearning you wish to complete

Click Subscribe

Click Finish

Click the yellow icon underneath Choose or enrol in class

Click Apply

Click Play

The eLearning will launch

Once you have completed this click the Blue house icon in the top right hand corner to exit

10. How to book a classroom session not listed on your profile

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning

Make sure the drop down next to Search says Course

In the search box enter 275% then the key word you are searching for

E.G. 275%Blood

Click the yellow icon underneath Choose or Enrol in class

Click the yellow icon next to the class you wish to book

Click Apply

Alternatively you can search 275 to show all classroom sessions on offer

11. How to complete Blood eLearning

Go to <https://my.esr.nhs.uk/>

Enter your username and password and click Log in via Username Password

This will take you to the Home Page

Click My Learning (or Learner Home Page if you are not yet an employee)

Click the drop down box next to Search and change to Learning Certification

In the search box enter 275% then the key word you are searching for

E.G. 275%Blood

Click 275 Blood for Doctors Certification - Blood Sampling, Prescription & Admin

Click Subscribe

Click Finish

Click the yellow icon underneath Choose or enrol in class

Click Apply

Click Play

The eLearning will launch

Once you have completed this click the Blue house icon in the top right hand corner to exit



12. How to get access to your NHS email

If you do not have access to your NHS email account as you have forgotten your password, please call IT on ext. 3514

If you do not have an NHS email account please ask your manager to raise an RA02 form to request an NHS email account to be set up. <https://servicedesk.medway.nhs.uk/>