LMS Group and Course Access Instructions

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

Step 2: Select GROUP/PHN code from the menu.
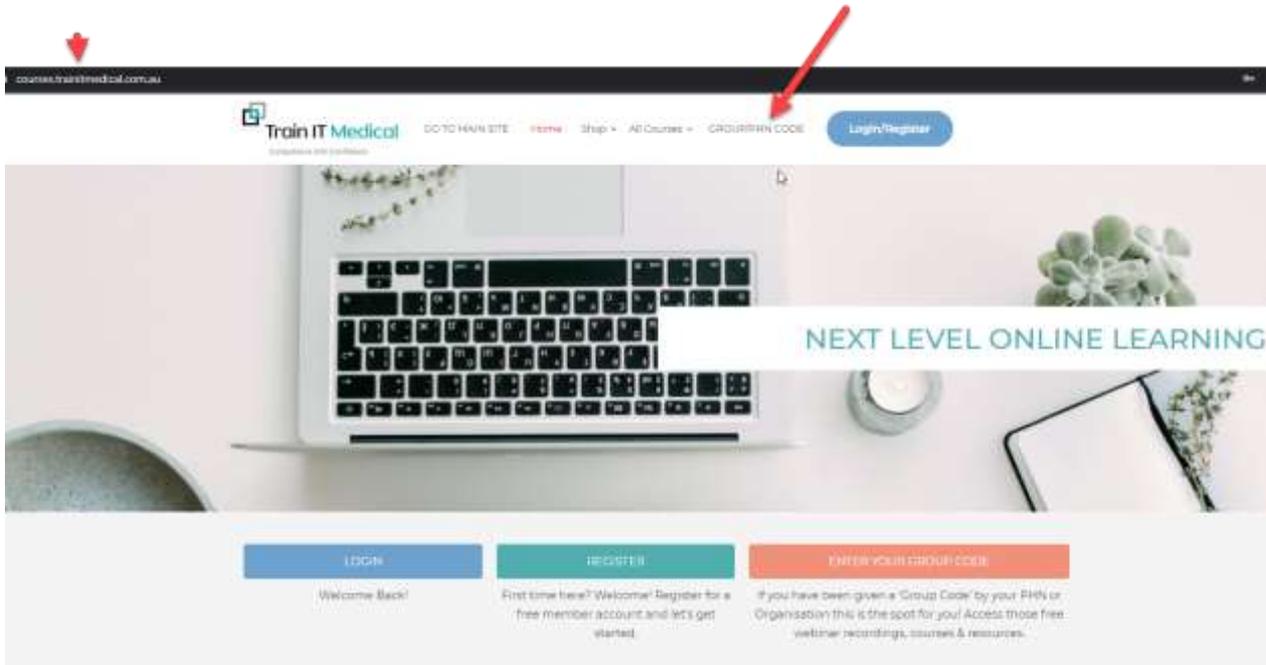
Step 3:
If you are new to the site enter your details to register.
If you have previously registered for an account, select the blue 'Log in' button.

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

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Step 4: Once logged into courses.trainitmedical.com.au you will see 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:
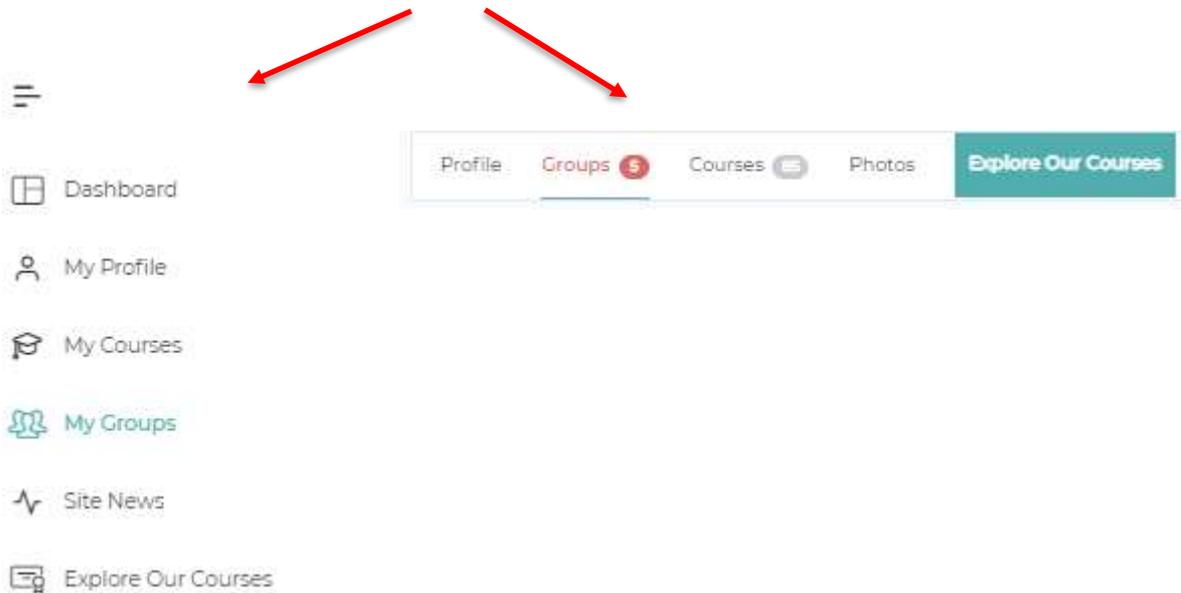
'**My Groups'** view example:
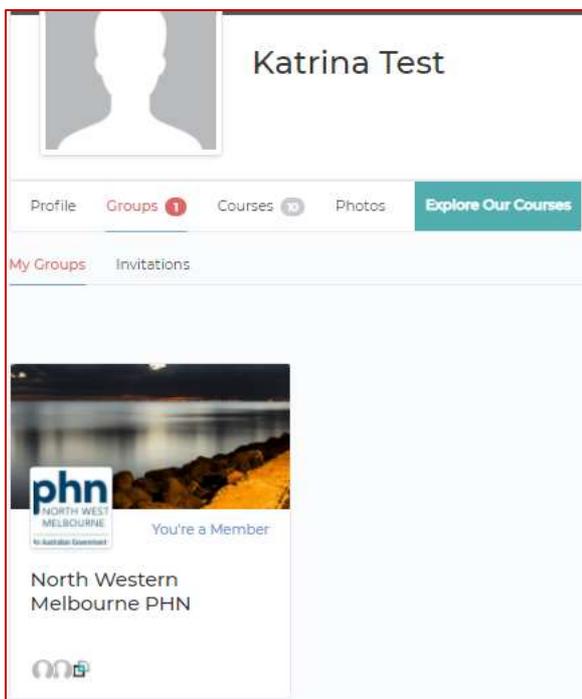
'**Dashboard'** view example

Your allocated courses view

North Western Melbourne PHN — 🔒 Private — You're an Organizer

Feed | Courses | Documents | Send Invites | Manage

NWMPHN Welcome

06-Essential Clinical Data Entry using Bp Premier

20-Digital Health and My Health Record using Be...

19-Digital Health and My Health Record Using...

Step 7: START YOUR COURSE

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

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

Start Course

19-Digital Health and My
Health Record Using...

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 8: START YOUR LESSONS
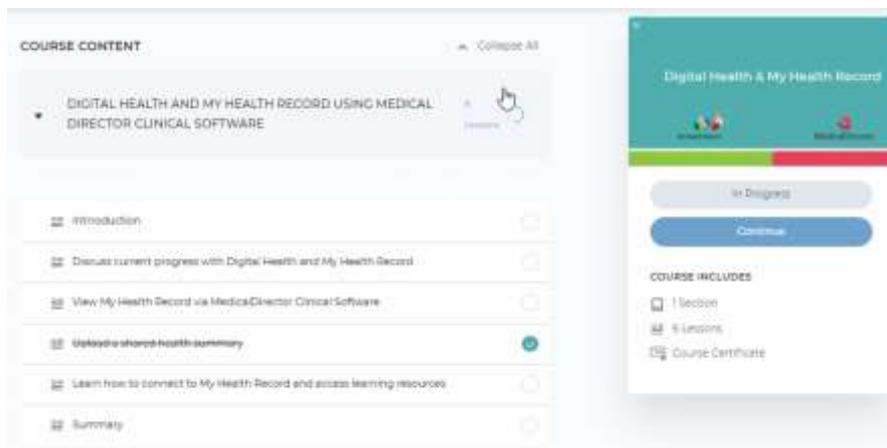
1. **Click to select the lesson** you wish to begin.

The lessons within each course do not have to be completed in 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
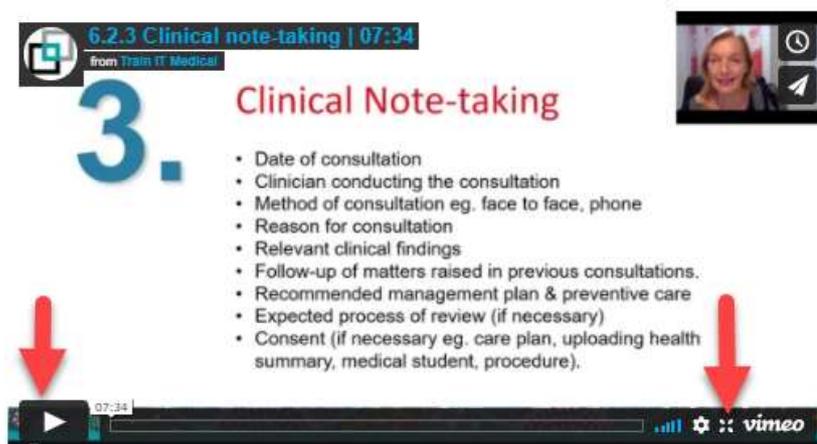
Click on this symbol to maximise the video when viewing. ⠿

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5

You can re-watch videos whenever you like.

20-Digital Health and My Health Record using Best Practice Software

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.
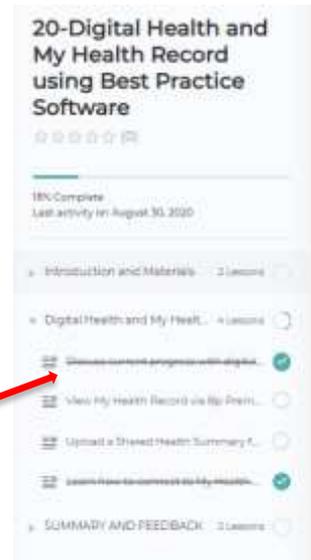
Step 9: Access Course 'Materials'

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.

19-Digital Health and My Health Record Using MedicalDirector Clinical Software

Powerpoint presentation used in course - 'Digital health and My Health Record using Medical Director software' | pdf | Train IT Medical

Digital Health – Recommended Training Checklist and Declaration | pdf | Dept Health

MEDICAL DIRECTOR SOFTWARE SUMMARY SHEETS

MD Summary Sheet - Using filters in My Health Record MD Summary Sheet - Using filters in My Health Record | pdf | Train IT Medical

MedicalDirector Clinical – Upload a Shared Health Summary Cheatsheet | pdf | Train IT Medical

MedicalDirector Clinical – Upload an Event Summary | pdf | Train IT Medical

MedicalDirector Clinical – How to upload a Shared Health Summary & Access your patient's My Health Record | pdf | Train IT Medical

MedicalDirector Clinical – Using filters in My Health Record | pdf | Train IT Medical

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6

Step 9: 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
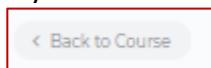
Click to download and save externally.
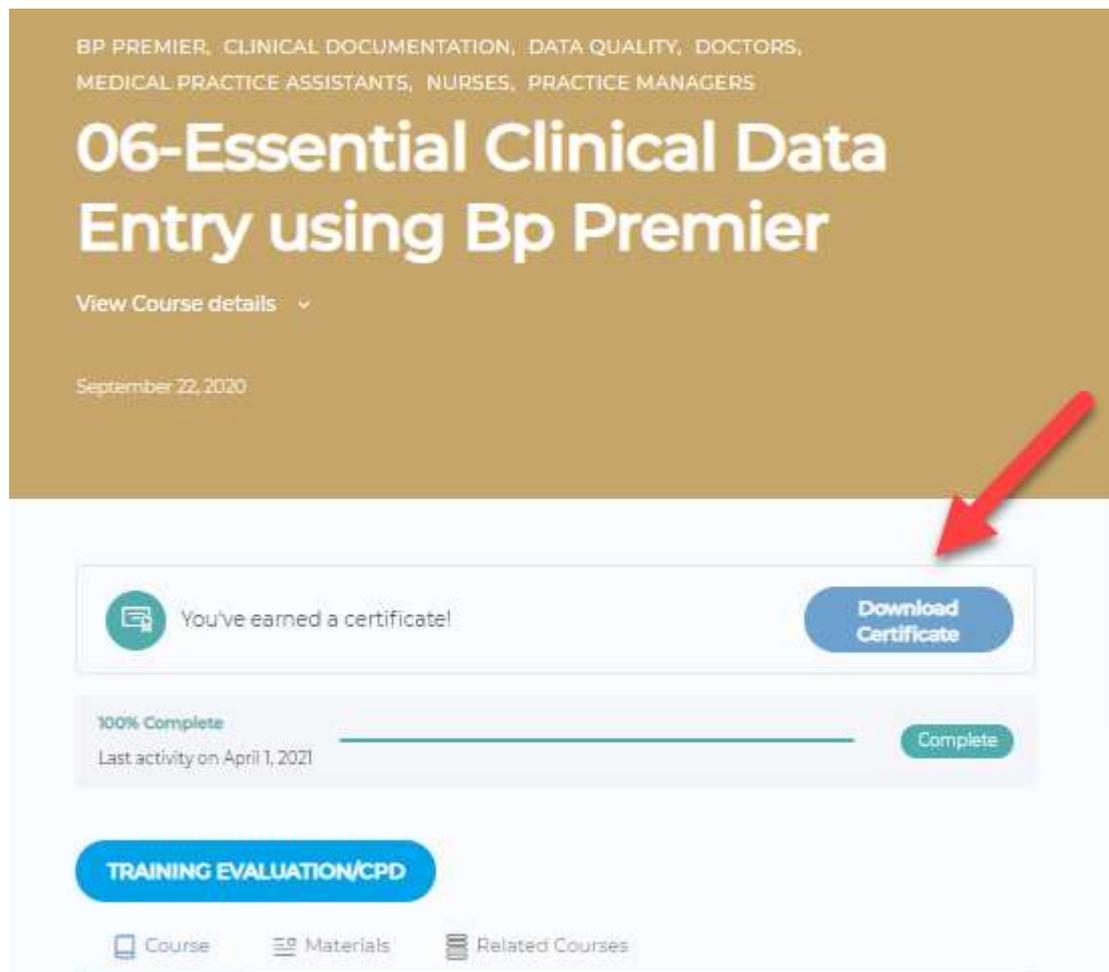
A copy of all your certificates will also be stored within the Learning Management System (LMS) for easy access at any time.

To access stored certificates:
1. Go to 'My Courses'
2. Select 'My Certificates'
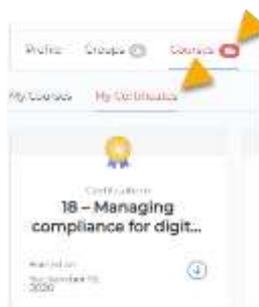
Step 10: Complete Your Course Evaluation & Review

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 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'.