eastern**health**

iLearn Agency Staff Quick Reference Guide

1. Go to https://ilearn.easternhealth.org.au/login/signup.php
2. Enter all your details then click the 'Create my new account' button down the bottom.
   - *Please ensure that you choose your 'Agency Name' and 'Agency Learning Role' correctly, as this will ensure that your Agency Manager will receive confirmation when you have done the training*
3. You will receive an email asking you to confirm your account. Click the link in the email. This will take you into iLearn.
4. Click on the Extended EMR Training Banner on the home page as shown below
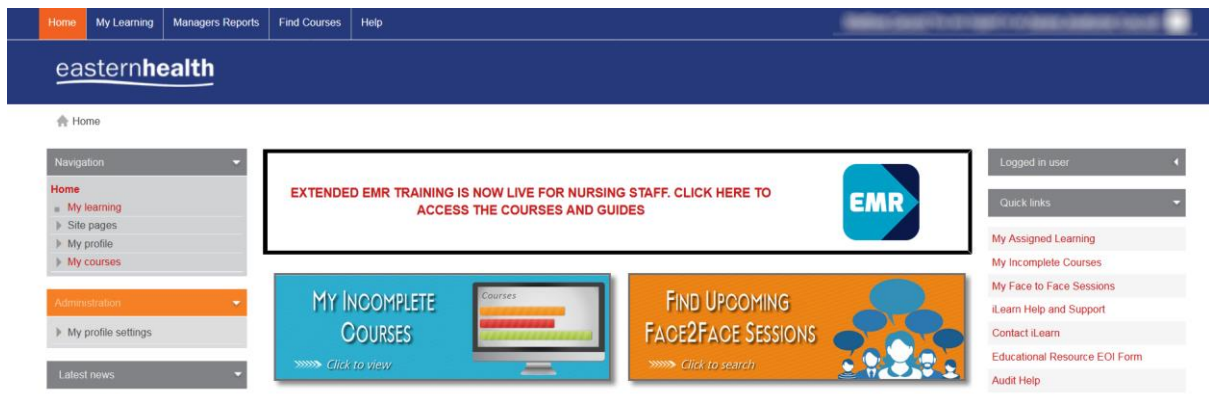
5. Click on 'View a List of all EMR Training Courses Available' link
6. If you are a **Nurse**, select the Extended Electronic Medical Record (EMR) Training for General Nursing Staff course *(note you can also click this link directly to access the course).*
   - **Note if you are work in either Emergency Department (ED), Intensive Care Unit (ICU), or Surgery (Theatre/Peri-Operative area) please choose the ED, ICU or Surgery course**
7. Click the Enrol Me button to be taken into the course.

FAQs

Q: What if I have not completed Introductory EMR training for Nursing Staff via Edmore?
A: Please complete the Introductory EMR training for Nursing Staff via iLearn prior to commencing the Extended EMR course.

Q: I logged out of iLearn and I need to get back in. How do I do this?
A: Head to https://ilearn.easternhealth.org.au and log in using your username (the email address you provided on signup) and your password

Q: I made a mistake during the signup process (e.g. chose the wrong Agency). How do I fix it?
A: Email the iLearn helpdesk via iLearn@easternhealth.org.au with the details of your problem and we will try to fix it.

Q: How does my manager know that I have completed the training?
A: A report will be sent each day to your manager with which of their staff have completed their EMR training.

Q: I work in Theatre which course do I need to complete?
A: All staff working in Scrub/Scout, Anaesthetics or Recovery roles will need to complete the EMR Training for Surgical Nursing Staff.

Q: I work in both general ward areas and Theatre or ED or ICU. Do I need to do all of those courses?
A: No. Once you have completed the Extended EMR training for General Nursing Staff you can enrol into the speciality course you need to complete and then contact iLearn@easternhealth.org.au to request to be signed off for the general modules you have already completed. You will then only need to complete the specialty modules relevant to the area you work in.

Q: Can I do other training on iLearn?
A: No. Agency staff are only permitted to do the EMR training courses on iLearn at this time.

Q: Can I do the training on my phone/iPad?
A: No. You must do the training on a desktop or laptop computer. We suggest using Google Chrome as the browser for the best experience.

Q: How do I get my certificate of completion?
A: Once you have completed the required modules, click on the certificate tile within the iLearn course and then click on the certificate (it should also email a copy of the certificate to your registered email address).