

EMR Training for Mental Health Staff 2024 – EMR for View Only

To gain access to the Electronic Medical Record (EMR) at Western Health, staff are required to complete EMR Training via our online learning platform, Welearn.

HOW TO ACCESS AND COMPLETE EMR TRAINING VIA WELEARN

1. Log into <u>Welearn</u>	WELEARN Best Learning, Best Care.	
 From the toolbar, select My Learning > My Learning Staff will be enrolled into the EMR Course they are required to complete. 	Western Health Home My Learning Search Cat Dashboar My Learning Record of Learning My Bookings	
 Under the Mandatory Learning section, click on the EMR course name you have been allocated. 	Mandatory learning Course EMR for View Only	
 The course displays. Click on "All Sections" 	EMR for View Only	
 Click on the link to launch the e- Learning module. 	EMR for View Only Click on the link below to launch the elearning module. EMR for View Only ©	





TROUBLESHOOTING

1. I can't find the EMR module from my mandatory learning section

If the EMR module is not in your "My Learning" page, follow the instructions below:

1.	Click on "Search Catalogue"		
		Western Health	
		Home My Learning ~ Sea	irch Catalogue
2.	In the Search field, type "EMR for View	Catalogue Entries Custom tags	
	Only" and click	View as tiles View as a calendar Add a new	/ Catalogue Entry
	Search.	Search by Name or Description	EMB for View Only
		Course Type	Select 👻
		Filter by Role	Any v
		NSQHS Standards	Any v
		Area of Speciality	Any
		Fee Туре	Any v
		Course or program starts between:	7 V February V 2024 V 🔄 🗆 Enable
		and	7 V February V 2024 V 🗊 🗆 Enable
			Search Clear
3.	Click on the " Go to course" button on		EMR for View Only
	the "EMR for View		This entry references no learning.
	Only" Course		Description: This course is designed to provide you with the skills and knowledge required to use the Electronic Medical Record (EMR) effectively in your role.
	Only Course.		Delivery Mode: elearning Foundational Training For: Staff with View Only Access to EMR
			Course Duration: 45 minutes Course Contact: EMR Training Feam (WHS-EMRTrainers@ruh.org.au)
			Go to course
			Standard 1 Clinical Governance Standard 6 Communicating for Safety
4.	Click on "Enroll	Enrolment options	
	me" button.	EMR for Nurses	
		Adding to Diverse Street Terroration and the	
Follow Stops 4 6 above		the state of the s	
1 011011		And a state of the second	
		▼ Self enrolment (Learner)	
		No enrolment	: key required.
		Enrol me	
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2. I have completed the Welearn module, but I have some questions. How can I get help?

If you have completed the online module and need additional support, the EMR training team can provide virtual supplementary training session and answer any questions you have. Please reach out via <u>EMR-WHSTrainers@wh.org.au</u> to get more support.

Additionally, we have a wealth of resources available on our **Digital Health Site**.

- Our <u>Quick Reference Guide</u> page contains step-by-step guide on how to complete tasks on the EMR
- Our What Goes Where page contains information on which applications to use
- Our Workflow and Functionality Videos page contain short clips on EMR related training videos

3. How do I provide feedback on the EMR training module?

Your feedback is important to us. Complete the Survey link attached in the Welearn Course to provide your thoughts on the EMR for View Only module.

Course Evaluation

Once you have completed this course, you can provide your feedback on your experience by clicking on the link below:

