

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 5th June until Friday 30th June 2023.

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



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


Western Health

Home My Learning **Search Catalogue** My Reports Help Admin

Dashboard / Facilitator

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

Page: 1 2 3 4 5 6 7 8 9 10 11 (Next)



EMR Face to Face Training

Description: This optional face-to-face training session is designed to support the skills 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

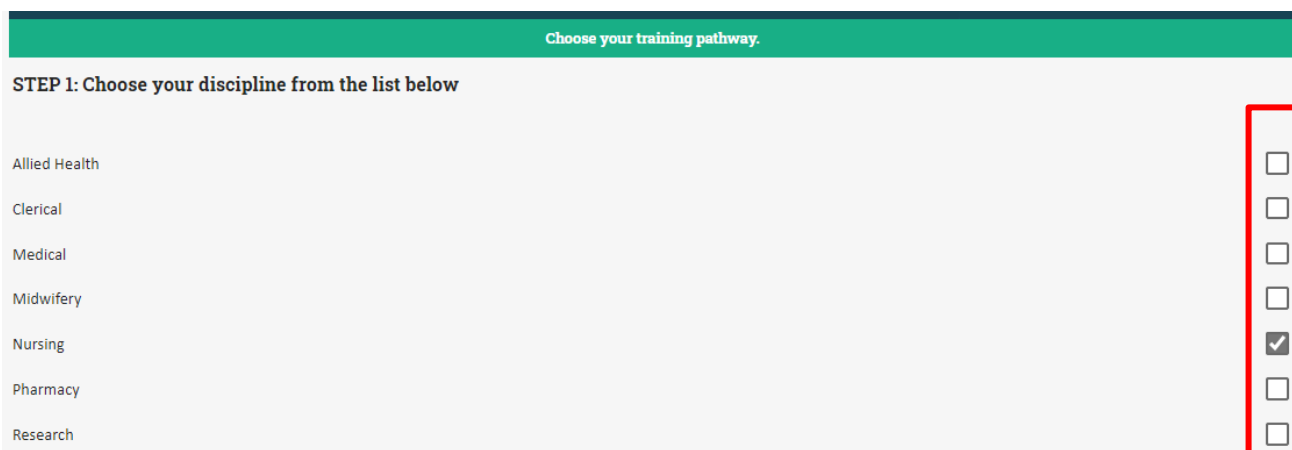
Course Contact: EMR Training Team (WHS-EMRTrainers@wh.org.au)

[Go to course](#)

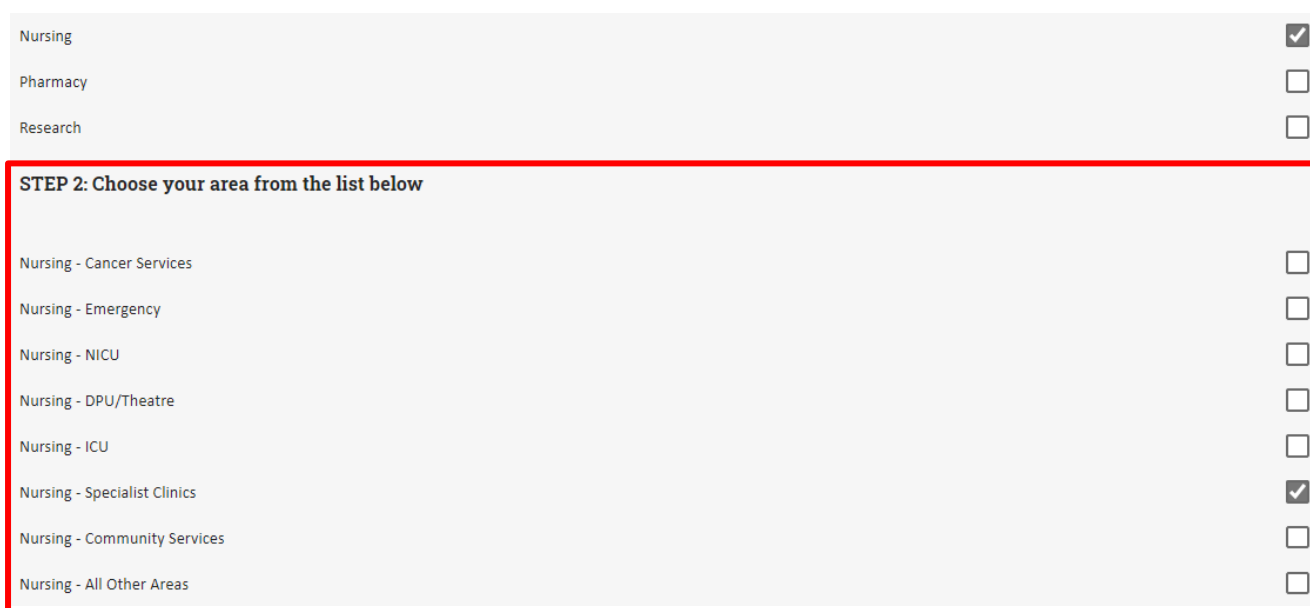
4. To book yourself into the correct training session, select **Choose Training Pathway**.



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



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



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

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

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.



Nursing Training

These sessions are not mandatory, and are a support for staff that prefer to learn with a trainer present, or have had difficulties with the WeLearn package.

EMR Nursing - Specialist Clinics End User Training Sessions

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	8	13 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Melbourne	Footscray Hospital, Computer Training Room		Go to event
Upcoming Booking open	7	14 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Melbourne	Sunshine Hospital WCHRE – Level 2 Seminar Tutorial Room 7		Go to event
Upcoming Booking open	8	15 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Melbourne	Footscray Hospital 4 West - EMR Training Room		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
whs-emrtrainers@wh.org.au

Seats available
8

Sign-up period
Before 12 June 2023, 1:35 PM
Timezone: Australia/Melbourne

Event booking
Booking open

Editing Facilitator
Teresa Fitzmaurice (admin), Barbara Lennon (admin), Kristin Goldrick (Admin), Meilisa Lengkong(Admin), Jessica Huynh (Admin)

Details
This session is an **optional** face to face session for staff members that need further support after completing their relevant Welearn module.
The session will be conducted in a room with a computer, so you will not need to bring anything, only yourselves and any questions you might have!
For further information please contact the EMR Learning Development Team on whs-emrtrainers@wh.org.au.

▼ Sessions

Status	Times	Rooms
Upcoming	13 June 2023, 11:30 AM - 1:30 PM Timezone: Australia/Melbourne	Footscray Hospital, Computer Training Room

There are required fields in this form marked *.

Sign-up

Requests for session organiser

Receive confirmation by* ⓘ

Email with iCalendar appointment ▼

Sign-up

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

EMR Nursing - Specialist Clinics End User Training Sessions

▼ Event

Facilitator
whs-emrtrainers@wh.org.au

Seats available
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Details

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
whs-emrtrainers@wh.org.au

Seats available
7

Sign-up period
Before 12 June 2023, 1:35 PM
Timezone: Australia/Melbourne

Booked

Cancel booking

Please contact the Digital Health Learning & Development Team for any further queries – WHS-EMRTrainers@wh.org.au