

healthLearn **Your Team Members** **Additional Reports** Search courses Go healthLearn Admin

Dashboard My Profile My Bookings Learning Plans Record of Learning **Team** **Reports** Find Learning HELP

Dashboard / Manager Dashboard Manage dashboards

DASHBOARDS

- Site Manager Dashboard
- Super/User Dashboard
- IT Helpdesk Dashboard
- Manager Dashboard**
- Educator Dashboard
- My Learning

LAST COURSE ACCESSED

**Fundamental Series: Respiratory (FR001)**  
Today at 10:28 AM

MY LEARNING

- Learning Plans
- Bookings
- Record of Learning

NAVIGATION

**Dashboard**

- Home
- Site pages
- My courses
  - BEDRAILS
  - PREVENTFALLS
  - General Patient & Staff Security
  - Health & Disability Consumer Rights
  - Informed Consent
  - DVTP
  - Wellbeing and Safety
  - ACUTEPE
  - Effective Communication
  - Orienteate to a location
  - SPEC Intro (CMH114)
  - HLTC

ADMINISTRATION

- Site administration

Search in settings Go

**LATEST NEWS**

Add a new topic...

MoH Smokefree Training for Mental Health is live  
20 Jun, 16:03 H. Administrator Southern DHB

Did you know that Job Assignments are the new name for Primary and Secondary Positions  
30 May, 13:07 healthLearn Admin

Welcome to the upgraded healthLearn site  
7 May, 11:34 healthLearn Admin

Older topics ...

**NEW FEATURE - VIEW COURSES WITHOUT FORCED ENROLMENT** ← A handy reminder

As a Manager, You now have the ability to **view courses without being forced to enrol**. However if you wish to enrol in a course you now need to click the **Enrolment Options** link which is within the course in the administration block on the left side of every course page.

PLEASE NOTE: Your learning will not be tracked if you have not enrolled in the course.

**CURRENT LEARNING**

- Acute Pain Study Day (AP001) **Not yet started**
- Effective Communication (EC001) **Not yet started**
- HL Technical Committee (HM003) **Not yet started**
- IV Therapy and Infection Prevention and Control (IT001) **In progress**
- Falls Prevention (FP001) **In progress**
- Safe Practice Effective Communication - SPEC Intro (CMH114) **Not yet started**

Displaying 1 - 6 of 6 results

**QUICK LINKS FOR MANAGERS**

- My Team
- What reports can I see
- How do I approve a booking

**SESSIONS REQUESTED BUT NOT YET APPROVED AND WAIT-LISTED SESSIONS**

There are no records that match your selected criteria

View full report

**ALL UPCOMING SESSIONS** ← List of all upcoming face to face sessions

**healthLearn Admin**

Job title: healthLearn Administrator  
Position: Registered Nurse - Education  
Organisation: Professional Development Unit  
Canterbury DHB  
Manager: Janette Dallas

Add new job assignment

Country: New Zealand  
City/town: christchurch  
neil.hellewell@siapo.health.nz

**LATEST BADGES**

You have no badges to display

**SUPPORT DESK**

Please Contact your local Super User for general issues  
Click [HERE](#)

Email the healthLearn admin team - Click [HERE](#)

Phone the admin team **03 337 7807** (Mon-Fri: 0900-1500hrs)

**CALENDAR**

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MESSAGES**

No messages waiting

Messages

# Reports

- MANAGER - Staff Certification Completion Status
- MANAGER - Staff face to face session status
- MANAGER - Staff Programme Completion Report
- MANAGER - Staff Training Record and Course Completion Report



A list of tasks (eg course attendance approvals) that are waiting to be actioned

TASKS

Showing 4 of 4

- APPROVAL REQUIRED - Face-to-face booking request: Palliative Care Study Day, 8:00 AM-4:00 PM, 2 November 2017
- APPROVAL REQUIRED - Face-to-face booking request: Palliative Care Study Day, 8:00 AM-4:00 PM, 31 August 2017
- APPROVAL REQUIRED - Face-to-face booking request: Stepping up to Leadership, 8:30 AM-12:30 PM, 1 August 2017
- APPROVAL REQUIRED - Face-to-face booking request: Palliative Care Study Day, 8:00 AM-4:00 PM, 31 August 2017

[View all tasks](#)

STATISTICS

In the last 30 days your team has...

Team Members: 20 records shown

All members of your team are shown below.

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
[Redacted]	30 Jun 2017	25	20	0	0
[Redacted]	11 May 2017	21	14	0	0
[Redacted]	27 Jun 2017	34	23	0	0
[Redacted]	4 Jul 2017	22	18	0	0
[Redacted]	4 Jul 2017	12	10	0	0
[Redacted]	30 Jun 2017	21	15	0	0
[Redacted]	18 Jun 2017	13	10	0	0
[Redacted]	30 Jun 2017	31	23	0	0
[Redacted]	22 Jun 2017	21	16	0	0
[Redacted]	12 May 2017	16	10	0	0

Plans | Profile | Bookings | Records | Required

**Plans** – Learning plans. Managers can add courses and/or programmes to their staff members’ learning plans

**Profile** – Managers have the rights to view their staff profiles and profile information

**Bookings** – This will let you see what face to face bookings your staff member has attended (in the past) and ones that are coming up.

**Records** – Managers can view their staff members’ records of learning

**Required** – Any required learning that the staff member has been assigned