

Getting started

e-Learning for Healthcare currently has open access to all users. If you enter through the open access Health Education North West are unable to certify any ELFH learning activity. Please follow the process detailed below to make sure your training can be tracked, and evidence of completion provided.

How to access e-Learning for Healthcare

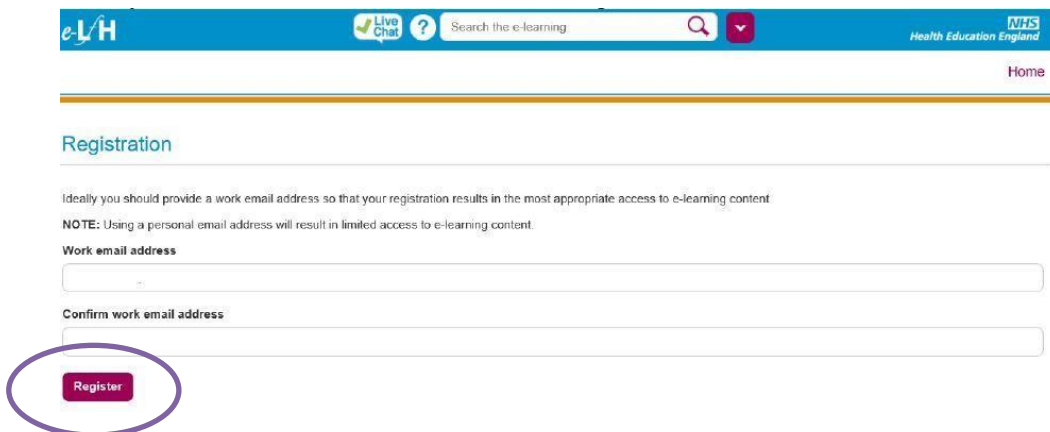
1. Go to <https://portal.e-lfh.org.uk/>
2. Select *Register/Log in*



3. Select *Register*



4. Enter your work email address and select *Register*



- Please select the following options
 In the left-hand box, select the 1st option "I work in a Dental Practice or University"
 In the right-hand box, select the 1st option "I am an NHS Dental Performer"
 *NB DCPs SHOULD SELECT THE SAME OPTIONS

Registration

About you

- I work in a Dental Practice or University Dental School that provides NHS care
- I am a care worker or hospice worker
- I work within the Social Care Sector in England and have a NMDS-SC registration code
- I am eligible for an OpenAthens account
- I am a student or student tutor/supervisor
- I am an active volunteer or I am interested in volunteering
- None of the above apply to me

Please select which applies to you in your current role:

- I am an NHS Dental Performer
- I am a Dental practitioner not on the Performers List
- I work in a non-dental role at an NHS Dental Practice
- I work in a University Dental School

e-LRH is a Health Education England Programme in partnership with the NHS and Professional Bodies

- Enter your registration details

- Then use the drop down to choose your role

Please select which applies to you in your current role:

- I am an NHS Dental Performer
- I am a Dental practitioner not on the Performers List
- I work in a non-dental role at an NHS Dental Practice
- I work in a University Dental School

I am an NHS Dental Performer

Tell us your job role:

Your Dental Council Registration Number

Surname

Register

8. Enter your workplace postcode

Your Current Role

Job Role (Staff Group)
Dental Nurse (Medical (GMC) and Dental (GDC))

Professional Body
General Dental Council

GDC Number

Grade
Not applicable

Primary Specialty
Select Specialty...

Place of Work

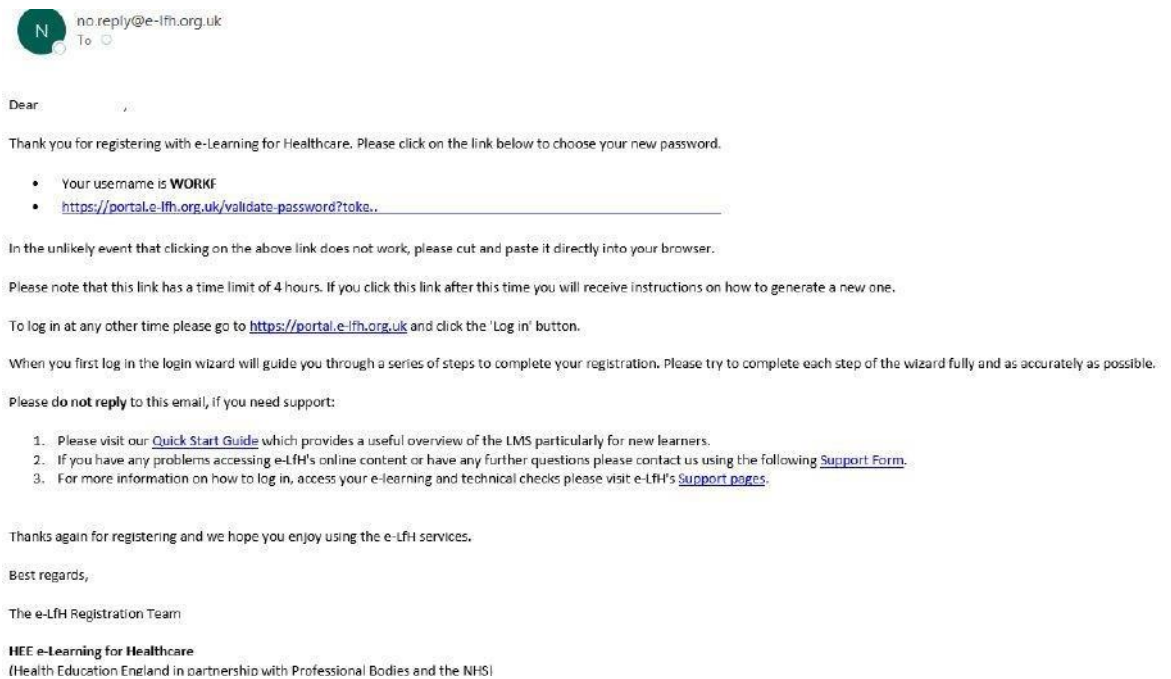
Start Date
30 Mar 2020

Place Of Work
Enter your ODS code (if known) or work place postcode to start searching

[Register](#)

e-LfH is a Health Education England Programme in partnership with the NHS and Professional Bodies

9. You will now be sent a confirmation email to your registered email. This will include your login details as well as user guides.



10. Click on the link in the email



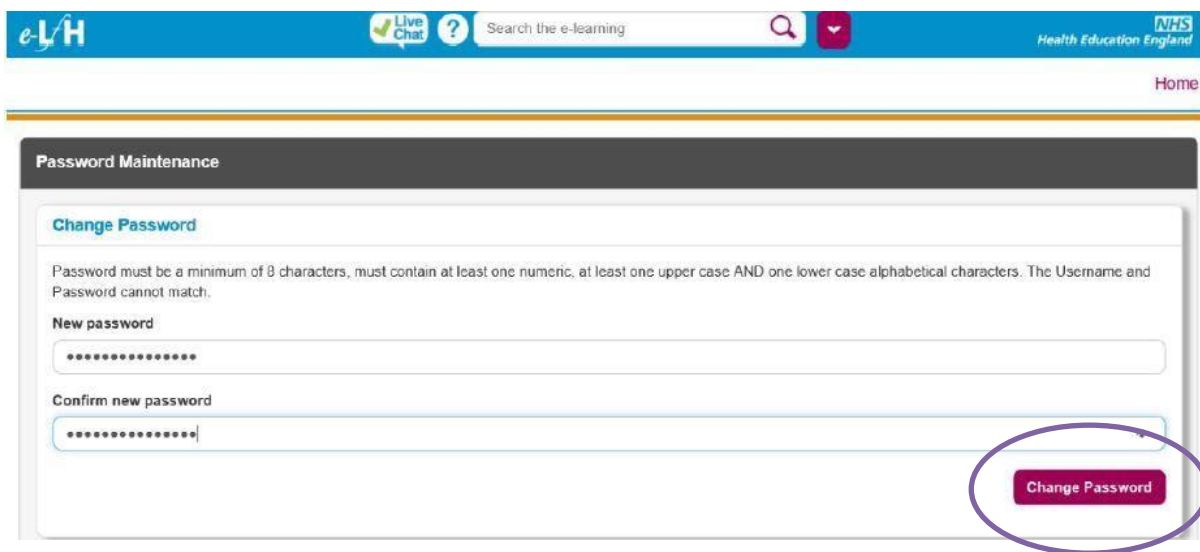
Dear ,

Thank you for registering with e-Learning for Healthcare. Please click on the link below to choose your new password.

- Your username is **WORKF**
- <https://portal.e-lfh.org.uk/validate-password?toke..>

In the unlikely event that clicking on the above link does not work, please cut and paste it directly into your browser.

11. Create a new password. Click *Change Password*

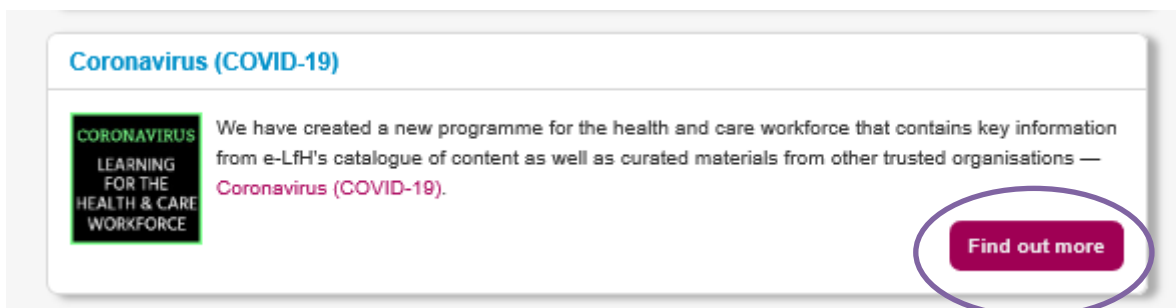


The screenshot shows the 'Password Maintenance' section of the e-LFH portal. It features a 'Change Password' form with the following elements:

- Change Password** (Section Header)
- Instructions: Password must be a minimum of 8 characters, must contain at least one numeric, at least one upper case AND one lower case alphabetical characters. The Username and Password cannot match.
- New password** (Text input field)
- Confirm new password** (Text input field)
- Change Password** (Red button, circled in purple)

12. You can now go to the log in page, enter your new details and complete your Registration.

13. To access Coronavirus (COVID-19) training click on *Find out more* on the home page after login



The screenshot shows a banner for 'Coronavirus (COVID-19)' training. It includes the following elements:

- Coronavirus (COVID-19)** (Section Header)
- CORONAVIRUS LEARNING FOR THE HEALTH & CARE WORKFORCE** (Image)
- Text: We have created a new programme for the health and care workforce that contains key information from e-LFH's catalogue of content as well as curated materials from other trusted organisations — **Coronavirus (COVID-19)**.
- Find out more** (Red button, circled in purple)

14. Then click *Enroll*. In future, this module will appear in *My e-learning*

The screenshot shows the 'Coronavirus (COVID-19)' module page. At the top right, there are two buttons: 'View' and 'Enroll'. The 'Enroll' button is circled in purple. Below the header, there are two main sections: 'My activity' and 'Programme information'. The 'My activity' section shows 'Last accessed: 21 Apr 2020, 11:41' and 'Current status: Incomplete'. The 'Programme information' section includes 'Title: Coronavirus (COVID-19)', 'Description: This programme contains e-learning courses relating to the prevention and treatment relating to the Coronavirus pandemic. In addition, useful links are included to other sources of information from the NHS and the UK Government.', 'Created: 18 Mar 2020', 'Last Major Update: 18 Mar 2020', and 'Keywords: Coronavirus, COVID-19, COVID, Infection Control, Hand Washing'. At the bottom, there are social media sharing options for Facebook, Twitter, and LinkedIn, along with a 'Copy URL' button.

15. To access individual training components within the Coronavirus (COVID-19) module, click the individual title in pink. For example, *Essential Guidance from the NHS, UK Government, WHO and BMJ*

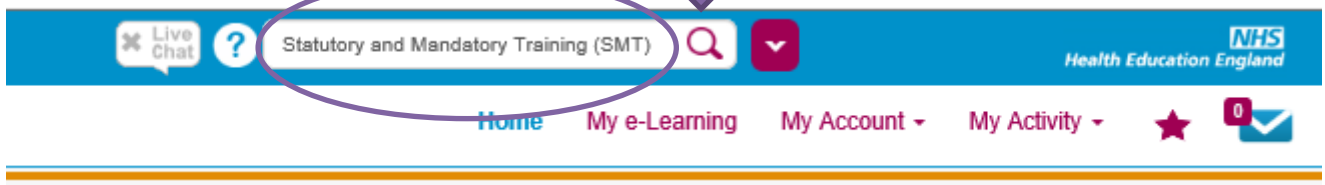
[My e-Learning](#) | [Full catalogue](#)

The screenshot shows a list of training resources. The first item, 'Essential Guidance from the NHS, UK Government, WHO and BMJ', is highlighted in pink and has a purple arrow pointing to it. Other items in the list include 'Public Health England - Personal Protective Equipment (PPE)', 'Minimum Requirements for Staff Returning to the NHS', 'Critical Care and Ward-Based Equipment Guides', and 'Resources for Staff Working in Critical Care Setting'. Each item has a star icon on the right side.

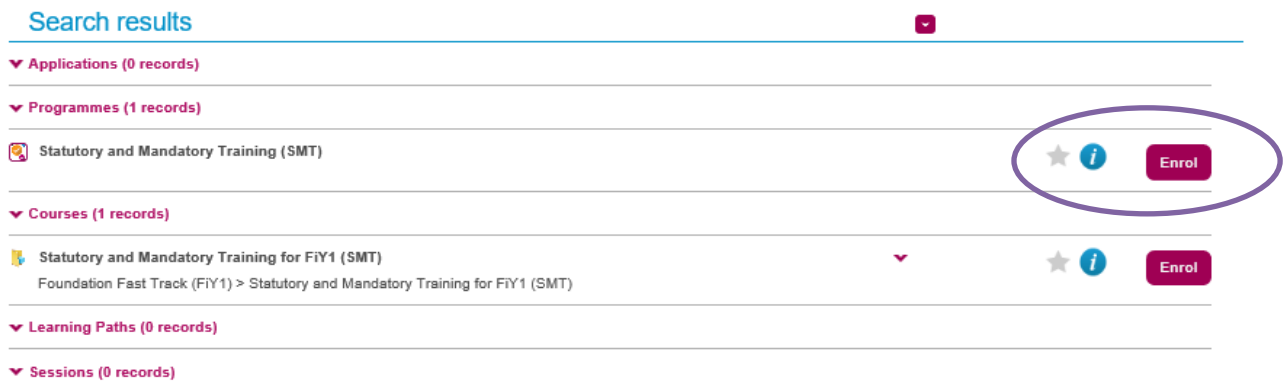
16. Then click *Play* on specific training resource. For example, *How to wash your hands (from nhs.uk)*

The screenshot shows a list of training resources. The third item, 'How to wash your hands (from nhs.uk)', is highlighted. A purple arrow points to the 'Play' button for this resource. Other items in the list include 'Coronavirus disease 2019 (COVID-19) - Best Practice Overview (from BMJ)', 'Resources from Royal Colleges and other professional bodies', and 'Coronavirus (COVID-19) - Public Guidance (from nhs.uk)'. Each item has a 'New' label, a speech bubble icon, a star icon, an information icon, and a 'Play' button.

- The full range of recommended learning is available on the COVID link on the drop-down menu. You are not expected to complete all the training available on the e-LfH Coronavirus (COVID-19) module.
- To access mandatory training enter *Statutory and Mandatory Training (SMT)* in the search bar at the top of the page and click search



- And click *Enroll*. You can select from the range of courses to complete dependent on your CPD needs.

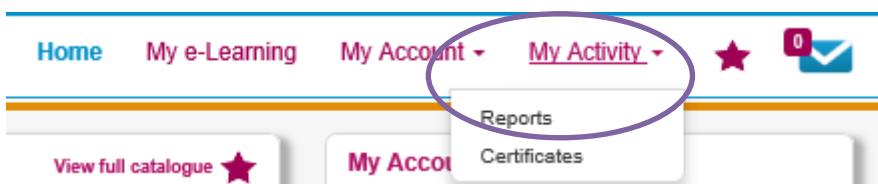


- Please note the certificate for e-learning for healthcare is not bespoke to dental professionals and does not meet e-CPD requirements.

An e-CPD certificate can be provided by Health Education North West. Please supply evidence (by email) in the form of the e-LfH certificate or an activity report along with your name and GDC number. Your certificate will include a reflection template which you can complete for your records.

To apply for you e-CPD certificate please contact DWT@hee.nhs.uk

- To create an activity report, go to *My Activity* & select *Reports* from the drop-down menu and complete fields shown and request *Download as pdf*.



22. Under *Select a report* select on *Activity Record (Itemised)*

Welcome Elaine | Log Out

Home My e-Learning My Account My Activity

Create a report

1. Select a report

- Activity Record (Itemised)
- Activity Record (Summarised)
- Programme / Course Summary

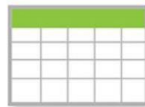
Activity Record (Itemised)
This report shows the title, date and time of access, duration, score (where applicable) and outcome for all the sessions you accessed in the specified time frame and displayed in date order (either ascending or descending). Select the Group by Programme option to see activity in each of the programme you have accessed separately.

23. Scroll down and *Select which Programmes/Courses to include in the report* and add the date range. Finally, scroll down to *Select a display option for your report* and select *Download as pdf*

4. Select a display option for your report



View Report On Screen



Download as CSV (for Excel)



Download as PDF

If you have any problems, please email your query to DWT@hee.nhs.uk