

Information Governance eLearning:

Step-by-step user guide for GMPs

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[Digital Health and Care Wales Digital Health and Care Wales / Iechyd a Gofal Digidol Cymru](#)

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1. Getting started

Follow the link to the NHS Wales e-learning Academy homepage: <https://learning.wales.nhs.uk>

If you already have an eLearning account, please login using your username and password and proceed to the courses section.

If you require a new account to be set up, please email the Team at elarning@wales.nhs.uk, with the completed 'New Account Request form' or for setting up several accounts use the 'Bulk Upload form'. See below:



newaccountrequest
form.docx



Blank bulk up load
form.csv

Log into your account. Once you are at the home page, click into 'NHS'.



Learning@Wales

Search Courses

Home My Courses **NHS** Log Authorities Welsh Government Learning Disabilities

Hide blocks Standard view

ANNOUNCEMENTS NHS Wales Violence against women, domestic abuse and sexual violence is now available for all site users. Click to view

E-LEARNING

Carer Awareness Domestic Violence Help Basic Awareness LD

Calendar

Once you have clicked onto 'NHS', you then select the organisation you are employed by.



If you have any problems call the [Helpdesk on 01443 848636](tel:01443848636) or contact elarning@wales.nhs.uk.

2. Finding the course

Once you have clicked into GP, select either Admin or Clinic staff.



Next you are able to select the course, such as Information Governance – Level 1.



Topic 1	Fire Safety	<input type="checkbox"/>
Topic 2	Health & Safety – Level 1	<input type="checkbox"/>
Topic 3	Infection Prevention and Control – Level 1	<input type="checkbox"/>
Topic 4	Infection Prevention and Control – Level 2	<input type="checkbox"/>
Topic 5	Information Governance – Level 1	<input type="checkbox"/>
Topic 6	Manual Handling Module A (Level 1)	<input type="checkbox"/>

3. Enrolment Key

The first time you access the course an **‘Enrolment Key’** will be required.

Each Practice will each have their own unique ‘Enrolment Key’ which is to be used only by the staff of that Practice. This is the ‘W-code’ for the Practice main site, followed by an exclamation mark.

For example: **W12345!**

Please Note:

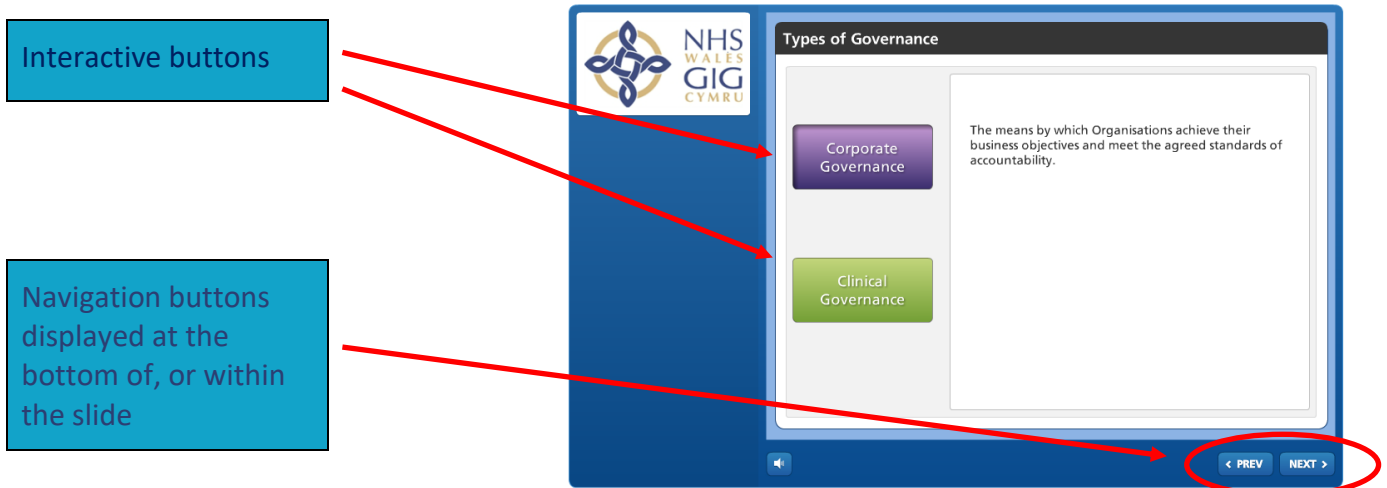
The Enrolment Key is case sensitive - the ‘W-code’ is entered with a capital W

Ensure the key is typed in correctly - DO NOT ‘copy/cut and paste’

4. Accessing the course

Course content

The course is organised into interactive slides



End of Course

The course currently ends by displaying Health Board policies, unless you are a managed practice these are unlikely apply to you, therefore close the window and return to the menu to complete the Assessment

5. The Assessment

Select the Assessment link within the course menu



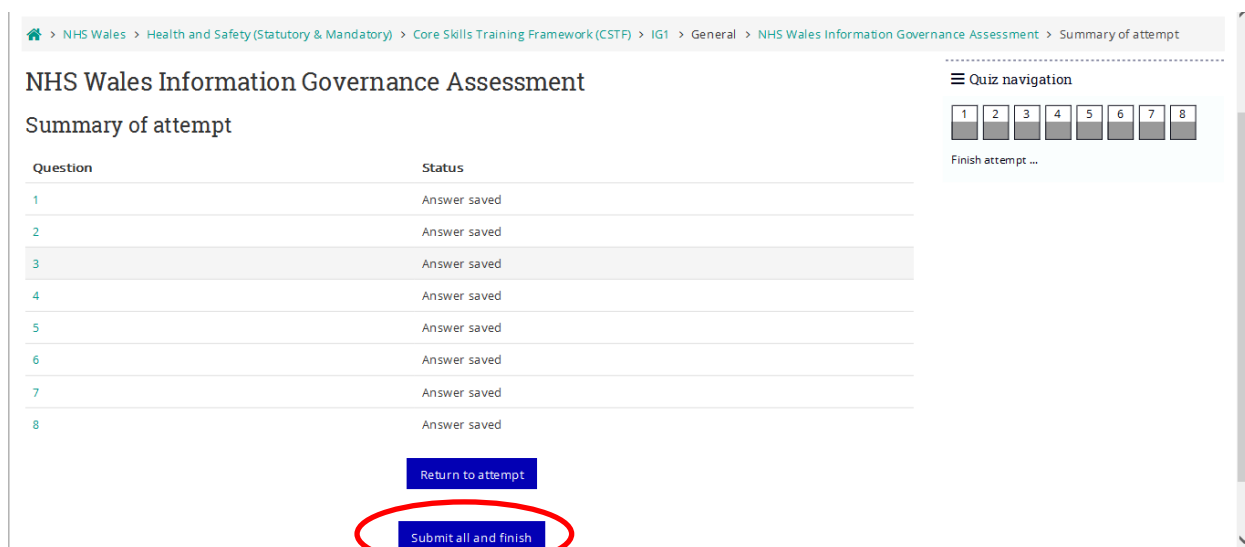
Within the Assessment, you will be required to answer all eight questions.

Guidance on how to answer the questions is provided, for example, 'Select one only', 'Choose from the list below' etc.

You can work through the questions by using the navigation buttons at the side of the page.

Submitting your answers

Once you have attempted the Assessment, you will be directed to the Summary page



NHS Wales Information Governance Assessment

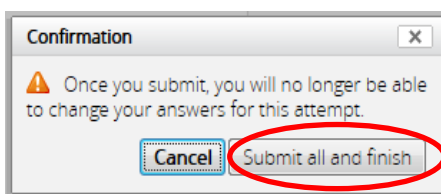
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved

Return to attempt

Submit all and finish

Here you will be alerted to any questions that have not been. Once you have completed the Assessment by answering all the questions, you should re-check your answers before submitting. You will also be reminded that you will not be able to change your answers once you submit. When you think you have answered all questions to the best of your knowledge select, 'Submit all and finish'.



This pop up box will appear to confirm you are happy to proceed, if you are, select 'Submit all and finish'. This will finalise your attempt.

Note: If you have not met the minimum assessment score within three attempts, the account for the course being undertaken will be locked. Should this happen, please notify your organisational contact.

6. Getting your Certificate

Once you have completed and passed your assessment, select the 'Finish Review' option as highlighted below. This option also appears at the bottom of the questions.

Started on	Tuesday, 15 August 2017, 1:29 PM
State	Finished
Completed on	Tuesday, 15 August 2017, 1:30 PM
Time taken	1 min 7 secs
Marks	8.00/8.00
Grade	1.00 out of 1.00 (100%)
Feedback	Congratulations you have passed

☰ Quiz navigation

1	2	3	4	5	6
7	8				

Show one page at a time

Finish review

The following screen will appear confirming your pass mark.

Click on the certificate icon on the right hand side

Review **Feedback**

Review Congratulations you have passed

Participation

- General
 - Information Governance
 - NHS Wales Information Governance Assessment**
 - NHS Wales Information Governance Certificate

Please note: You can also re-visit your certificate by returning to this link

Select the 'Get your Certificate'

Summary of previously received certificates

Issued

Tuesday, 15 August 2017, 1:30 PM

Click the button below to open your certificate in a new browser window.

Get your certificate

The system will generate a certificate in a PDF. format in which you can then either 'Print' or 'Save' to a file.

Please note: If the Save/Print option is not available when the certificate is generated, you can use the keyboard shortcut keys **Shift+Ctrl+S** to **Save** or **Ctrl+P** to **Print**

7. Learning Support / IT Support

If you have any login issues, call the helpdesk on 01443 848636. Lines are open between 8:45 and 16:45. Alternatively you can email the eLearning helpdesk at elearning@wales.nhs.uk.

If you experience any problems viewing images, distorted pages or requiring any software updates please contact your local IT support.

Software Requirements

Your machine or device will require 3 specific applications to complete all e-learning modules. Please ensure you have the following packages;

- Internet Explorer 8 or later
- Flash Player [Version 10]
- Silverlight [Minimum Version 4]

Most modern day computers will have these already installed. Please contact your local IT department if you experience any issues with the course.

Accessibility

To make web pages easier to see, you can change the font type and size, and the foreground and background colours that are used to display web pages. You can also specify the colour used for links in web pages, and override colours used on web pages.