

Additional Reports

Your job title, position workplace or workplaces and your manager

← A handy reminder

Quick Access links – in particular to the Educator forum

A list of your staff in your workplaces waiting for face to face booking approval

The dashboard includes sections for: DASHBOARDS (Educator Dashboard, My Learning), LAST COURSE ACCESSED (healthLearn Content Creation Group), MY LEARNING (Learning Plans, Bookings, Record of Learning), NAVIGATION, ADMINISTRATION (Site administration), LATEST NEWS, NEW FEATURE - VIEW COURSES WITHOUT BEING FORCED TO ENROL, CURRENT LEARNING (Acute Pain Study Day, healthLearn Administration and Business Rules, Baxter Professional Intravenous Medication Safety Fundamentals, Bedrails - Safe and Appropriate Use, Study Day Booking Practice, Clinical Calculations, healthLearn Content Creation Group, Central Venous Access Device Non-Implanted Endorsement, Deteriorating Patient Course, Educator Forum), QUICK LINKS, EVENTS (SESSIONS) REQUESTED BUT NOT YET APPROVED, LATEST BADGES, SUPPORT DESK, MESSAGES, and CALENDAR.

Reports

- 🕒 EDUCATOR - Audit Report: Course Completion
- 🕒 EDUCATOR - Staff Certification Completion Status
- 🕒 EDUCATOR - Staff Course Grade Report
- 🕒 EDUCATOR - Staff Face to face activity report
- 🕒 EDUCATOR - Staff Programme Completion Report
- 🕒 EDUCATOR - Staff Training Record and Course Completion Report

- Course Completion – gives numbers of staff who have completed courses
- Certification – gives the name and status of staff undertaking Certifications (ie repeating courses)
- Face to face – the details and status of staff and face to face sessions (ie study days)
- Programme Completion – name and status of staff undertaking programmes (ie a pre-set collection of courses)
- Course Completion – name and status of staff undertaking courses

All of these reports can be sorted/filtered by a number of criteria, including Manager, Workplaces, status and Date

Upcoming sessions

This report on your main dashboard lets you see what face to face courses are coming up, and how many spaced are available. The courses – or sessions are sorted by date and time.

Date ^	Course Name	Seminar Name	Places available	Building	Actions
12 July 2017, 1:00 PM Pacific/Auckland	Understanding the Treaty of Waitangi in Health (UT001)	Understanding the Treaty of Waitangi	0	The Design Lab	
13 July 2017, 9:00 AM Pacific/Auckland	SIPICS Training for Outpatient Staff (Patient / Referral / Waitlist) (SP001)	Outpatient (Patient / Referral / Waitlist) Workshop	5	Burwood Hospital	
13 July 2017, 1:00 PM Pacific/Auckland	SIPICS Training for Outpatient Staff (Appointment / Visit) (SP002)	Outpatient (Appointment / Visit) Workshop	4	Ward D2	
14 July 2017, 1:00 PM Pacific/Auckland	SIPICS Training for Inpatient Ward Clerks (Admission, Transfer, Discharge) (SP004)	Inpatient Ward Clerk (Admission, Transfer, Discharge) Workshop	2	2nd Floor	

If the line manager of a staff member is away, and the staff member awaiting approval to attend a session, as an educator you are able to do this on their behalf. To do this locate the required session in the upcoming session list and click on the attendees icon

21 July 2017, 1:00 PM Pacific/Auckland	Venepuncture Insertion Endorsement (V0001)	Venepuncture Practical Workshop	1	Christchurch Hospital	
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A list of staff awaiting approval can be found under the Approval Required tab.

ATTENDEES	WAIT-LIST	CANCELLATIONS	APPROVAL REQUIRED
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Attendees

Name	Time of sign-up	Status	Job assignment	Requests for session or
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Locate the staff member, click the approve (or decline button) and then update requests

Name	Time Requested	Manager's Name	Decide Later	Decline	Approve
[Redacted Name]	10 June 2017, 11:37 PM	Barbara Loomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please note: you can approve or decline any staff member so only action requests for staff who you are responsible for. healthLearn keeps a log of all actions so it can be identified who has approved or declined a session request.