Registering Agency staff in Edmore

These instructions will assist you to register as a new Agency Nurse in the Edmore online training system.

Steps:

1. Open the Edmore training system - http://www.easternhealth.edmore.com.au/

New User Registration
To register, enter your email address and the security code.

If you **have not** been provided with the security code, click Apply for Security Code.

Email Address

Security Code

Submit

2. Enter an email address in the **New User Registration** section

3. Enter the required Security Code – **eh1304**

4. Click **Submit**
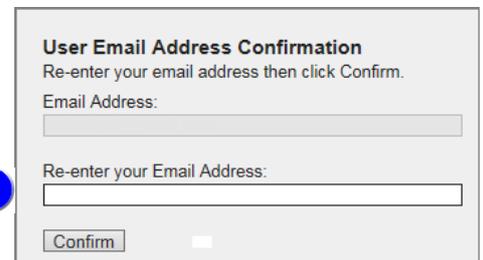
User Email Address Confirmation
Re-enter your email address then click Confirm.
Email Address:

Re-enter your Email Address:

Confirm

5. Re-enter your email address and click **Confirm**

6. Enter the following details:

   a. Password

   b. First Name

   c. Last Name

   d. Date of Birth

   e. Location – Choose Eastern Health – other

   f. Role – Select Agency Nurse
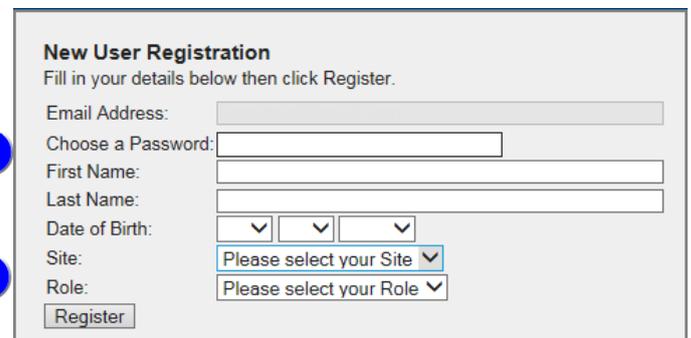
New User Registration
Fill in your details below then click Register.
Email Address:
Choose a Password:
First Name:
Last Name:
Date of Birth:
Site: Please select your Site
Role: Please select your Role
Register

7. Click **Register**

To log into the training

8.　Enter your email address and password in the **Existing User Login** section

Existing User Login
To login, enter your email address and password.

Email Address

Password

Login

⑧ ⑨ Forgotten Your Password?

9.　Click **Login**

10.　Click **ehCare@eastern Training**

Online Training Centre

Select from the options below:

- How to Use the Training
- Clinical Patient Folder Training
- ⑩ ehCare@eastern Training
- Symphony Training
- Homer Training

11.　Click **Agency Nurses**

12.　Complete both pages of training modules. It takes approx. 2 minutes per module.

13.　Once you have finished, complete the assessment (80 per cent pass rate and multiple attempts are allowed)

ehcare@eastern

To access required modules for the pathology and radiology rollout, please select the following link:

Pathology and Radiology Ordering (current trained users)

To access all modules related to your role, please select your role from the following:

Doctors

Nurses (+Meds Endorsed)

⑪ **Agency Nurses**

Pharmacy

Allied Health, Nursing (non-med), et al

Clerk, HIS

Access, Navigation and Help
Patient Search by UR Number
Create Inpatient List by Location
Create Inpatient List by Medical Service
Understanding the Patient Access List
Record No Known Allergies
⑫ Record an Allergy
Review and Modify an Allergy
Add an Alert
Viewing the MAR Summary
Understanding the MAR
Administer Medication
Administer Warfarin and Dose Check
Reschedule Administration Times
Print Warfarin Reports
Suspend/Resume Inpatient Medication Orders
Medication Phone Orders
Order Nurse Initiated Medications

Collect a Pathology Sample
Reprint Pathology Labels and Requisitions
Order Pathology - Nursing
View Results
Document Height/Weight
View a Discharge Summary
Chart Fluid Balance and Record Urinalysis
Printing the Medication Chart (MAR)
Printing Fluid Balance and Active Orders
Viewing Outpatient Clinics
⑬ Assessment
ehCare@eastern Assessment Certificate