

# How to book EMR Phase 2.1 Face to Face training



**Digital Health**  
CONNECTING BEST CARE

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.

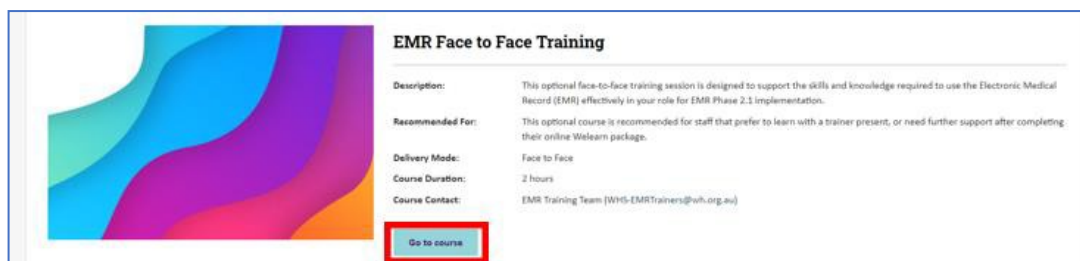
1. Log in to [WeLearn](#) using your Western Health email and password.



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



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



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





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

Discipline	Selected
Allied Health	<input type="checkbox"/>
Clerical	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Midwifery	<input type="checkbox"/>
Nursing	<input checked="" type="checkbox"/>
Pharmacy	<input type="checkbox"/>
Research	<input type="checkbox"/>

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

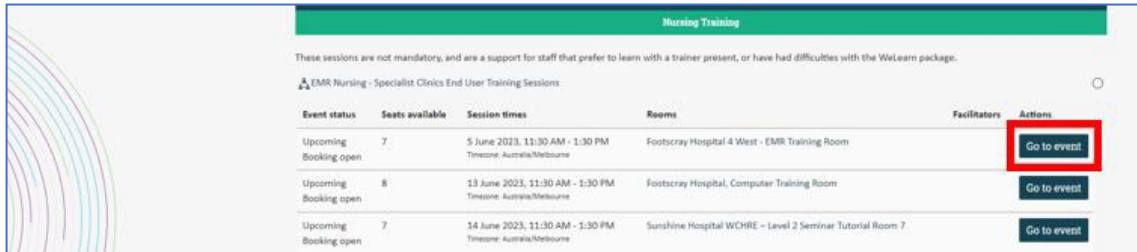
Work Area	Selected
Nursing - Cancer Services	<input type="checkbox"/>
Nursing - Emergency	<input type="checkbox"/>
Nursing - NICU	<input type="checkbox"/>
Nursing - DPU/Theatre	<input type="checkbox"/>
Nursing - ICU	<input type="checkbox"/>
Nursing - Specialist Clinics	<input checked="" type="checkbox"/>
Nursing - Community Services	<input type="checkbox"/>
Nursing - All Other Areas	<input type="checkbox"/>

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

Work Area	Selected
Nursing - Cancer Services	<input type="checkbox"/>
Nursing - Emergency	<input type="checkbox"/>
Nursing - NICU	<input type="checkbox"/>
Nursing - DPU/Theatre	<input type="checkbox"/>
Nursing - ICU	<input type="checkbox"/>
Nursing - Specialist Clinics	<input checked="" type="checkbox"/>
Nursing - Community Services	<input type="checkbox"/>
Nursing - All Other Areas	<input type="checkbox"/>

STEP 3: Click **here** to see available sessions.

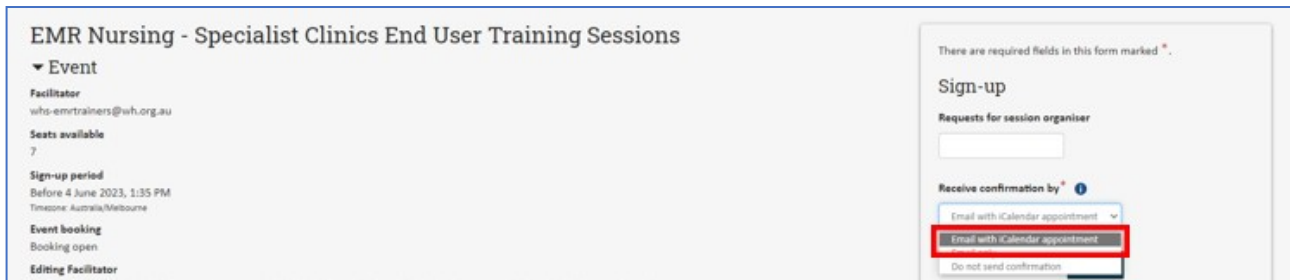
8. Session availabilities will be shown. Select a session with availability by clicking on the **Go to event** button.



Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	7	5 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Nebraska	Footscray Hospital 4 West - EMR Training Room		<b>Go to event</b>
Upcoming Booking open	8	13 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Nebraska	Footscray Hospital, Computer Training Room		Go to event
Upcoming Booking open	7	14 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Nebraska	Sunshine Hospital WCHRE - Level 2 Seminar 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 drop-down 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

Facilitator  
who-emrtrainers@wh.org.au

Seats available  
7

Sign-up period  
Before 4 June 2023, 1:35 PM  
Timezone: Australia/Nebraska

Event booking  
Booking open

Editing Facilitator

There are required fields in this form marked \*.

Sign-up

Requests for session organiser

Receive confirmation by \*

Email with iCalendar appointment

Do not send confirmation

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



EMR Nursing - Specialist Clinics End User Training Sessions

▼ Event

Facilitator  
who-emrtrainers@wh.org.au

Seats available  
7

Sign-up period  
Before 4 June 2023, 1:35 PM  
Timezone: Australia/Nebraska

Event booking  
Booking open

Editing Facilitator  
Teresa Fitzmaurice (Admin), Barbara Lennon (Admin), Kristin Goldrick (Admin), Malissa Langdon (Admin), Jessica Huynh (Admin)

There are required fields in this form marked \*.

Sign-up

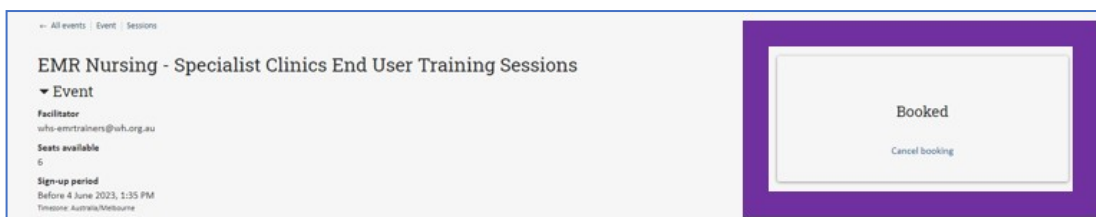
Requests for session organiser

Receive confirmation by \*

Email with iCalendar appointment

**Sign-up**

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



EMR Nursing - Specialist Clinics End User Training Sessions

▼ Event

Facilitator  
who-emrtrainers@wh.org.au

Seats available  
6

Sign-up period  
Before 4 June 2023, 1:35 PM  
Timezone: Australia/Nebraska

**Booked**

Cancel booking

Please contact the Digital Health Training Team if you have any queries – [WHS-EMRTrainers@wh.org.au](mailto:WHS-EMRTrainers@wh.org.au)