LMS Group and Course Access Instructions NWMPHN

STEP 1: Go to http://courses.trainitmedical.com.au/

STEP 2: Select **GROUP/PHN** code from the menu.
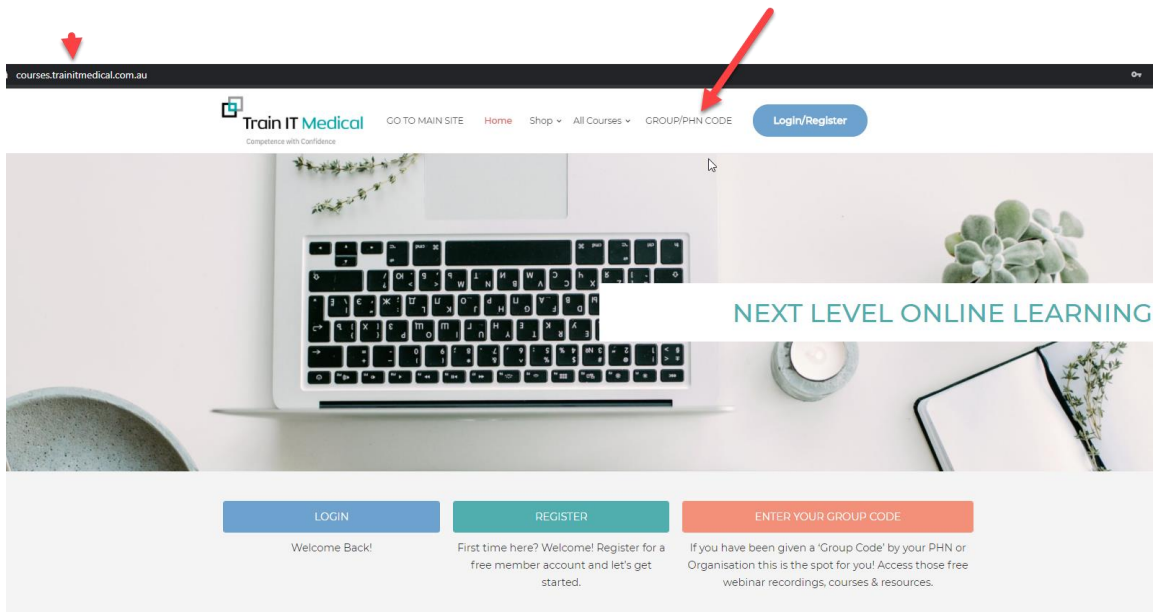
STEP 3: LOGIN OR REGISTER FOR AN ACCOUNT
If you are new to the site enter your details to register.
If you have previously registered for an account, select the blue 'Log in' button.

Enter the Group Code given to you > **Submit**

The PHN Code for NWMPHN is NWMPHN-DATA21

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The following screen will display: Click **Log In** to access your courses.

STEP 4: Once logged into courses.trainitmedical.com.au you will see a list of courses you are enrolled in.

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STEP 5: START YOUR COURSE

1. Click on the TILE of the course you want to start. ➡️

Digital Health & My Health Record

19-Digital Health and My Health Record Using…

2. Click the '**Start Course**' button

Start Course

Note this will then change to 'Continue' and you can go in and out of courses as many times as you like. Your dashboard view enables you to easily 'pick up where you left off'.
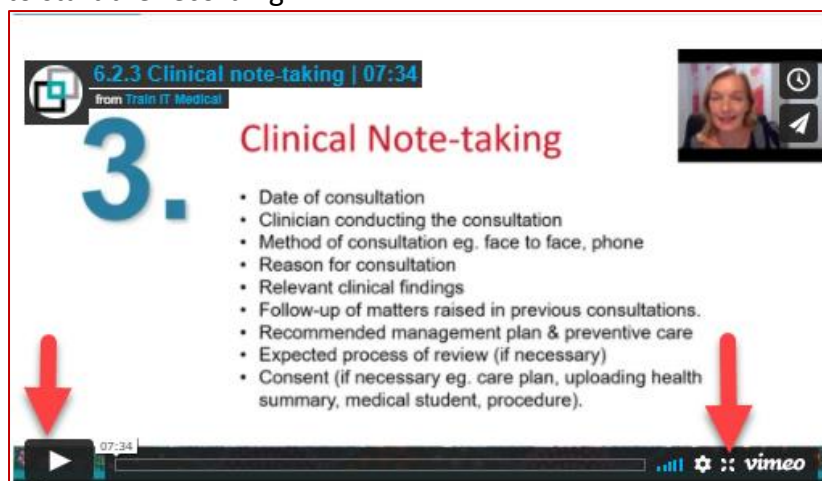
STEP 6: START YOUR LESSONS

COURSE CONTENT   ⌃ Collapse All

DIGITAL HEALTH AND MY HEALTH RECORD USING MEDICAL DIRECTOR CLINICAL SOFTWARE   6 Lessons

Intrroduction ○

Discuss current progress with Digital Health and My Health Record ○

View My Health Record via MedicalDirector Clinical Software ○

Upload a shared health summary ✓

Learn how to connect to My Health Record and access learning resources ○

Summary ○

Digital Health & My Health Record

In Progress

Continue

COURSE INCLUDES
- 1 Section
- 6 Lessons
- Course Certificate

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

The lessons within each course do not have to be completed in 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

6.2.3 Clinical note-taking | 07:34
from Train IT Medical

3. **Clinical Note-taking**

- Date of consultation
- Clinician conducting the consultation
- Method of consultation eg. face to face, phone
- Reason for consultation
- Relevant clinical findings
- Follow-up of matters raised in previous consultations.
- Recommended management plan & preventive care
- Expected process of review (if necessary)
- Consent (if necessary eg. care plan, uploading health summary, medical student, procedure).

07:34   vimeo

Click on this symbol to maximise the video when viewing.

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You can re-watch videos whenever you like.
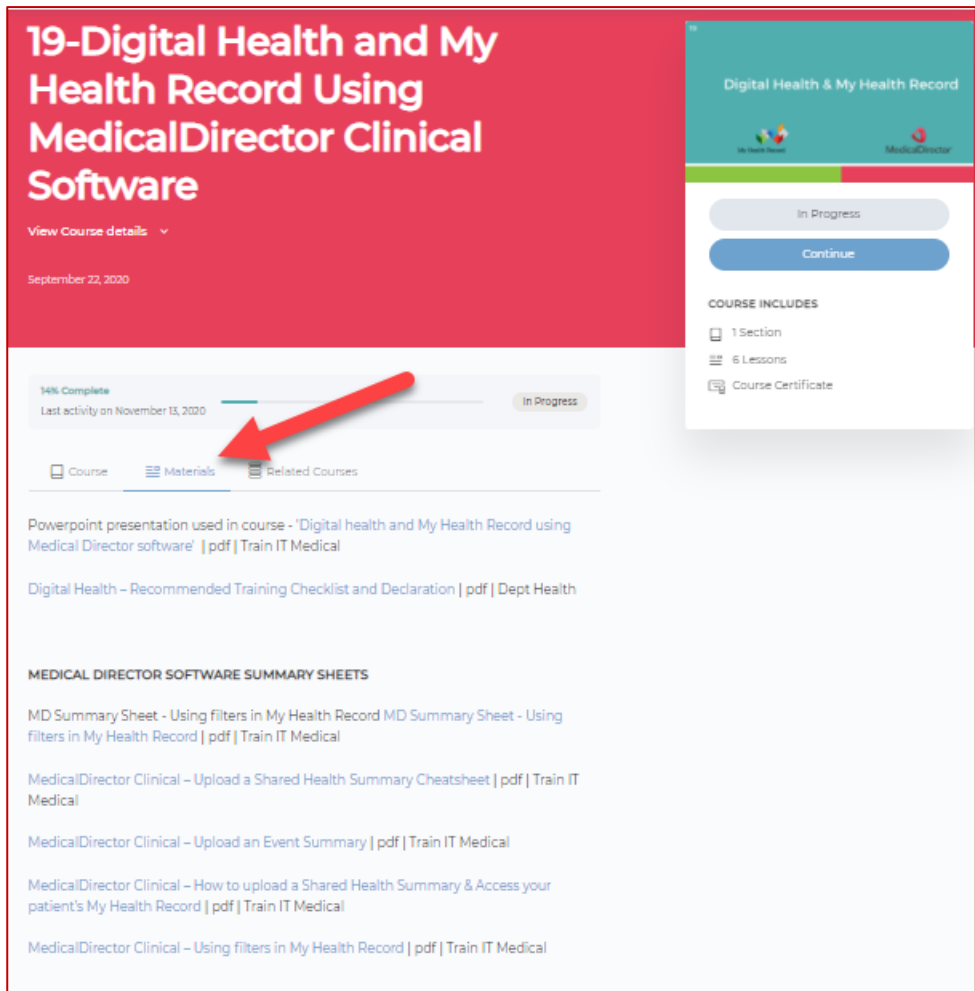
3. Mark Complete

Mark Complete

Press **Mark Complete** each time you finish a lesson or section.
This is important as all lessons need to be marked as complete for your certificate to generate.
You can go back through lessons and re-watch videos at any time.
The course menu will crossed-out lessons indicating completion and easily display where you are up to with your course progression.
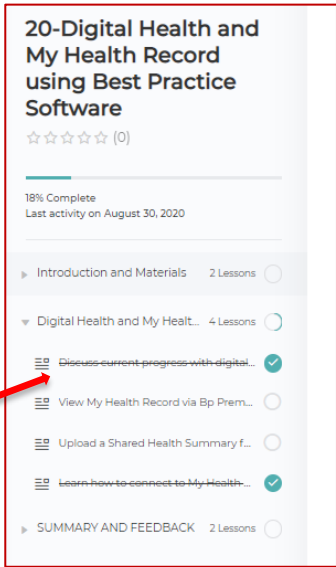

STEP 7: ACCESS COURSE 'MATERIALS'

From the course home screen, select the 'Materials' tab to display a list of associated course materials. 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.

STEP 8: 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. If you are within a course at any time you can return to home by selecting 'Back to Course'.

< Back to Course
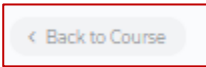
Click to download and save externally.

A copy of all your certificates will also be stored within the Learning Management System (LMS) for easy access at any time.
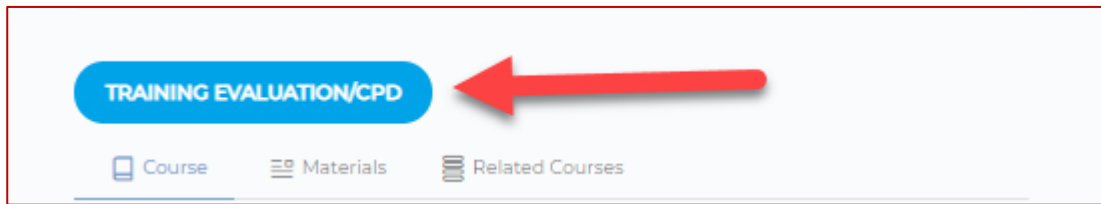
To access stored certificates:
1. Go to 'My Courses'
2. Select 'My Certificates'
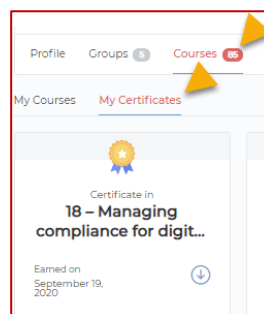
STEP 9: COMPLETE YOUR COURSE NAVIGATION AND REVIEW

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


Please complete this short evaluation.
Your feedback assists us all to better support you.
You may also be able to submit your certificate for CPD points with your peak body.
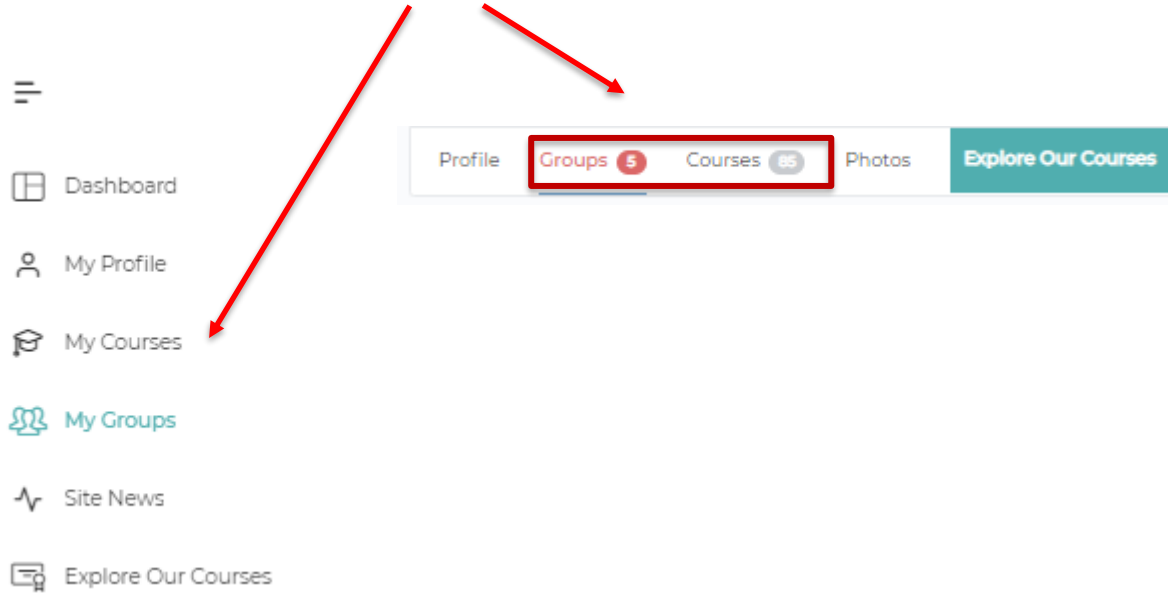
Course Evaluation

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.
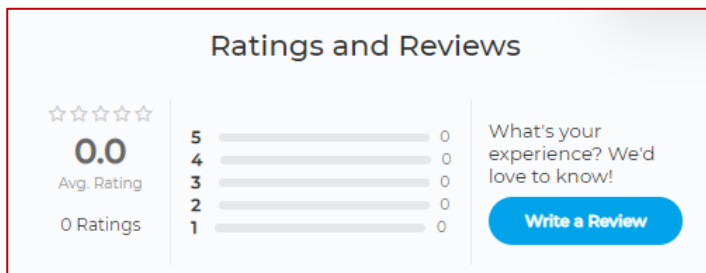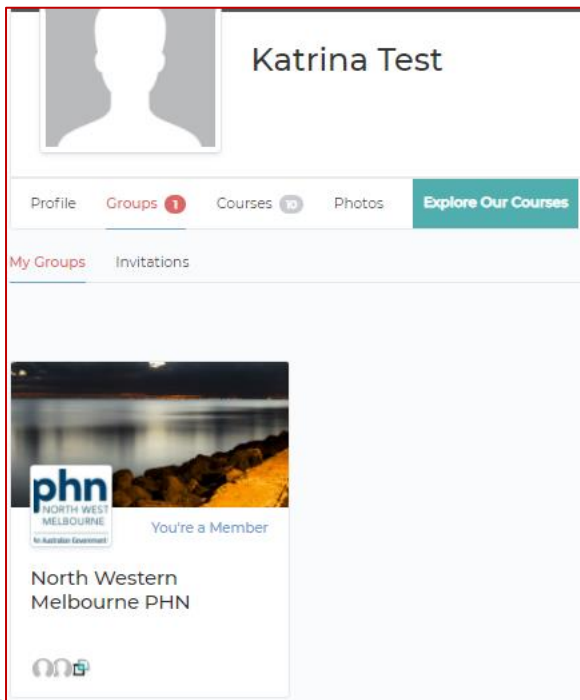
STEP 10 NAVIGATION

Select your '**Groups**' and '**Courses**' (allocated via the Group/PHN code you entered). Click on either the horizontal or side panel menu to make your selection:

'**My Groups**' view example:

'**Dashboard'** view example

Your allocated courses view (Select 'Courses') to view all courses allocated to you.
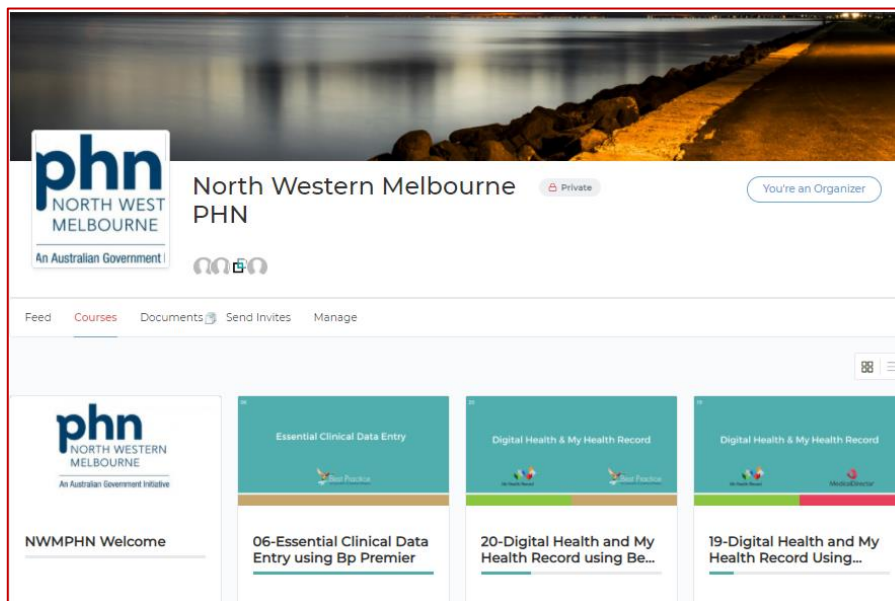
STEP 11: RETURN FOR UPDATES

Courses will be updated regularly, and new courses added for individual or group purchase.
You will find a News Feed within your 'Group', within your 'Dashboard' and
via the sidebar under 'Site News'.
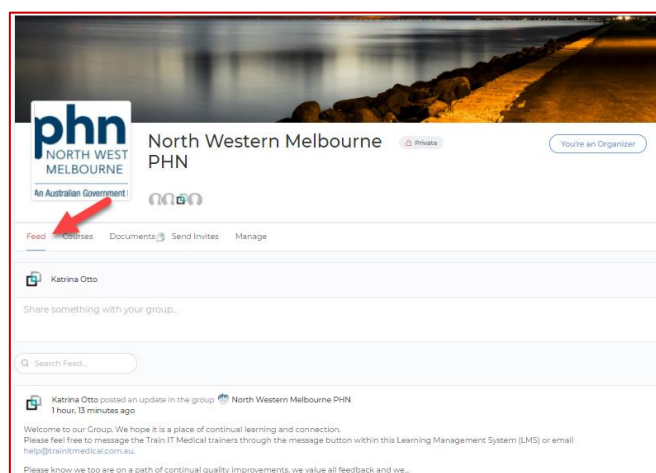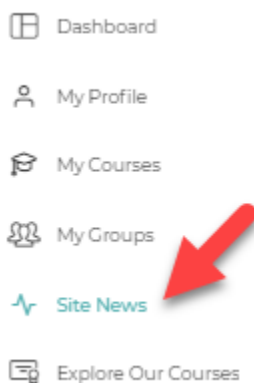
TROUBLESHOOTING

Should you have difficulties accessing the courses or playing videos you can try:

1. Checking you have an active internet connection
2. Switching to a different web browser (e.g. Google Chrome, Firefox or Internet explorer)

Or email us at help@trainitmedical.com.au for assistance.

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Summary sheets are designed to supplement Train IT Medical training. Contact us today:
enquiries@trainitmedical.com.au   www.trainitmedical.com.au
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