

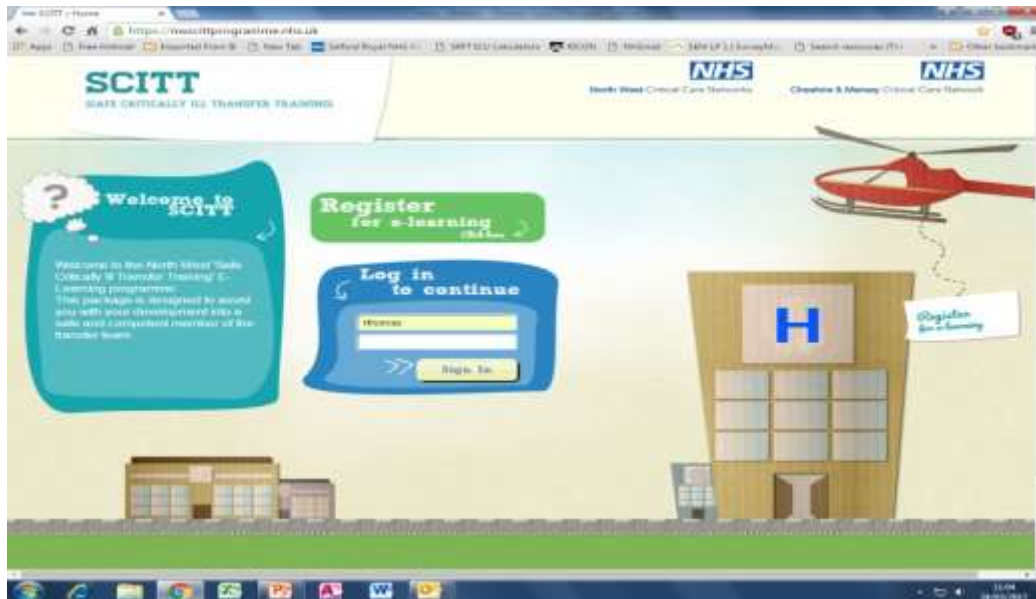
How to register and allocate staff for Safe Critically Ill Transfer Training

Dr A.N. Thomas March 2017

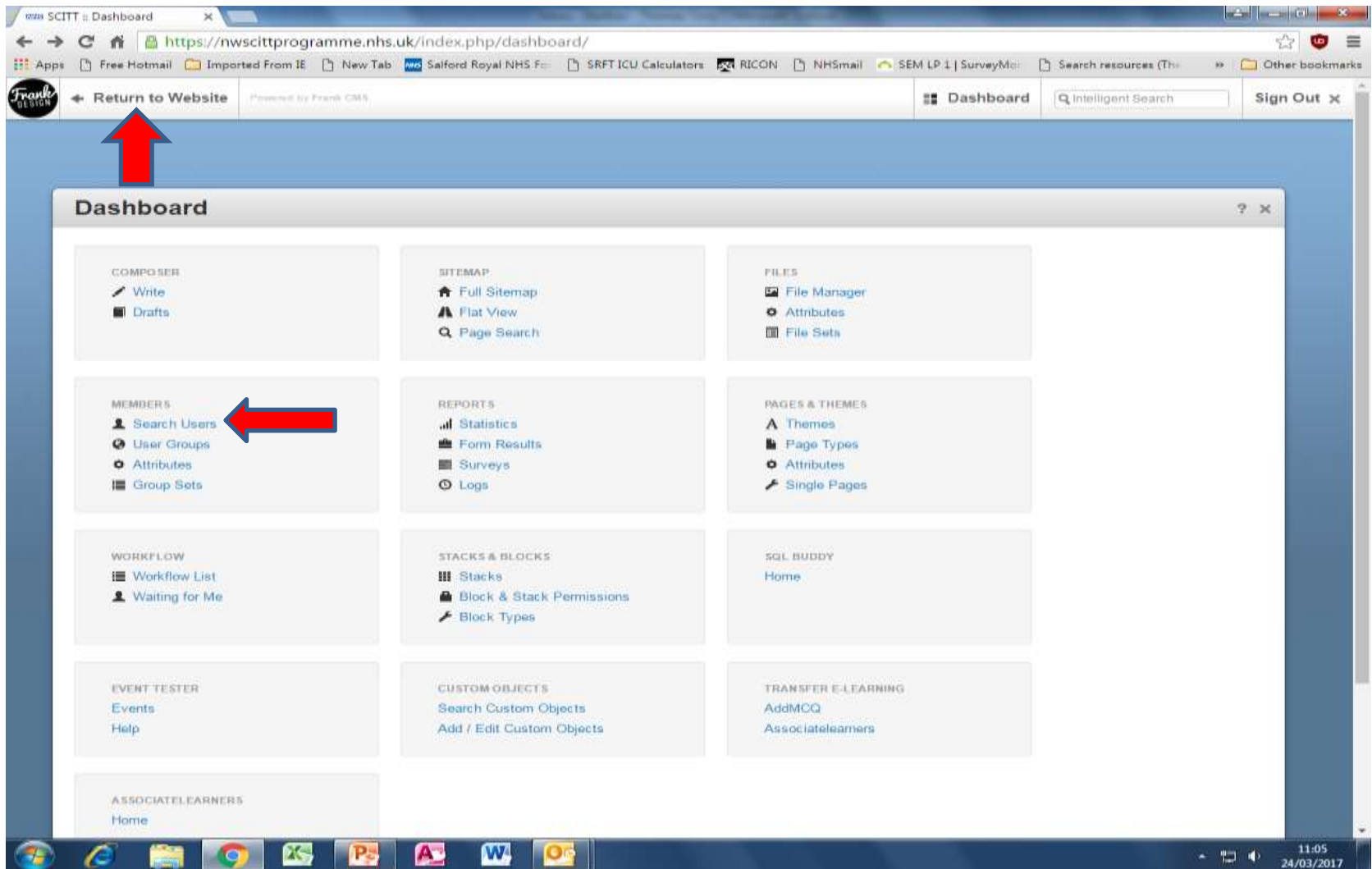
First you need to register for the course at:

<https://nwscittprogramme.nhs.uk/>

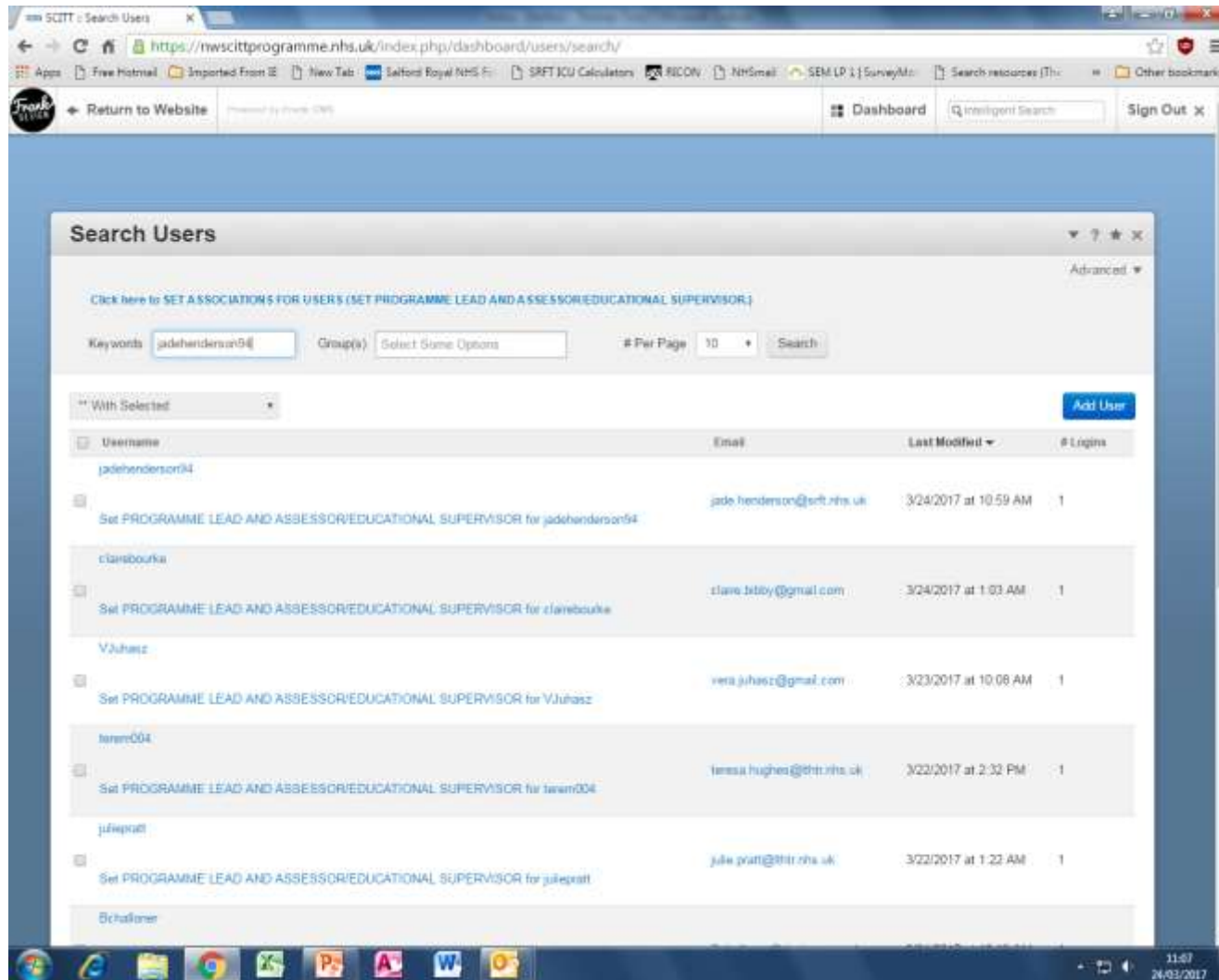
Please tell staff to use their trust email account and chose a password that they won't forget



When you open the training up you will see a dashboard. To go back to the e-Learning click on 'return to web site' To enrol a student click on 'search user'. The student MUST have already registered for the course.



When you have entered search user you will be presented with a list as shown- If the 'student' has just registered they will be near the top of the list, otherwise search by their email address or name



The screenshot shows a web browser window with the URL <https://nwscittprogramme.nhs.uk/index.php/dashboard/users/search/>. The page title is "Search Users". Below the title, there is a search bar with the text "Keywords" and a dropdown menu for "Group(s)". The search results are displayed in a table with columns: Username, Email, Last Modified, and # Logins. The table lists several users, including jadehenderson04, clarebourke, VJuhasz, tenn004, and juliepratt. Each user entry has a checkbox on the left and a link to "Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for [username]".

Search Users

Click here to SET ASSOCIATIONS FOR USERS (SET PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR)

Keywords: Group(s): # Per Page: Search

With Selected: Add User

Username	Email	Last Modified	# Logins
<input type="checkbox"/> jadehenderson04			
<input type="checkbox"/> Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for jadehenderson04	jade.henderson@nhs.uk	3/24/2017 at 10:59 AM	1
<input type="checkbox"/> clarebourke			
<input type="checkbox"/> Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for clarebourke	clare.bobby@gmail.com	3/24/2017 at 1:03 AM	1
<input type="checkbox"/> VJuhasz			
<input type="checkbox"/> Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for VJuhasz	vera.juhasz@gmail.com	3/23/2017 at 10:08 AM	1
<input type="checkbox"/> tenn004			
<input type="checkbox"/> Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for tenn004	teresa.hughes@nhs.uk	3/22/2017 at 2:32 PM	1
<input type="checkbox"/> juliepratt			
<input type="checkbox"/> Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for juliepratt	julie.pratt@nhs.uk	3/22/2017 at 1:22 AM	1
<input type="checkbox"/> Bchalloner			

The user details will look like this: Click on:
'Activate User'. Then click on 'Edit user'

The screenshot shows a web browser window with the URL <http://mscittprogramme.nhs.uk/index.php/dashboard/users/search?uid=955>. The page title is 'View User'. At the top, there are four buttons: 'Edit User', 'Activate User', 'Sign In as User', and 'Delete User Account'. A large red arrow points to the 'Activate User' button. Below the buttons, the user details are displayed in a table-like format.

Basic Data	
id: jadedhenderson04	
id: jadedhenderson04	
Account created on 2017-03-24 at 10:59 AM. Last logged in from IP...	

User Attributes	
Profile Private Messages Enabled	Yes
Profile Private Messages Notification Enabled	Yes
Username	Jade
Lastname	Henderson
Transfer Progress	
Mentor	thomas
Assessor	thomas
Log	
Passed	

Groups	
Administrators	2017-03-24 11:16:34
Learner	2017-03-24 11:16:34
Mentor	2017-03-24 11:16:34

The edit user screen looks like this:
Click on 'add group'- you have to
repress 'Add Group' each time.

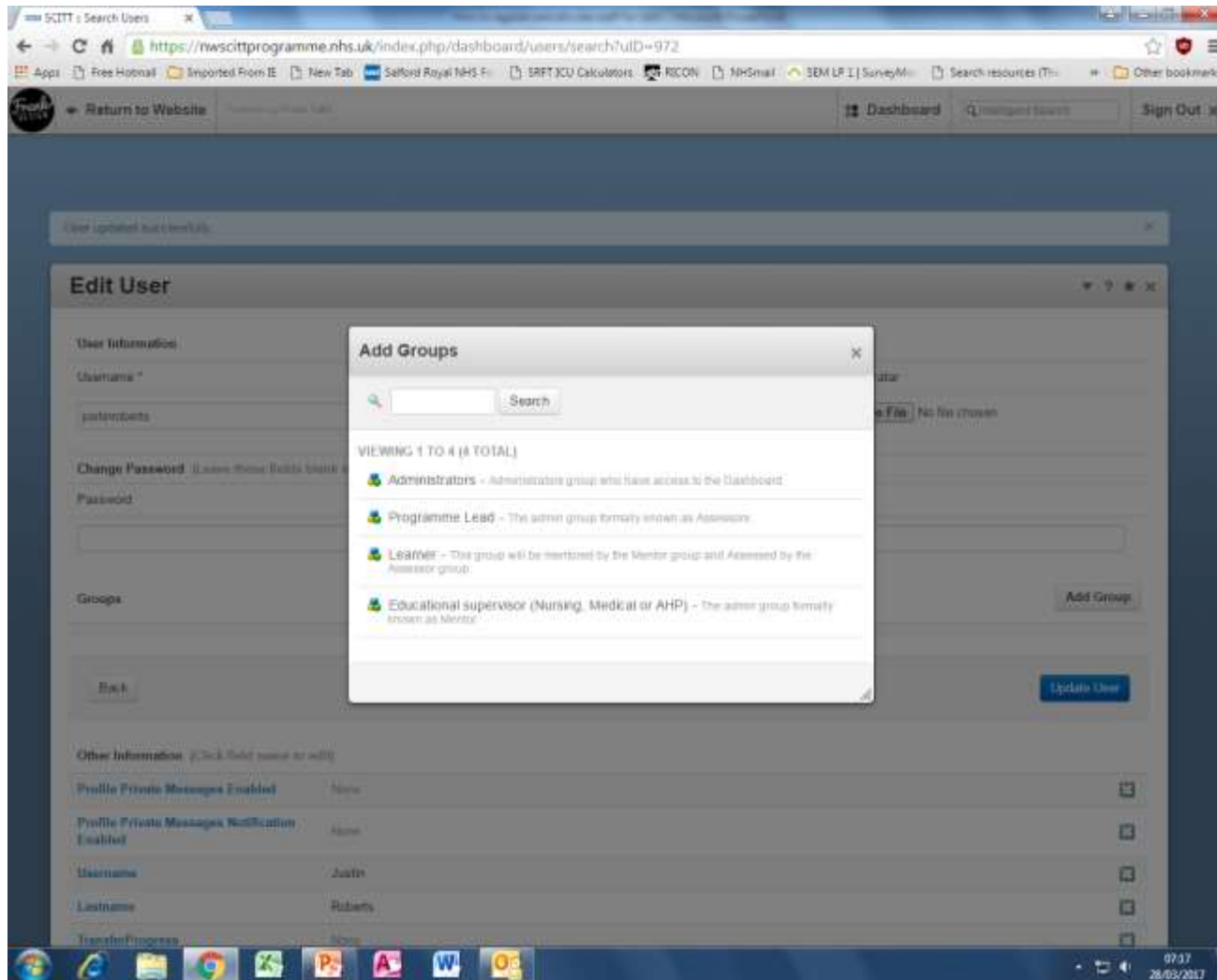
The screenshot shows a web browser window with the URL <https://nhs.uk/nhs.uk/index.php/dashboard/users/search?uid=972&task=edit>. The page is titled "Edit User" and contains several sections:

- User Information:** Includes fields for Username (johndobson), Email Address (john.dobson@nhs.uk), and User Avatar (Choose File). There is also a "Choose File" button.
- Change Password:** Includes fields for Password and Password (Confirm).
- Groups:** Includes a table with a single row and a column header "Groups". To the right of the table is a button labeled "Add Group". A large blue arrow points to this button.
- Other Information:** Includes a table with columns for "Field" and "Value". The table contains the following rows:

Field	Value
Profile Private Messages Enabled	None
Profile Private Messages Notification Enabled	None
Username	John
Lastname	Dobson
TransferProgress	None
Mentor	None

At the bottom of the form, there is a "Back" button and an "Update User" button.

The groups are shown below, a 'student' who just wants to do the course only select learner. Someone who has to supervise I don't understand the differences between the other groups- just select them all



You then have to enable the messaging and message notification- click on them

SCITT - Search Users

https://nwscittprogramme.nhs.uk/index.php/dashboard/users/search?uID=972

Return to Website | Powered by Frame CMS | Dashboard | Intelligent Search | Sign Out

Edit User

User Information

Username * Email Address * User Avatar

justinroberts justin.roberts@srft.nhs.uk Choose File No file chosen

Change Password (Leave these fields blank to keep the same password)

Password Password (Confirm)

Groups Add Group

☒ Administrators
☒ Assessors
☒ Learner
☒ Mentor

Back Update User

Other Information (Click field name to edit)



Profile Private Messages Enabled	None	✕
Profile Private Messages Notification Enabled	None	✕
Username	Justin	✕
Lastname	Roberts	✕
TransferProgress	None	✕

Click 'Yes' to both- note the little pad and pencil icon at the end of the row

☒ Learner
☒ Mentor

[Back](#) [Update User](#)

Other Information (Click field name to edit)

Profile Private Messages Enabled	<input type="checkbox"/> Yes	
Profile Private Messages Notification Enabled	<input type="checkbox"/> Yes	
Username	Justin	
Lastname	Roberts	

javascript:void(0)





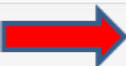



The screenshot shows a user profile management interface. At the top, there are two checkboxes: 'Learner' and 'Mentor', both of which are checked. Below these are two buttons: 'Back' and 'Update User'. The main section is titled 'Other Information (Click field name to edit)'. It contains a table with four rows. The first two rows have checkboxes for 'Profile Private Messages Enabled' and 'Profile Private Messages Notification Enabled', both set to 'Yes'. The last two rows show 'Username' as 'Justin' and 'Lastname' as 'Roberts'. At the end of each row in the table is a small icon of a notepad and pencil, indicating that the field can be edited. Two large red arrows are overlaid on the image: one points to the 'Yes' checkbox in the first row, and the other points to the edit icon in the second row.

Click on the pad and paper icons to turn them into a cross once you have selected 'Yes'

☒ Mentor

Back Update User

Other Information (Click field name to edit)

Profile Private Messages Enabled	Yes	
Profile Private Messages Notification Enabled	<input checked="" type="checkbox"/> Yes	 
Username	Justin	
Lastname	Roberts	
		

javascriptvoid(0)

07:25 28/03/2017

You will then need to set them an 'Assessor/Educational Supervisor' and 'Program Lead', go back to the dashboard and search for the user again- then click on 'set associations for users'

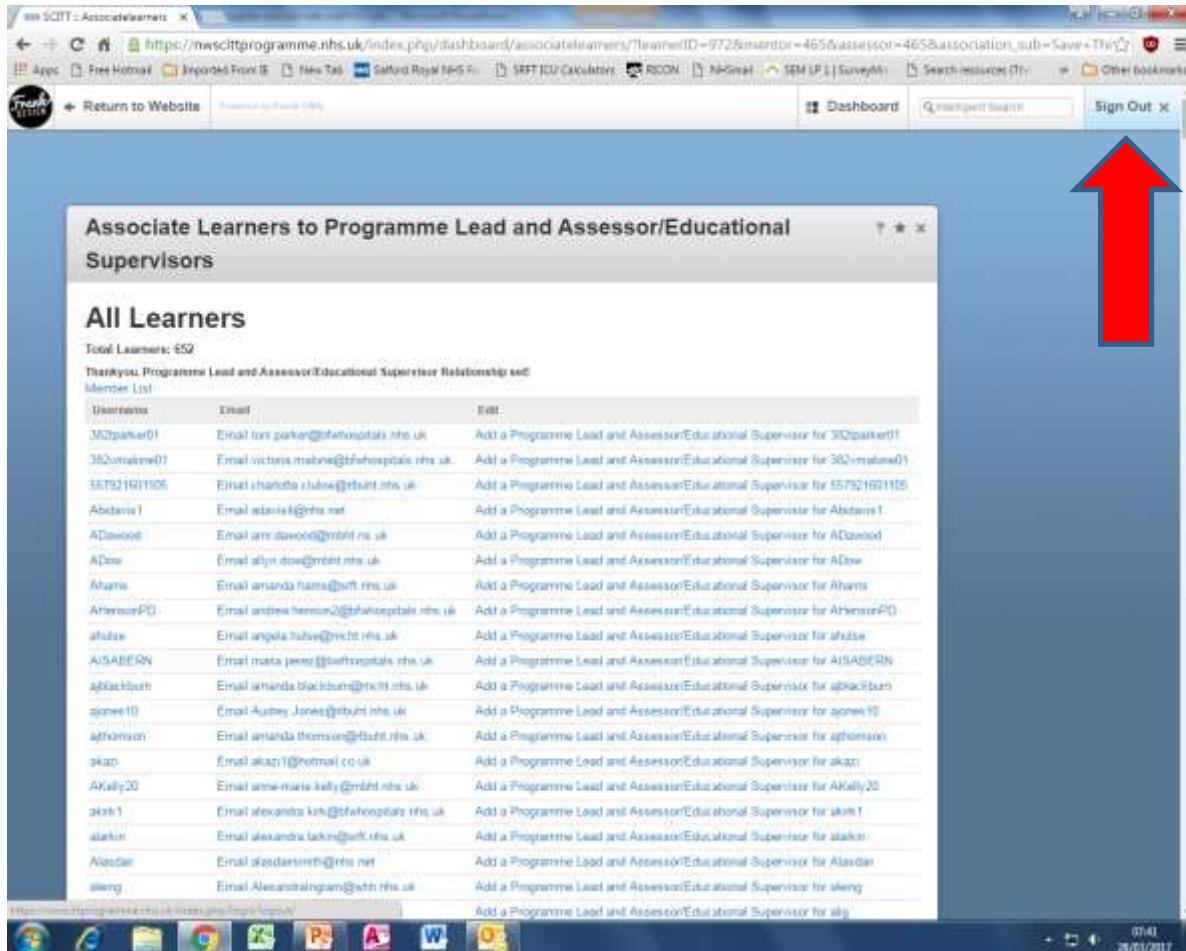
The screenshot shows a web browser window with the URL <https://rwscttprogramme.nhs.uk/index.php/dashboard/users/search/>. The page title is 'Search Users'. Below the title, there is a link: 'Click here to SET ASSOCIATIONS FOR USERS (SET PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR)'. Below this link, there is a search form with 'Keywords' set to 'jadehenderson94', a 'Groups' dropdown menu, and a 'Search' button. Below the search form, there is a table with the following columns: 'Username', 'Email', 'Last Modified', and '# Logins'. The table contains one row with the following data: 'jadehenderson94', 'jade.henderson@srft.nhs.uk', '3/24/2017 at 10:55 AM', and '1'. Below the table, there is a link: 'Set PROGRAMME LEAD AND ASSESSOR/EDUCATIONAL SUPERVISOR for jadehenderson94'. At the bottom of the table, it says 'VIEWING 1 TO 1 (1 TOTAL)'. There is an 'Export' button at the bottom right of the table.

Username	Email	Last Modified	# Logins
jadehenderson94	jade.henderson@srft.nhs.uk	3/24/2017 at 10:55 AM	1

You then have a list of names in NO order- look to find the name you want- Educational supervisor (your own name) and program lead (Thomas(tthomas) for Salford- the transfer lead for your own hospital)add it to each box. When you have done this don't forget to 'Save this'.

The screenshot shows a web browser window with the URL https://nhs.scittprogramme.nhs.uk/index.php/dashboard/associatelearners/?add_relation_learner=955. The page title is "Associate Learners to Programme Lead and Assessor/Educational Supervisors". Under the heading "All Learners", it says "Total Learners: 642". The main heading is "Add a Assessor/Educational Supervisor and Programme Lead Relation for jadehenderson94". There is a "Go Back" link. Below this, there are two dropdown menus: "Assessor/Educational Supervisor" (with "Thomas (tthomas)" selected) and "Programme Lead". The "Programme Lead" dropdown is open, showing a list of names including "Patmer (kpatm)", "Grove (gpatm)", "Zeller (mzeller)", "Fielding (kellyfielding)", "Best (pbest)", "Gilbert (pogilbert)", "Wilson (rindawilson)", "Foulkes (gpfoulkes)", "Williams (hwilliams)", "Spencer (kspencer)", "Morris (Smoorby)", "Smith (Smoorby)", "Ayres (rindawayres)", "Thomas (tthomas)", "Jones (CJones)", "Barber (barber)", "Hatch (MarkHatch)", "O'Brien (Jao)", "Garnes (vgarnes)", and "Jade (jade94)". A blue arrow points from the "Save This" button to the "Programme Lead" dropdown menu. At the bottom of the page, there are two rows of text: "apones10" with email "Email: apones10@nhs.uk" and "Add a Programme Lead and Assessor/Educational Supervisor for apones10", and "Athonson" with email "Email: athonson@nhs.uk" and "Add a Programme Lead and Assessor/Educational Supervisor for athonson". The bottom of the browser window shows the taskbar with various icons and the system clock displaying "11:00 24/01/2017".

Then you can sign out. The complexity of all of this is about tracking progress of trainees



Return to Website

Dashboard

Search

Sign Out

Associate Learners to Programme Lead and Assessor/Educational Supervisors

All Learners

Total Learners: 552

Thankyou, Programme Lead and Assessor/Educational Supervisor Relationship self

Member List

Username	Email	Edit
362parked01	Email: tori.parker@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for 362parked01
362omakew01	Email: victoria.makew@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for 362omakew01
557521621105	Email: charlotta.hulse@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for 557521621105
Abdaria1	Email: abdaria1@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for Abdaria1
ADawood	Email: amir.dawood@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for ADawood
ADow	Email: aditya.dow@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for ADow
Ahams	Email: amanda.hams@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for Ahams
AHerns01	Email: andrew.herns@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for AHerns01
ahulse	Email: angela.hulse@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for ahulse
AISABERN	Email: maria.jones@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for AISABERN
apackburn	Email: amanda.blackburn@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for apackburn
ajones10	Email: Audrey.Jones@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for ajones10
apthomson	Email: amanda.thomson@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for apthomson
akaz	Email: akaz1@hotmail.co.uk	Add a Programme Lead and Assessor/Educational Supervisor for akaz
AKelly20	Email: anne-marie.kelly@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for AKelly20
akirk1	Email: alexandra.kirk@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for akirk1
alakiri	Email: alexandra.lakiri@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for alakiri
Alasdair	Email: alasdairmth@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for Alasdair
aling	Email: alexandra.aling@nhs.uk	Add a Programme Lead and Assessor/Educational Supervisor for aling

07:41 26/01/2017