

TrainingTracker

Easy Guide

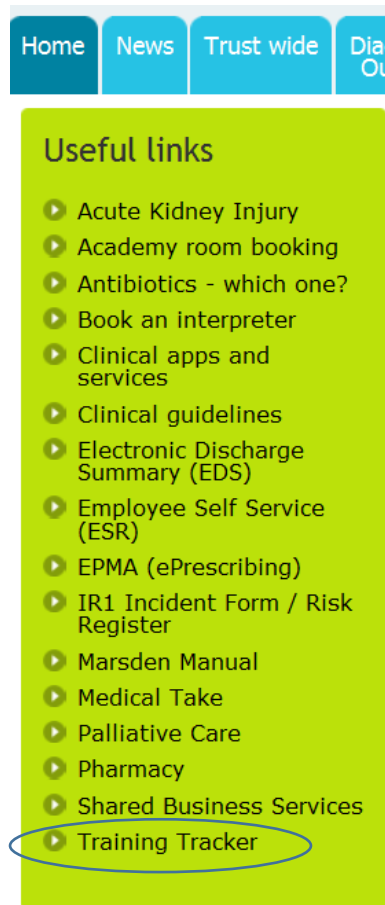
General Information

How do I access the e-learning system?

TrainingTracker is a web based system and can therefore be accessed from any PC, tablet or mobile with an internet connection. The address is:

<http://smnhst.trainingtracker.co.uk>

You can also access **TrainingTracker** through the GWH Intranet:



How can I get a username and password for the e-learning system?

New starters are automatically set up an account and emailed their log in details prior to Trust Induction. Existing staff who require a username and password should email academy.training@gwh.nhs.uk with their name and job title.

Completing your first module

When you log into **TrainingTracker** you will see various groups of modules:

The screenshot shows the TrainingTracker homepage. At the top is the 'TrainingTracker' logo. Below it is a navigation bar with 'Home', 'View Scores', and 'Change Password'. The main section is titled 'Select a training module'. It lists several expandable categories, each with a plus icon in a blue oval: 'Mandatory Training- CLINICAL- 2 YEARLY', 'Mandatory Training- CLINICAL- 3 YEARLY', and 'Mandatory Training- CLINICAL- ANNUAL/ONE OFF'. Below these are several text links: 'Role Specific- Please complete modules relevant to your job role', 'Clinical Skills Pre-course Assessments', 'Information Governance Introduction *MANDATORY ONE OFF*', 'Mentor Update- for all Nursing & Midwifery student mentors', 'RTT Level 1 Training', and 'Peer 2 Peer Vaccination'.

Each of these groups expands when clicked to show the modules within that group available to complete:

This screenshot shows the TrainingTracker homepage with the 'Mandatory Training- CLINICAL- 2 YEARLY' category expanded. The navigation bar and logo are the same. Under the 'Select a training module' heading, the expanded category is shown with a minus icon. It lists the following modules: 'Manual Handling Theory (including DSE)- Clinical- MANDATORY', 'Health & Safety,inc Major Incident Accident/IR1 reporting *Clinical 2 YRLY*', 'Transfusion of Blood&Blood Products- Nursing Auxiliaries: MANDATORY*2YRLY*', 'Transfusion of Blood and Blood Products - MANDATORY *2 YEARLY*', 'Alaris Asena GH/CC Syringe - MANDATORY for users of this device *2 YEARLY*', 'Contour Blood Glucose Meter - MANDATORY for device users *2 YEARLY*', 'Freestyle Optium H Ketone Meter - MANDATORY for device users *2 YEARLY*', 'Nutricia Flocare Infinity - MANDATORY for device users *2 YEARLY*', 'McKinley T34 ambulatory syringe driver- MANDATORY for users *2 YEARLY*', and 'Freestyle Optium H Blood Glucose Meter-MANDATORY FOR COMMUNITYDEVICE US'.

Choose a module to complete and click on the title. Once the module is open, read through the information- clicking the 'Next' button to go to the next page.

At the end of the module you will have the option to review the information or take the test. When you are ready choose 'Take the test' and answer the multiple choice questions.

Once you have answered the questions you will be told whether you have passed the module- if you have achieved the pass mark you will be given the option to print a certificate.

PLEASE NOTE- If you are unable to print a certificate when you complete the module you can view and print your certificates at any time through the 'View Scores' button on the home page.

SCORM modules

There are now SCORM modules on Training Tracker- these are presented in a different format to the other Training Tracker modules.

Completing a SCORM module

Follow the same process as above to select your module. Once within the module click the module title on the left hand side of the screen to start the module.

TrainingTracker

Home Hide Navigation Hide Header

Training Tracker™ SCORM Player

- **Information Governance Introduction updated quiz**
 - Information Governance Introduction updated quiz

Please read this before you start

You are now in the Training Tracker™ SCORM Player, Training Tracker. Your scores will be logged in Trainin

Use the links on the left to start your module.

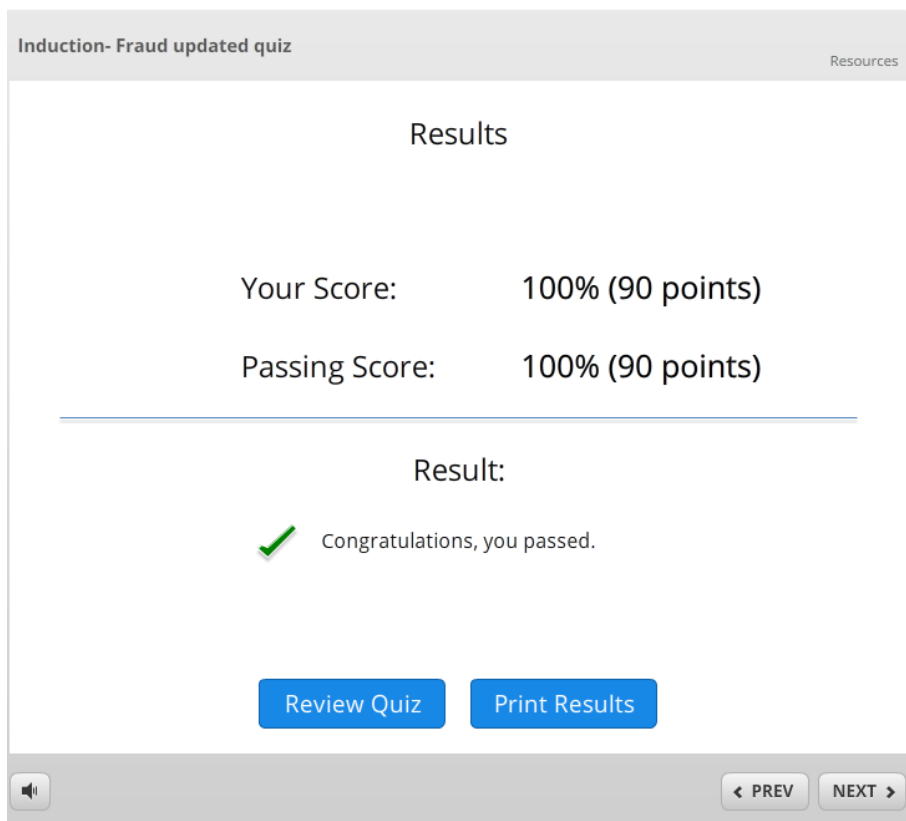
When you have completed the module a pop-up may then use the Training Tracker Home Page link on the

If you have difficulty seeing the whole of the module

- use the Hide Navigation link above to maximise th
- click and drag the frame border on the left to adj
- press F11 to maximise the screen (then press F11
- set your screen to a higher resolution

Click 'Next' on each slide and read through the information. Once you have read the information you will be automatically taken to the test. The test will not allow you to move onto the next question until you have answered the correct question correctly.

Once you have successfully completed the test you will see a results slide where you print your certificate:



On this slide it is important to click 'Next' which will take you to another slide with a 'Submit' button. Failure to do this will result in your training not recording as completed on Training Tracker and ESR and you will show non-compliant on the monthly compliance reports.

How do I know which modules to complete?

Although **TrainingTracker** provides a way to complete some of your Mandatory Training, it is NOT a record of what training you have completed or what training is outstanding/out of date. In order to determine which modules you are required to complete please refer to one of the following:

- 1- *Electronic Staff Record (ESR) Self Service 'Compliance Matrix'* - a comprehensive record of Mandatory Training completed via both e-learning and classroom sessions, and training which is not yet completed/out of date but required for your individual role. Details of how to gain access to this system can be found here:
- 2- *Electronic Staff Record (ESR) monthly compliance reports*- managers receive a monthly report of their teams Mandatory training compliance which is pulled from ESR- you can request a copy of your training record from your manager

There is also guidance regarding which modules are appropriate for your role in the 'Easy Guide to Mandatory Training' which can be found on the intranet. **PLEASE NOTE- not all modules are mandatory- just because you can access a module on Training Tracker does not mean you have to complete it.**

What do the symbols on TrainingTracker mean?

- ✓ A green tick indicates that you have completed the module and it is in date
- ⊖ A grey tick indicates that a module has expired
- ✗ A red cross indicates that the module was not successfully completed
- 🕒 An orange tick indicates that the module is due to expire in the next 30 days. If you hold the cursor over the tick you will see how many days there is until the module expires.
- 🔄 A blue circle indicates that a module has been completed but not finished

PLEASE NOTE- although these ticks are a helpful indication of which modules are complete/which modules are due to expire they are not a comprehensive way of determining which Mandatory training is due. The best way to determine this is to use the ESR Employee Self Service or the ESR monthly compliance reports.

How long does it take my completed TrainingTracker modules to be recorded on ESR?

TrainingTracker completion is not automatically transferred to ESR- a manual process transfers the information and is performed twice a week. If any training is not yet showing compliant on ESR 2 weeks after being successfully completed on TrainingTracker please email MTreport.Queries@gwh.nhs.uk so the error can be investigated.

Common Training Tracker issues

...I am having technical trouble with the system on my PC

- Please contact the Academy on 01793 605329/604661 (not the IM&T department)

...I don't have the right skills to use a PC

- For general IT skills please contact the IM&T department on 01793 605858 to discuss your general IT training needs.
- For training in use of TrainingTracker contact the Academy on 01793 605329/604661

...I have no or very limited access to a PC at work...

- TrainingTracker is a web based system so can be accessed at home (time back in lieu/time off for this will need to be discussed with your manager prior to completing the training)

- You can also access PC's in the library at, The Academy, Lower Ground floor, Great Western Hospital; Bookends, Lower Ground floor, Great Western Hospital and Warminster community hospital training office.