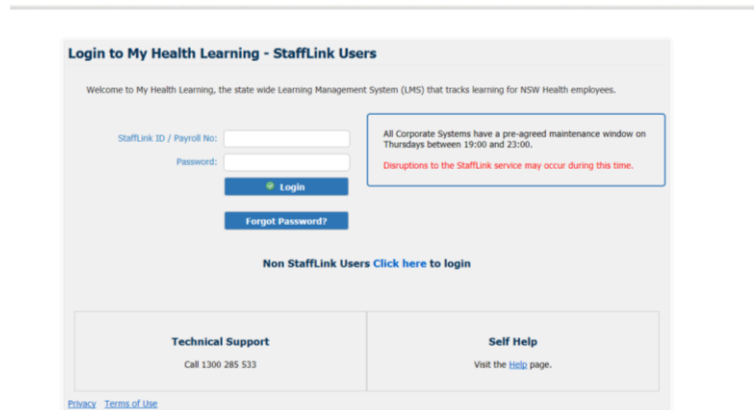


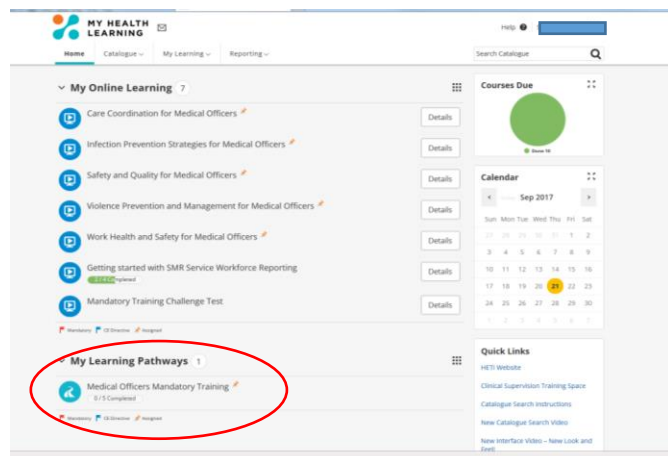
Medical Officer Mandatory Training Pathway

User Instructions

1. Access the My Health Learning site
2. Login using your StaffLink ID/Payroll Number and your Password.



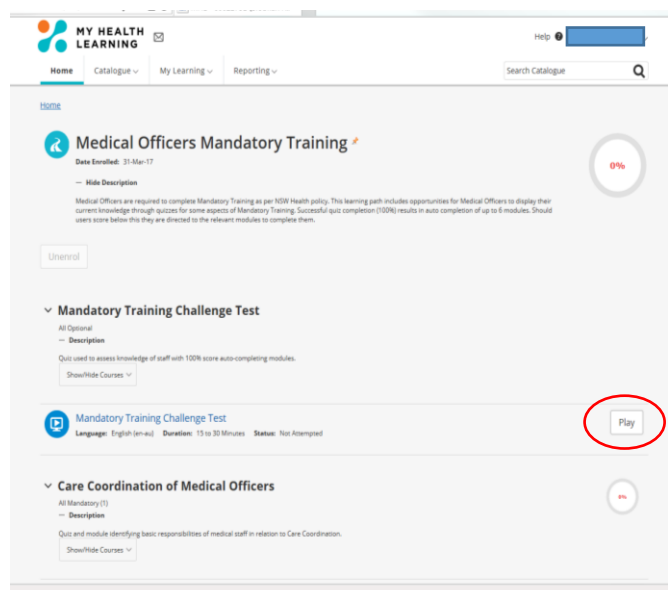
3. The *Home Page* will open. Scroll down to the **My Learning Pathways** header where you will find the Medical Officer Mandatory Training pathway and click on this to access the resources.



4. Start by clicking on the *Play* button for the Mandatory Training Challenge Test.

The Challenge Test consists of 15 questions that cover the 5 modules allocated in the learning pathway.

You will get one attempt at the overarching challenge test. If you successfully answer all 15 questions correctly the 5 modules in the pathway will automatically complete. If you are unsuccessful in answering all 15 questions correctly you will be directed to each individual module.



5. The Challenge Test will open in a separate window.

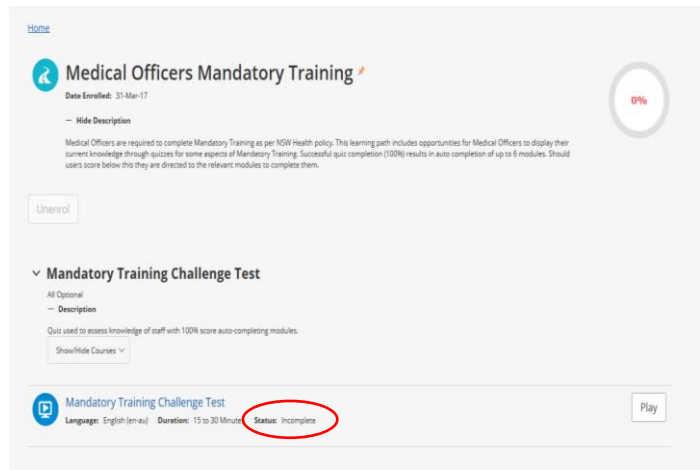
Follow the prompts to progress from the title page through the test.



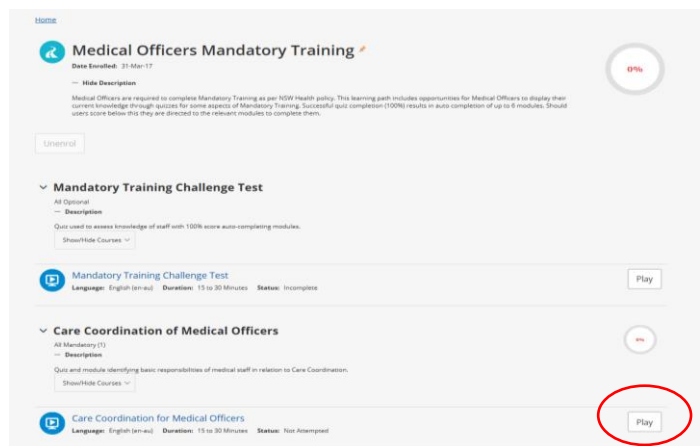
6. Once you have completed the Challenge test you will be returned to the training pathway page.

If you are unsuccessful you will note that the status (1) will state incomplete

You will need to progress through each of the remaining 5 modules.



7. Click on the Play button next to each module to start the module



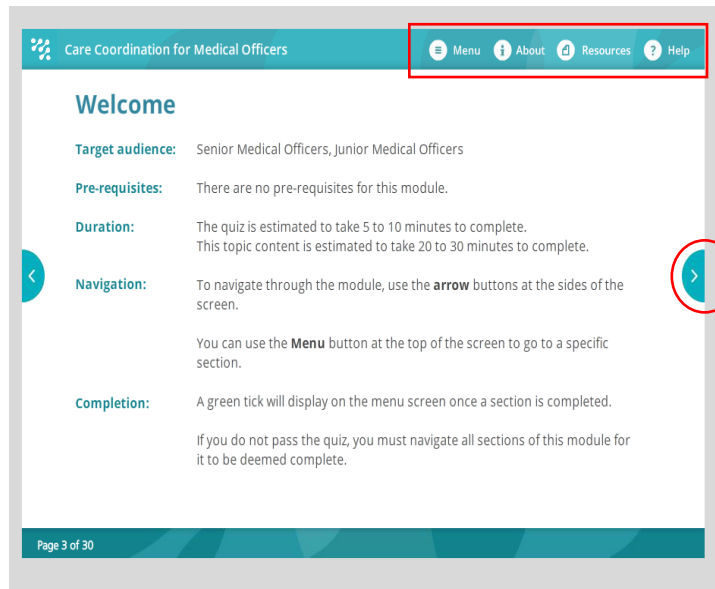
8. The module will open in a separate window. Follow the prompts to progress from the title page



9. The Welcome slide appears once you have clicked the arrow to continue.

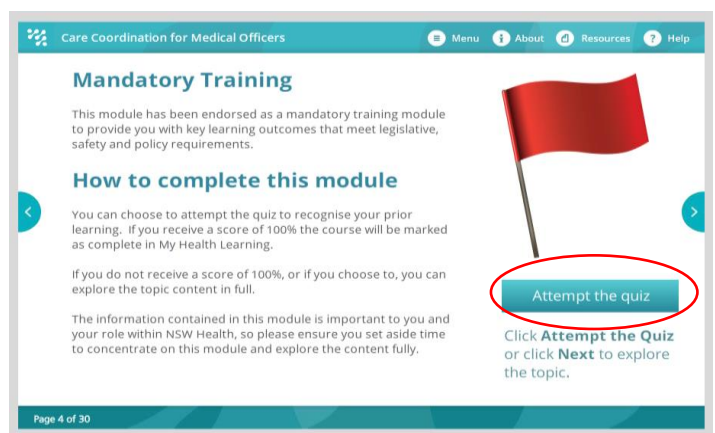
This slide contains information about the module and also the navigation buttons (which appear on all of the module slides) for the **Module Menu**, Further information **About** the Module, Documents that support the module under the **Resources** button and a navigation button for further **Help**. To access these simply click on each navigation button.

Use the arrow button at the side of the screen to move onto the next slide



10. The next slide identifies that the module forms part of NSW Health mandatory training and provides details on the module quiz. Click on the **Attempt the quiz** button to proceed.

Nb: All of the Medical Officer Mandatory training modules in this suite commence with a pre-module challenge test of randomised questions.

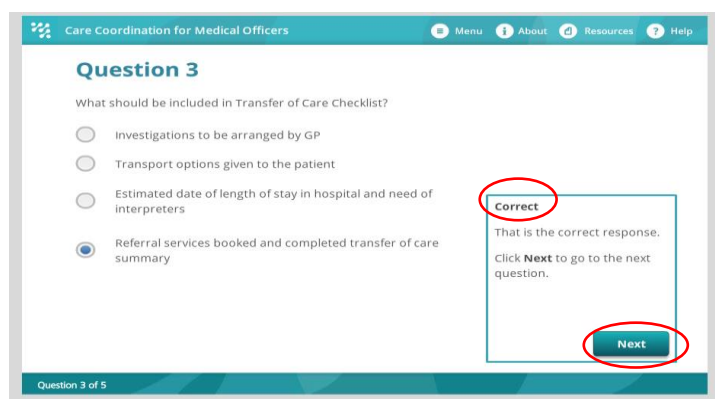
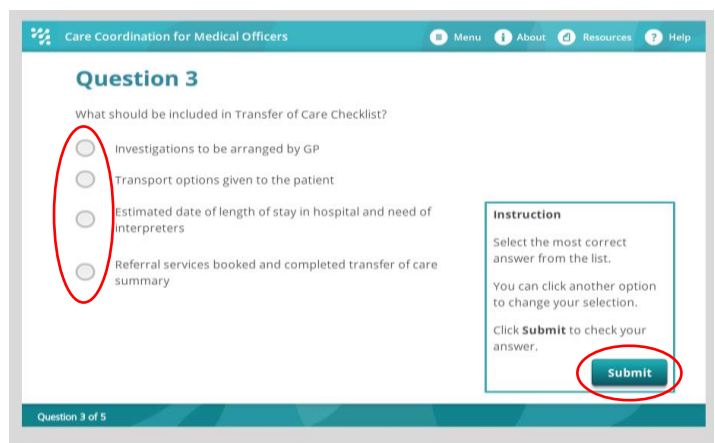


11. Once you have clicked the Attempt the quiz button, the module will proceed to Question 1 of the quiz. The quiz slides contain a button in the Right lower corner of the screen to submit your answer once you have made your selection

On clicking the **Submit** button you will be advised if the answer you selected was correct or incorrect.

Clicking the **Next** button will move the slide to the next question.

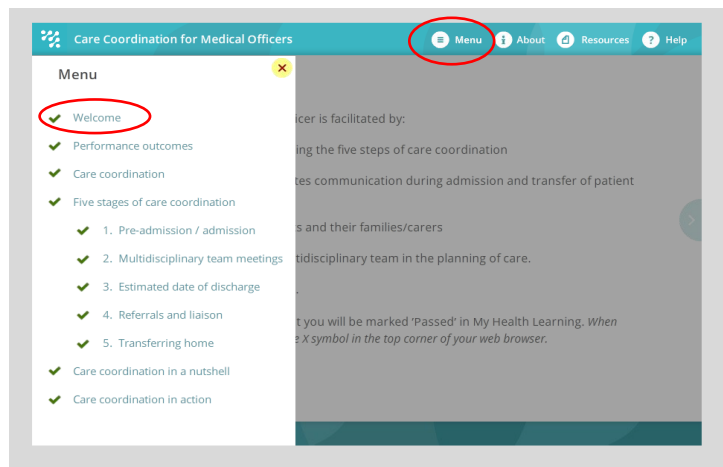
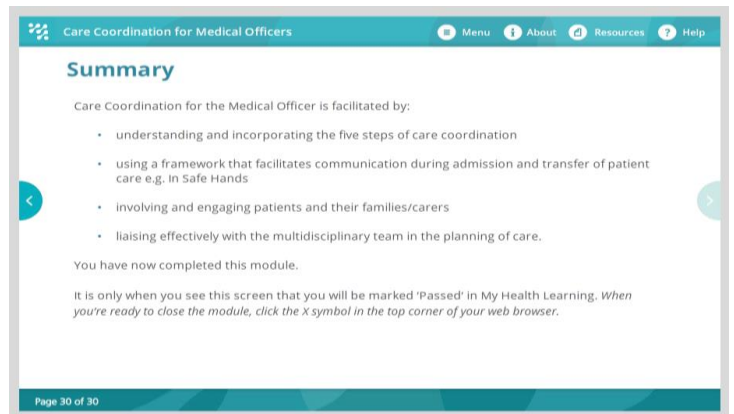
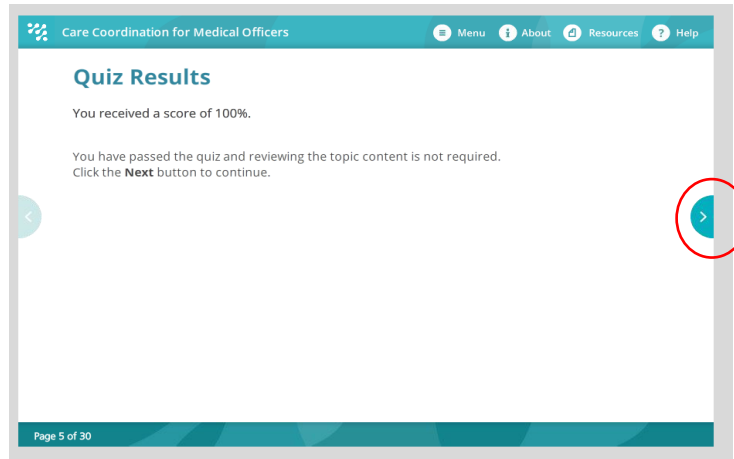
Repeat the above process for all questions in the quiz.



12. If you complete the quiz with a score of 100% this screen will appear. Click on the **Next** button to progress the module to the final screen.

Closing the **Summary** screen by clicking on the X in the top right-hand of the screen (not shown in the image) will complete the module and will not require you to progress through the module.

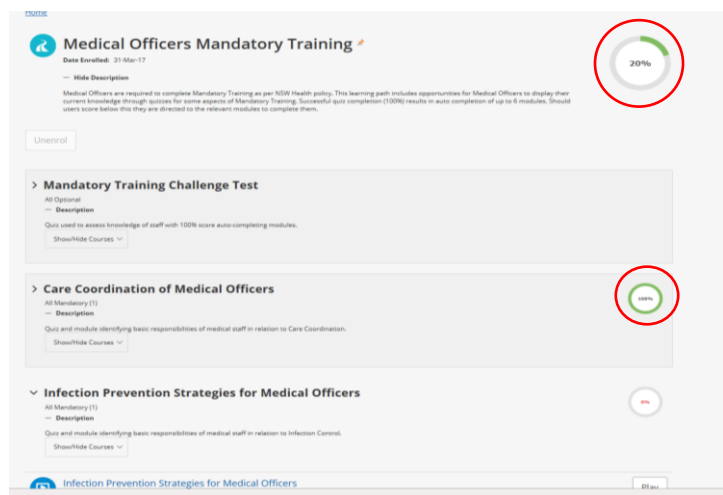
If you would like to complete the module you can access this by clicking on “welcome” in the **Menu** list. This will take you back to the Welcome slide (previously shown in action 9) and from there you can proceed through the module



13. On closing the window, you will be returned to the screen opposite.

The Progress graph at the top of the screen will show how far you have progressed through the pathway.

The graph next to the module will show the percentage of the module that you have completed. In this case 100% complete.



14. Select the next module and repeat the actions 7-13 for the remaining four modules

The screenshot displays a list of modules for medical officers. Each module entry includes a title, a 'Description' link, and a 'Show/Hide Courses' dropdown. The 'Infection Prevention Strategies for Medical Officers' module is highlighted with a blue icon and includes details: Language: English (en-uk), Duration: 20 to 30 Minutes, Status: Not Attempted. The 'Safety and Quality' module is also highlighted with a blue icon and includes details: Language: English (en-uk), Duration: 15 to 20 Minutes, Status: Not Attempted. The 'Play' buttons for these two modules are circled in red.

Module Title	Description	Language	Duration	Status	Action
Care Coordination of Medical Officers	...				Play
Infection Prevention Strategies for Medical Officers	...	English (en-uk)	20 to 30 Minutes	Not Attempted	Play
Safety and Quality	...				Play
Safety and Quality for Medical Officers	...	English (en-uk)	15 to 20 Minutes	Not Attempted	Play
Work Health and Safety for Medical Officers	...				Play