

## Te Whatu Ora Inservice Record

The inservice record should be used for any adhoc training or education that is typically *less than 1 hour duration*.

There are 3 steps required to add an inservice into healthLearn:

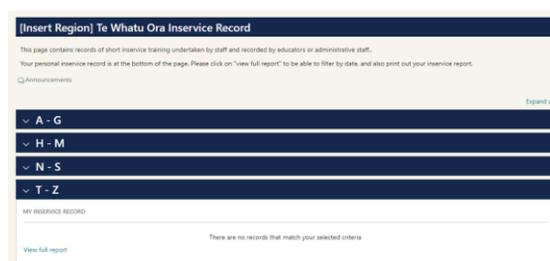
1. creating the session,
2. adding attendees,
3. then marking attendance.

### To Add Inservice Session to healthLearn

In healthLearn, go to Inservice Record page.

The topics have been arranged alphabetically - click on the blue alphabetical bars to expand the list of topics.

Locate the topic name that most closely aligns to your inservice training.



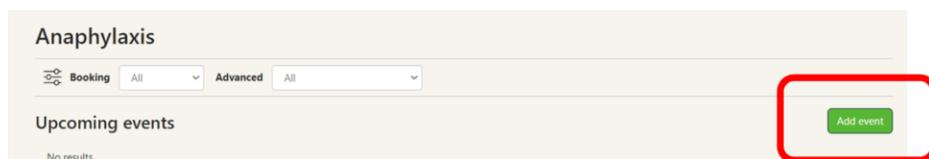
*The topics are generic to cover a variety of different sub-topics. The sub-topic is entered into the details of the event.*

*e.g: if the session is on PPE Donning and Doffing, this would be entered under the topic of Infection Prevention and Control, with Donning and Doffing being add to the details section.*

Click on the topic name (e.g. anaphylaxis).

This will open the event page.

Click on Add Event



In the Add Event screen, you will need to complete the following details.

(Note: you do not need to complete every field on the page, only the ones listed below):

1. Add the date and time of your session – click on the cog to edit date and time

2. Add the facilitator or presenter name  
*If your facilitator does not appear in the list, you can leave the facilitator field blank. **Ensure that you add the name of the facilitator in the 'details' section instead.***

*If the facilitator is a regular presenter and you would like them added to the facilitator list, email healthlearn. The administrator will add the facilitator to the facilitator list.*

3. Number of participants (can be an approximate number)

4. Session duration (time in minutes)

5. Session details

*Provide as much detail as you can about the inservice session and/or learning outcomes of the session*

*This information will show on the staff's record of learning*

Don't worry about the other fields. These are the only ones you need to complete.

6. Once all the information is entered, click Save.

The screenshot shows the 'Specify sessions details' form. Callout 1 points to the 'Date and time' field, which contains '28 June 2023 8:00 AM - 28 June 2023 4:00 PM Pacific/Auckland'. Callout 2 points to the 'Facilitators' field, which has a 'Select facilitators' button. Callout 3 points to the 'Maximum bookings' field, which has a value of '10'.

The screenshot shows a search interface with 'BROWSE' and 'SEARCH' tabs. The search box contains 'neil' and a green 'Search' button. Below the search box, the results show 'Neil Hellewell (Neil Hellewell (Educator))'. A red callout 2 points to the search box and results area.

The screenshot shows the 'Details' section of the form. Callout 4 points to the 'Session duration (in minutes)' field, which has a value of '15'. Callout 5 points to the 'Details' text area, which contains the text: 'At the end of this session the staff member is able to demonstrate the use of an inhaler spacer, how to clean and maintain the spacer and information to provide to patients and whanau on the care and use of the spacer'. Callout 6 points to the 'Save changes' button.

## To Add Attendees to Session

Click on the 3 dots under 'Actions' and select Attendees

No results

Past events

Presenter	Event status	Booked	Session times	Rooms	Facilitators	Session status	Actions
TBA	Over	0 / 20	26 June 2023, 11:00 AM - 11:15 AM		Neil Hellewell	Session over	...
TBA	Over Attendance submitted	4 / 20	26 June 2023, 11:00 AM - 11:15 AM		Jacqui Gapes, Nurse Educator		Event details Attendees
TBA	Over Attendance submitted	3 / 15	9 June 2023, 3:00 PM - 3:30 PM		Jacqui Gapes, Nurse Educator Jo Laws		Edit event Copy event Delete event
TBA	Over	4 / 10	11 May 2023, 11:00 AM - 11:15 AM		Rommel Principe		

In the next screen, click on the 'Actions' drop-down menu and select 'Add Users'

**Asthma**

EVENT DETAILS ATTENDEES WAITLIST CANCELLATIONS TAKE ATTENDANCE MESSAGE USERS

Actions

There are no records in this report

Export as CSV Export

1. Type the staff member name in the search box and click 'Search'.
2. In the search results, click on the name of the correct staff member and
3. Click 'Add'.

*Note: There may be several people with the same name, so you may need to look up their email address to be sure you've selected the correct user.*

Select users to add (step 1 of 2)

Users to add

Jacqui Gapes, jacqui.gapes@cdhb.health.nz  
Jesse Prebble, Jesse.Prebble@cdhb.health.nz  
Joanna Saunders, joanna.saunders@cdhb.health.nz

2 potential users

Search results (2)  
Rebecca Syme, rebecca.syme@cdhb.health.nz  
Rebecca Syme, rebeccas4@cdhb.health.nz

rebecca syme Search Show all

Show only users who declared interest in this activity

rebecca syme Search

Allow scheduling conflicts

Continue Cancel

4. Once you have added all of the attendees, click 'Continue'

5. Check and confirm the list of attendees are correct.

Add users (step 2 of 2)

Name	Email address
Jacqui Gapes	jacqui.gapes@cdhb.health.nz
Jesse Prebble	Jesse.Prebble@cdhb.health.nz
Joanna Saunders	joanna.saunders@cdhb.health.nz
Rebecca Syme	rebecca.syme@cdhb.health.nz

Change selected users

Notifications

Send booking confirmation to new attendees

Send booking confirmation to new attendees' managers

Sign-up fields

The values entered below will be populated for all selected users. To enter different values for each user use the file import

Requests for session organiser

Confirm Cancel

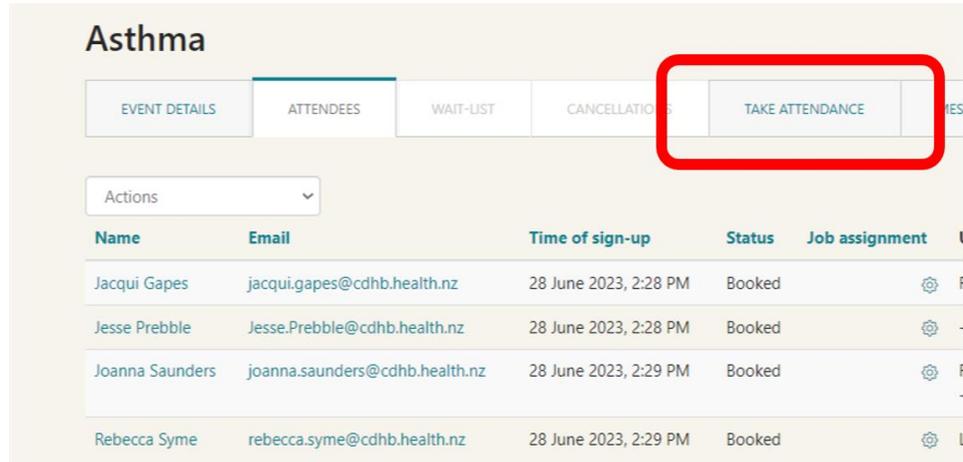
Check and confirm names. If you need to add/remove staff, click Change selected users button

6. Uncheck the two notifications - there is no need to send a booking confirmation.

7. Finally, click 'Confirm' to finish

# Taking Attendance

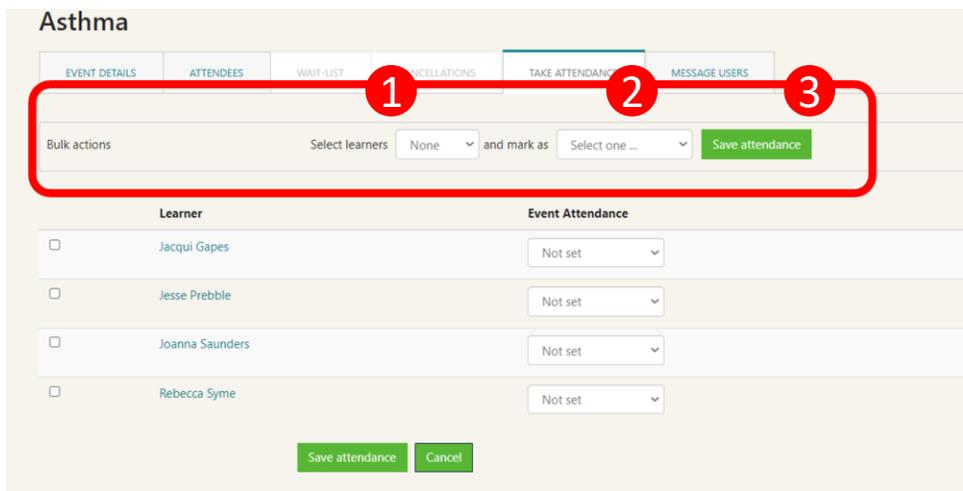
Click on the 'Take Attendance' tab



The screenshot shows the 'Asthma' event page with tabs for 'EVENT DETAILS', 'ATTENDEES', 'WAIT-LIST', 'CANCELLATIONS', and 'TAKE ATTENDANCE'. The 'TAKE ATTENDANCE' tab is highlighted with a red box. Below the tabs is an 'Actions' dropdown menu and a table of attendees.

Name	Email	Time of sign-up	Status	Job assignment
Jacqui Gapes	jacqui.gapes@cdhb.health.nz	28 June 2023, 2:28 PM	Booked	
Jesse Prebble	Jesse.Prebble@cdhb.health.nz	28 June 2023, 2:28 PM	Booked	
Joanna Saunders	joanna.saunders@cdhb.health.nz	28 June 2023, 2:29 PM	Booked	
Rebecca Syme	rebecca.syme@cdhb.health.nz	28 June 2023, 2:29 PM	Booked	

1. Use the drop-down menu next to Select Learners and choose 'All'
2. Select 'Fully Attended' in the next drop-down menu,
3. Select 'Save Attendance'.



The screenshot shows the 'Asthma' event page with the 'TAKE ATTENDANCE' tab selected. A red box highlights the 'Bulk actions' section, which includes a 'Select learners' dropdown menu (labeled 1), an 'and mark as' dropdown menu (labeled 2), and a 'Save attendance' button (labeled 3). Below this is a table of learners and their attendance status.

Learner	Event Attendance
<input type="checkbox"/> Jacqui Gapes	Not set
<input type="checkbox"/> Jesse Prebble	Not set
<input type="checkbox"/> Joanna Saunders	Not set
<input type="checkbox"/> Rebecca Syme	Not set

Buttons: Save attendance, Cancel

## Additional Help

If you need additional assistance or support with using the Inservice Record on healthLearn, please contact PDU [pdu@cdhb.health.nz](mailto:pdu@cdhb.health.nz)

To add inservice training sessions into healthLearn, you need the correct level of access in healthLearn.

To obtain access, or for other healthLearn related enquiries please contact [healthLearn@siapo.health.nz](mailto:healthLearn@siapo.health.nz).

N.B. For access rights you will need to provide your role and a brief overview of why you require this access, so please include this in your email.