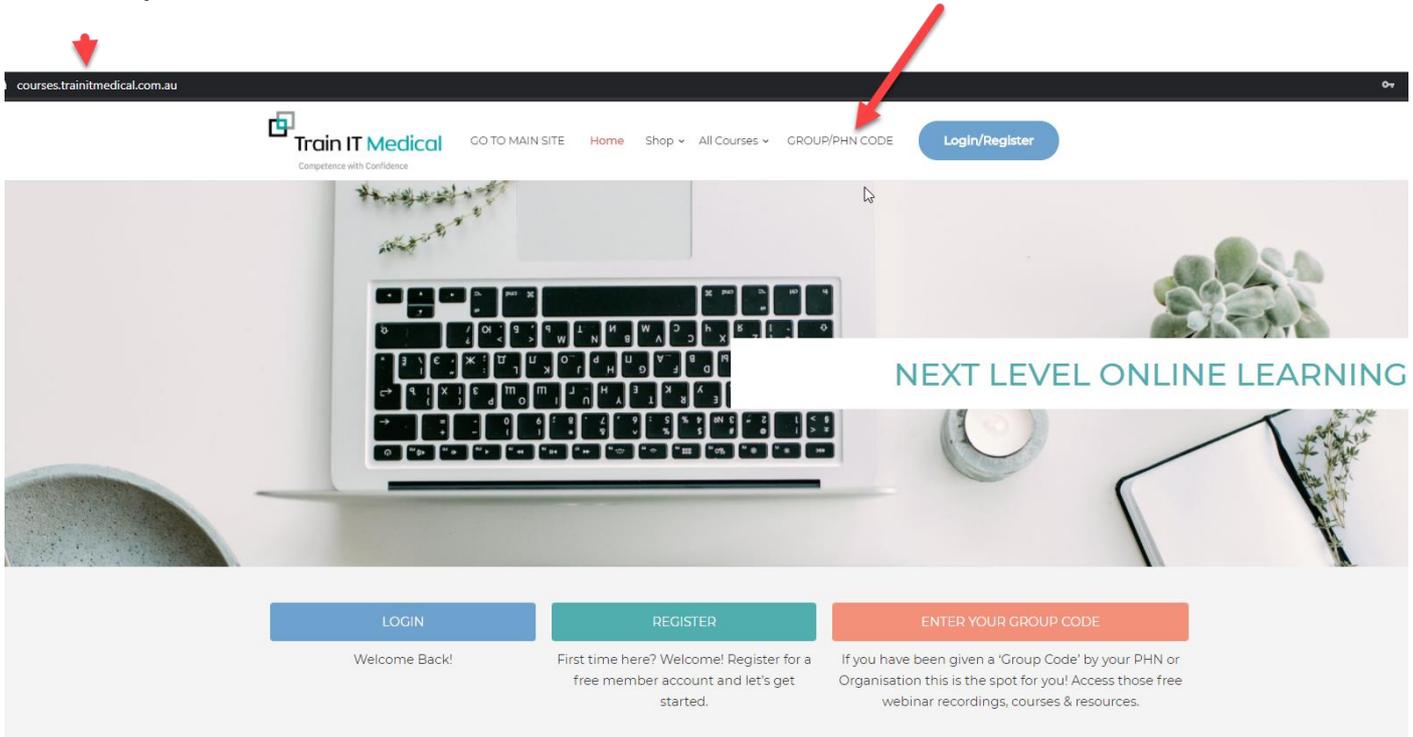


Gippsland PHN Group and Course Access Instructions

Step 1: Go to <http://courses.trainitmedical.com.au/>

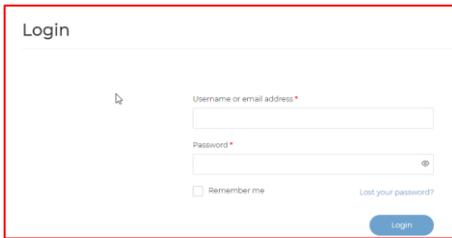
Step 2: Select GROUP/PHN code from the menu



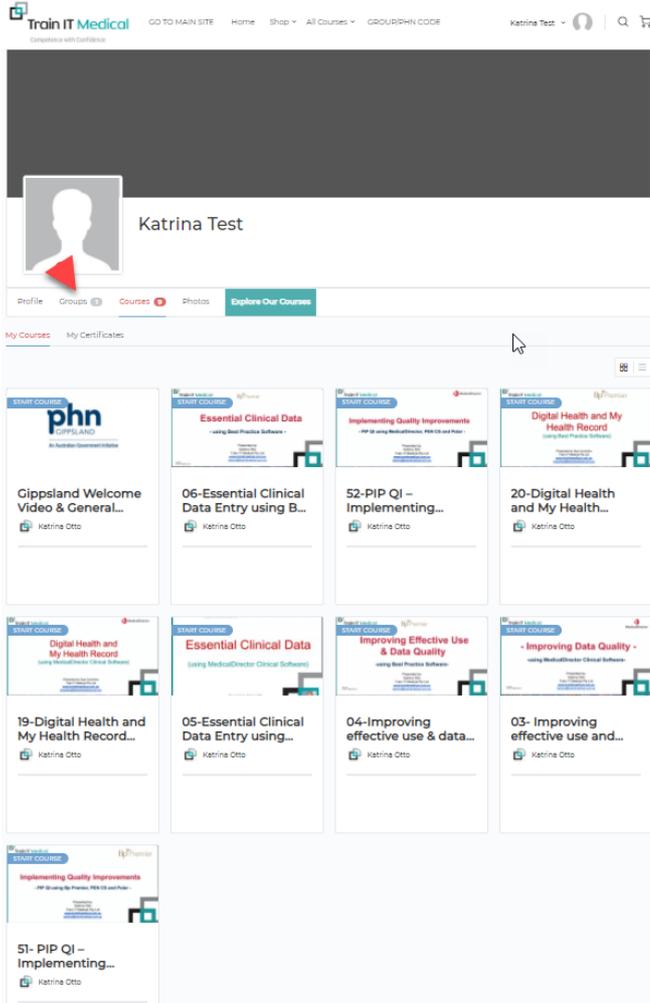
Step 3: Enter your details and Group Code (supplied by Gippsland Primary Health Network) > **Submit**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Username	<input type="text"/>
User Email	<input type="text"/>
User Password	<input type="password"/>
Confirm Password	<input type="password"/>
Practice (if applicable)	<input type="text"/>
Role (if applicable)	<input type="text"/>
Group Code	<input type="text"/>
	<input type="button" value="Submit"/>

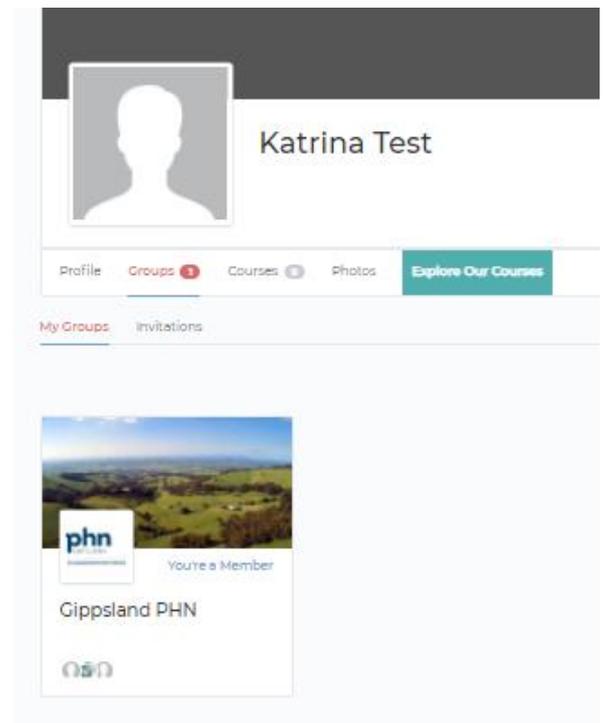
Step 4: The 'Login' screen will appear. Enter your username (or email), password and press 'Login'



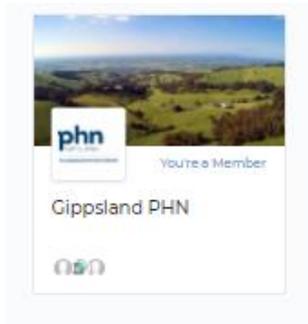
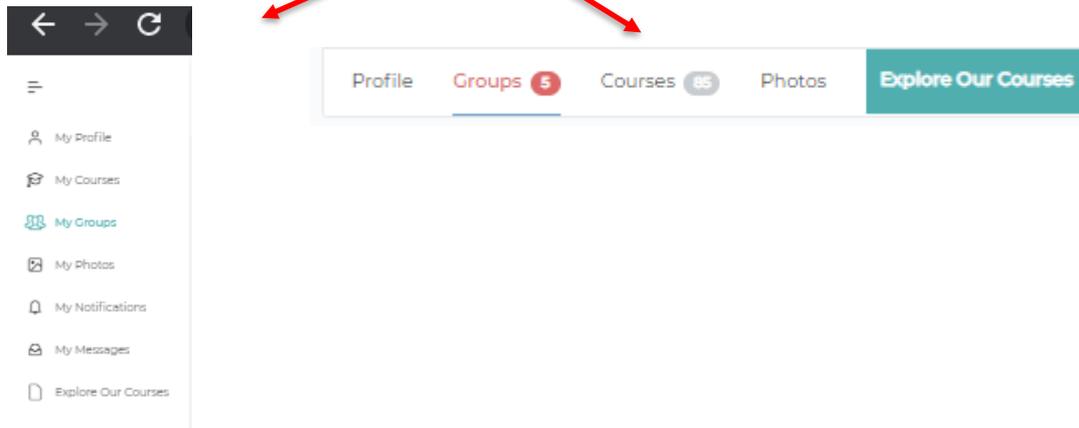
Step 5: You will see all 'Courses' that have been allocated to the Group Code you entered.



All courses (free or purchased) will appear under 'Courses' section. You can also click on 'Groups' to see the groups you belong to.



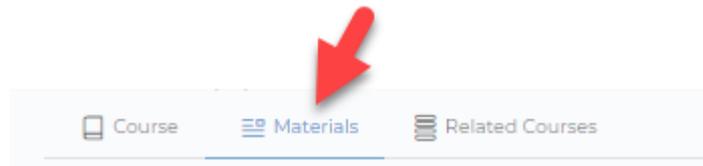
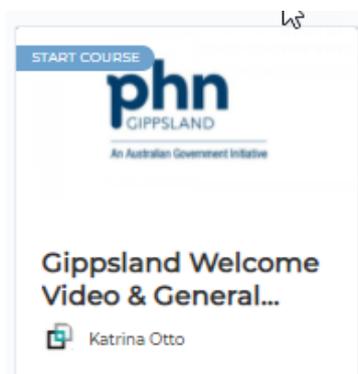
Step 6: Whenever you are logged in you will see the Groups you belong to and Courses you have access to. Click on either the horizontal or side panel menu to make a selection:



You may like to start with the 'Gippsland Welcome Video' to watch an overview of how to:

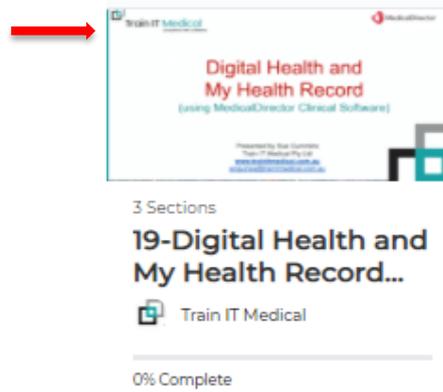
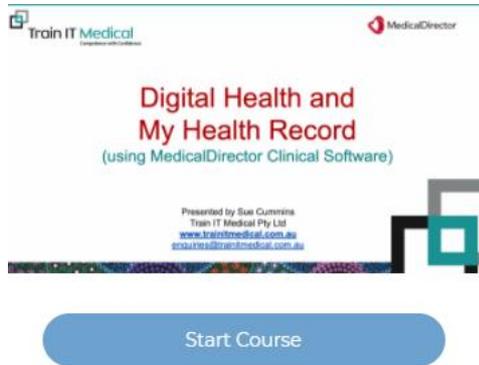
1. Start a course
2. Mark lessons as completed
3. Access additional learning materials
4. Generate your training certificate
5. Complete a course evaluation and provide feedback.

Written instructions for each of these activities are below.



HOW TO START A COURSE

1. Click on the tile of the course you want to start
2. Click the 'Start Course' button



HOW TO START YOUR LESSONS

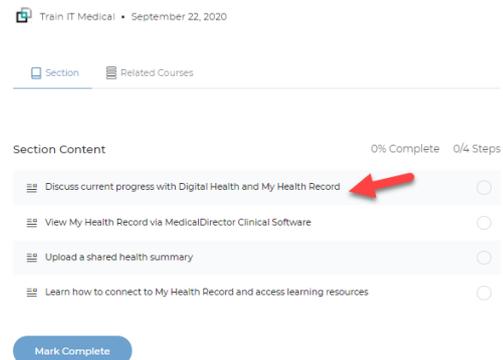
1. Click to select the lesson you wish to begin.

The lessons within each course do not have to be completed in sequential order, so you are welcome to choose any lesson within your course at any time. You can 're-do' lessons as many times as you like.

2. Select **Play** to start the recording

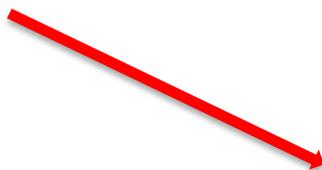


DIGITAL HEALTH AND MY HEALTH RECORD USING MEDICAL DIRECTOR CLINICAL SOFTWARE



Click on this symbol to maximise the video when viewing.

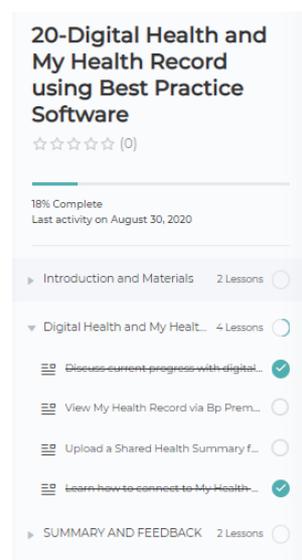
You can re-watch videos whenever you like. However selecting **Mark Complete** after finishing a lesson will allow you to easily see which lessons you have completed.



3. Mark Complete



Press **Mark Complete** each time you finish a lesson or section. You can go back through lessons and re-watch videos at any time. The left-hand menu will show where you are up to with your course.



HOW TO ACCESS LEARNING 'MATERIALS'

From the course home screen select the 'Materials' tab to display a list of associated course resources. Click on a resource link (highlighted in blue) to download and use within your practice. NB. Copyright permission restricts sharing these resources outside your practice.

MEDICALDIRECTOR, PEN CS, PIP QI, POLAR

52-PIP QI – Implementing Quality Improvements using MedicalDirector, Pen CS &/or Polar

View Course details ▾

Train IT Medical · March 20, 2020

62% Complete
Last activity on March 13, 2020 In Progress

[Course](#) [Materials](#) [Related Courses](#)

Powerpoint presentation used in course - 'Implementing quality improvements - PIPQI' | Train IT Medical
Focus on your own measures - favourite quotation from powerpoint presentation | Train IT Medical

MEDICAL DIRECTOR SOFTWARE SUMMARY SHEETS

Configuration Options for optimal data quality | Train IT Medical
Inactivating patient records in MedicalDirector | Train IT Medical
Adding an Immunisation (adult) | Train IT Medical
Adding a coded diagnosis | Train IT Medical
Entering a Cervical Screening Test Result | Train IT Medical
Adding a Reason for Medication | Train IT Medical
Adding Allergies & Adverse Reactions | Train IT Medical
Adding a Coded Reason for Visit | Train IT Medical
Adding a coded Diagnosis | Train IT Medical

FAQs - Questions asked when training PIP QI across Australia

PIP QI FAQs #1 - Train IT Medical

PDSA SAMPLES

Recording Family and Social History - Sample
Recording CVD Risk Factors - Sample

CHECKLISTS & WORKSHEETS

Practice Team Building Activity Sheet - Improving Data & Systems worksheet - Train IT Medical
PIP QI Preparation checklist
PIP QI Measures Tracking Worksheet (by practitioner) - Sample - Train IT Medical v3 - weight classification
PIP QI Measures Tracking Worksheet - Sample - Train IT Medical
GP Clinical Documentation Checklist | Train IT Medical

PIP QI & Quality Improvements
- Using MedicalDirector Clinical -

Presented by Katrina Olin
Train IT Medical Pty Ltd
www.trainitmedical.com.au

In Progress
Continue

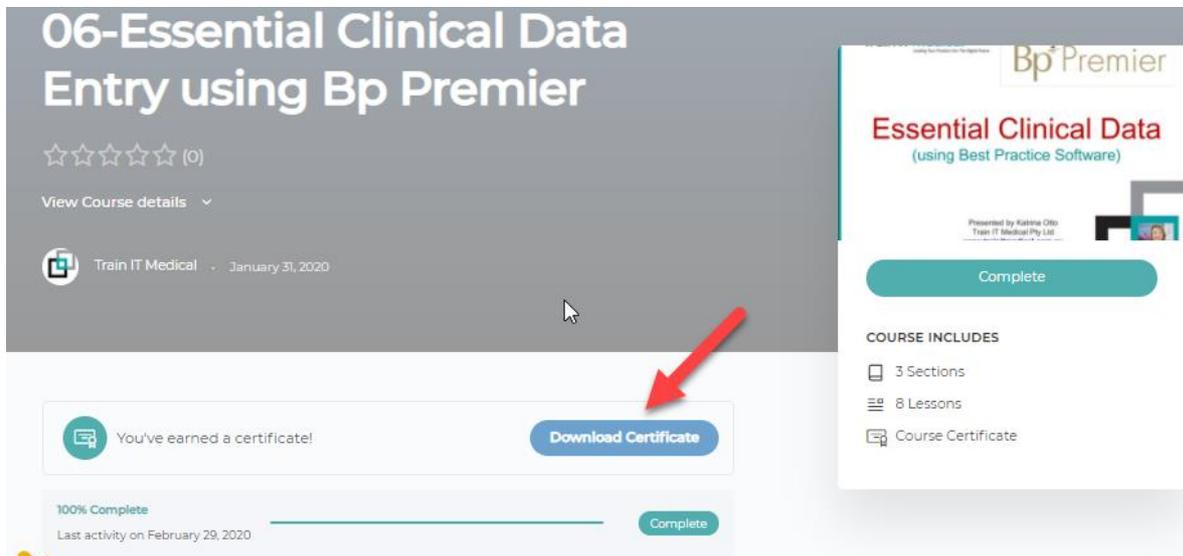
COURSE INCLUDES

- 3 Sections
- 13 Lessons
- Course Certificate

HOW TO ACCESS YOUR COURSE CERTIFICATE

Once your course has been marked as 'Complete' you will see a message indicating 'You have earned a certificate'. Select the 'Download Certificate' button visible on the course home screen.

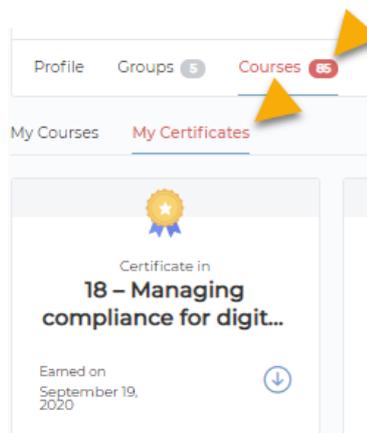
Click to download and save externally.



A copy of all your certificates will also be stored within the Learning Management System for easy access at any time.

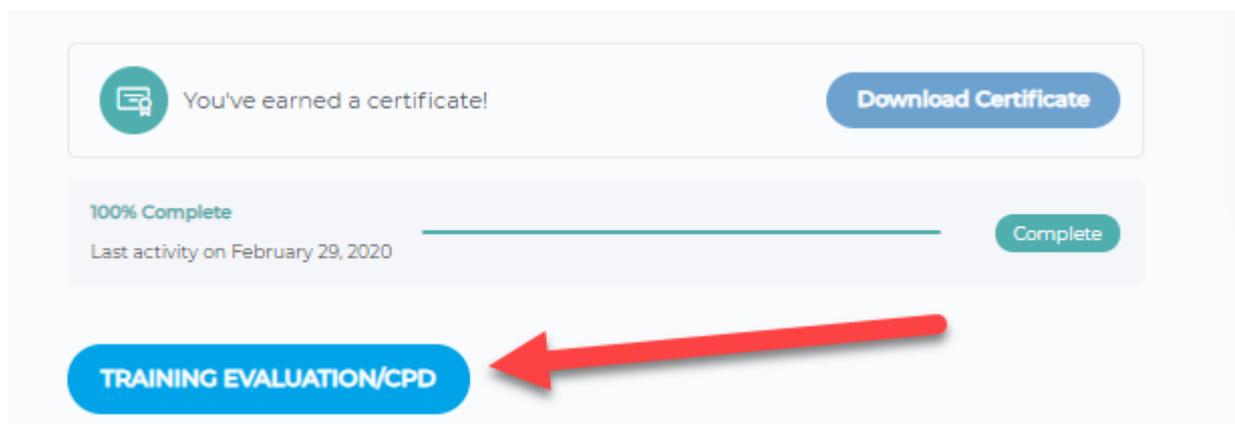
To access stored certificates:

1. Go to 'My Courses'
2. Select 'My Certificates'



HOW TO COMPLETE A COURSE EVALUATION

On completion of your course you will also see a 'Training Evaluation/CPD' button will display.



Please complete this short evaluation.

Your feedback assists both Gippsland Primary Health Network and Train IT Medical with ideas for continual improvements to better support you.

You may also be able to submit your certificate for CPD points with your peak body.

Course Evaluation

We would also appreciate your completion of a quick Star Review. These can be found at the bottom of each course page.

This also helps others know which courses may be most helpful.

