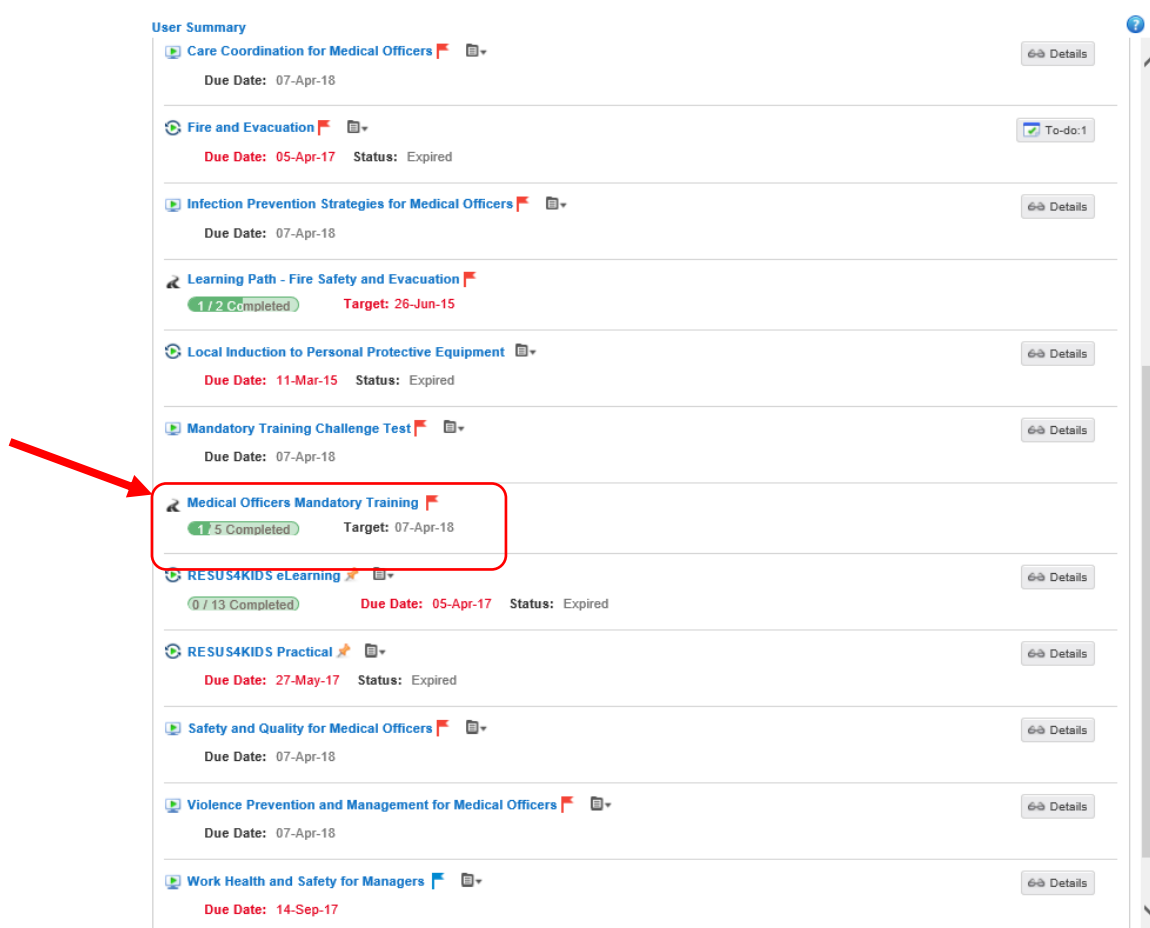


## Instructions on how to complete the Medical Officers Mandatory Training.

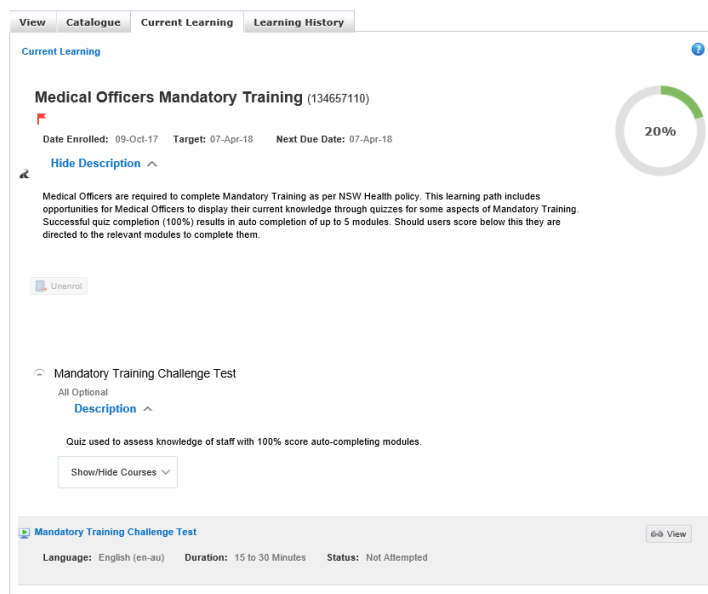
1. Access your *My Current Learning* Tab in the My Health Learning: Learning Management System (MHL:LMS)
  - a. A list of current required training modules to be completed is displayed.
2. Scroll down the list until you find **Medical Officers Mandatory Training** with the road/pathway icon. (see below)



The screenshot shows a 'User Summary' page with a list of training modules. A red arrow points to the 'Medical Officers Mandatory Training' module, which is highlighted with a red box. The module shows '1 / 5 Completed' and a 'Target: 07-Apr-18'.

Module Name	Due Date	Status	Progress	Target
Care Coordination for Medical Officers	07-Apr-18			
Fire and Evacuation	05-Apr-17	Expired		
Infection Prevention Strategies for Medical Officers	07-Apr-18			
Learning Path - Fire Safety and Evacuation			1 / 2 Completed	26-Jun-15
Local Induction to Personal Protective Equipment	11-Mar-15	Expired		
Mandatory Training Challenge Test	07-Apr-18			
<b>Medical Officers Mandatory Training</b>	07-Apr-18		1 / 5 Completed	07-Apr-18
RESUS4KIDS eLearning	05-Apr-17	Expired	0 / 13 Completed	
RESUS4KIDS Practical	27-May-17	Expired		
Safety and Quality for Medical Officers	07-Apr-18			
Violence Prevention and Management for Medical Officers	07-Apr-18			
Work Health and Safety for Managers	14-Sep-17			

3. Click on Title to open link. The page showing the modules in the pathway is displayed.



The screenshot shows the 'Medical Officers Mandatory Training' page. The page has a progress indicator of 20% and a description of the training path. The 'Mandatory Training Challenge Test' is listed as an optional module.

**Medical Officers Mandatory Training** (134657110)

Date Enrolled: 09-Oct-17 Target: 07-Apr-18 Next Due Date: 07-Apr-18

20%

**Hide Description** ^

Medical Officers are required to complete Mandatory Training as per NSW Health policy. This learning path includes opportunities for Medical Officers to display their current knowledge through quizzes for some aspects of Mandatory Training. Successful quiz completion (100%) results in auto completion of up to 5 modules. Should users score below this they are directed to the relevant modules to complete them.

Unenrolled

Mandatory Training Challenge Test

All Optional

**Description** ^

Quiz used to assess knowledge of staff with 100% score auto-completing modules.

Show/Hide Courses v

Mandatory Training Challenge Test

Language: English (en-au) Duration: 15 to 30 Minutes Status: Not Attempted

Quiz used to assess knowledge of staff with 100% score auto-completing modules.

Show/Hide Courses ▾

**Mandatory Training Challenge Test** Go View

Language: English (en-au) Duration: 15 to 30 Minutes Status: Not Attempted

Care Coordination for Medical Officers  
 All Mandatory (1)  
 Description ▾  
 Quiz and module identifying basic responsibilities of medical staff in relation to Care Coordination.  
 Show/Hide Courses ▾

**Care Coordination for Medical Officers** Go View

Language: English (en-au) Duration: 15 to 30 Minutes Status: Not Attempted

Infection Prevention Strategies for Medical Officers  
 All Mandatory (1)  
 Description ▾  
 Quiz and module identifying basic responsibilities of medical staff in relation to Infection Control.  
 Show/Hide Courses ▾

**Infection Prevention Strategies for Medical Officers** Go View

Language: English (en-au) Duration: 20 to 30 Minutes Status: Not Attempted

Safety and Quality for Medical Officers  
 All Mandatory (1)  
 Description ▾  
 Quiz and module identifying basic responsibilities of medical staff in relation to Safety and Quality.  
 Show/Hide Courses ▾

**Safety and Quality for Medical Officers** Go View

Language: English (en-au) Duration: 10 to 20 Minutes Status: Not Attempted

Work Health and Safety for Medical Officers  
 All Mandatory (1)  
 Description ▾

4. Start with the [Mandatory Training Challenge Test](#).
  - a. If you achieve 100% in this overarching challenge test, you are deemed as competent across all the required Medical Officers Mandatory Training modules in the Learning Pathway. This means you will be auto-completed against the rest of the modules listed under the Challenge Test and all modules will be transferred to your Learning History Record as completed.
  - b. If you do not achieve 100%, you are required to complete each of the modules individually. These can be done in any order you wish.
  - c. Each module allows you the option of attempting an upfront quiz (challenge test) specific to the content of the module you have opened.
    - i. If you achieve a result within the required parameters you will be deemed competent and auto-completed against that particular module.
    - ii. If you do not achieve the required result you will need to do the whole module in its entirety until you successfully complete it.
  - d. Repeat this process with each of the modules in the pathway until all are completed, either through completing the quiz successfully or doing the whole module to achieve the required result.
  - e. Once all modules in the Learning Pathway have been completed, all modules will be transferred to your Learning History Record.