## How to book EMR Phase 2.1 Face to Face training



Digital Health Quick Reference Guide

EMR Phase 2.1 Face to Face training sessions are available from Monday 5<sup>th</sup> June until Friday 30<sup>th</sup> June 2023.

1. Log in to <u>WeLearn</u> using your Western Health email and password.



2. From the top bar, select **Search Catalogue**.

Western Heal	th	WELEARN Best Learning, Best Care.
Home My Learning	Search Catalogue My Reports - Help - Admin -	B + 0 -

3. A list of training appears. Scroll down to EMR Face to Face Training and click on the Go to course button.

EMR Face to 1	Face Training
Description:	This optional face-to-face training session is designed to support the kills and knowledge required to use the Electronic Medical Record (EMR) effectively in your role for EMR Phase 2.1 implementation.
Recommended For:	This optional course is recommended for staff that prefer to learn with a trainer present, or need further support after completing their online Welearn package.
Delivery Mode:	Face to Face
Course Duration:	2 hours
Course Contact:	EMR Training Team (WHS-EMRTrainers@wh.org.av)
Go to course	

4. To book yourself into the correct training session, select Choose Training Pathway.

Administration Course administration South role to Course and role to		Đ	Digital Health CONNECTING BEST CARE	Western Health
			Information Site digitalhealth.wh.org. Formerly known as LiveEMR	au
			EMR Face to Face Training	
	About this course	,	🕅 Choses Training Pathway >	All Other Areas End User Training 3

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5. Select your discipline in "STEP 1" from the list by ticking the box. For this example, **Nursing** will be selected.

STEP 1: Choose your discipline from the list below	
Allied Health	
Clerical	
Medical	
Midwifery	
Nursing	
Pharmacy	
Research	

6. Select your work area in "STEP 2". For this example **Nursing – Specialist Clinics** will be selected.

STEP 1: Choose your discipline from the list below	
Allied Health	
Clerical	
Medical	
Midwifery	
Nursing	
Pharmacy	
Research	
STEP 2: Choose your area from the list below	
Nursing - Cancer Services	
Nursing - Emergency	
Nursing - NICU	
Nursing - DPU/Theatre	
Nursing - ICU	
Nursing - Specialist Clinics	
Nursing - Community Services	
Nursing - All Other Areas	

7. Click on the hyperlink *here* in "STEP 3" to be directed to the available sessions.

STEP 1: Choose your discipline from the list below	
Alled Health	
Clerical	
Medical	
Midwifery	
Nursing	<b>V</b>
Pharmacy	
Research	
STEP 2: Choose your area from the list below	
Nursing - Cancer Services	
Nursing - Emergency	
Nursing - NICU	
Nursing - DPU/Theatre	
Nursing - ICU	
Nursing - Specialist Clinics	~
Nursing - Community Services	
Nursing - All Other Areas	
STEP 3: Click there o see available sessions.	

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8. Session availabilities will be shown. Select a session with availability by clicking on the **Go to event** button.

			Nursing Training		
		d are a support for staff that prefer to lea d User Training Sessions	m with a trainer present, or have had difficulties with the WeLearn pa	ckage.	0
Event status	Seats available	Session times	Reams	Facilitators	Actions
Upcoming Booking open	7	5 June 2023, 11:30 AM - 1:30 PM Treeme Autoria/Nebourie	Footscray Hospital 4 West - EMR Training Room		Go to event
Upcoming Booking open	8	13 June 2023, 11:30 AM - 1:30 PM Treasure Australia/Melkourse	Footscray Hospital, Computer Training Room		Go to event
Upcoming Booking open	7	14 June 2023, 11:30 AM - 1:30 PM Timesone Autosite/Mellourne	Sunshine Hospital WCHRE – Level 2 Seminer Tutorial Room 7		Go to event

**9.** To enrol in this session, navigate to the **Receive confirmation by field** on the right of the page. Open the dropdown box and select how you would like to receive your enrolment confirmation.

For this example, Email with iCalendar appointment is selected.

EMR Nursing - Specialist Clinics End User Training Sessions • Event Facilitater whs-emrtralees@wh.org.au Sesta available 2	There are required fields in this form marked ". Sign-up Requests for session organiser
Sign-up peried Before 4 June 2023, 1:35 PM Timeson: Australiu/Meteourne Event booking Booking open Editing Facilitator	Receive confirmation by* Email with Celender appointment Email with Celender appointment Do not send confirmation

## 10. Click on the Sign-up button.

EMR Nursing - Specialist Clinics End User Training Sessions • Event Facilitator who emetraliers@whorg.au Seats available 7	There are required fields in this form marked " . Sign-up Requests for session organiser
Sign-up period Before 4 June 2023, 1155 PM Thesize Aurille Methodene	Receive confirmation by*
Event booking Booking open	Email and current appointment
Editing Facilitator Terreta Fitzmanice (admin), Barbara Lennon Iadmin), Kristin Soldrick (Admin), Melika Lennkonel/Admin), Jessica Humh (Admin)	Sign-up

**11.** Booking for your EMR Face to Face training session is now confirmed.

Booked
Cancel booking

Please contact the Digital Health Training Team if you have any queries - WHS-EMRTrainers@wh.org.au