

# IT Skills Development E-bulletin

Meeting Information: IT Skills Pathway - Drop in session

Meeting status: Not started  
Starting date: Wednesday, December 12, 2012  
Starting time: 2:00 pm, GMT Time (London, GMT)  
Duration: 1 hour  
Host's name: Vicki Wright  
[More info](#)

[View Agenda](#) [Add to My Calendar](#)

Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF media files in the meeting.

## Weekly webinar drop in sessions scheduled for December

You may recall in the September bulletin that we told you about our plan to introduce some weekly webinar drop in sessions, we are pleased to now release the dates for the first two sessions.

All of the relevant information is given below including the dates, times and the links for the webinar itself. There is no need to book for these drop in sessions, simply make a note of the link's below and dial in on the day if you need a hand with anything tracking system related.

Date	Time	Webinar link
Wednesday 12 December	14:00 – 15:00	<a href="http://tinyurl.com/bqelw8d">http://tinyurl.com/bqelw8d</a>
Thursday 20 December	10:00 – 11:00	<a href="http://tinyurl.com/d9xfnej">http://tinyurl.com/d9xfnej</a>

These sessions have been set up as we receive regular requests from centres asking for little recaps about how to use different elements within the tracking system. There is no need to book, so if you have any questions that we can help you with then dial into the webinar during the hour and we'll do our best to assist you.

## PowerPoint 2007 testers wanted

The PowerPoint Level Two elearning materials are nearly ready for testing so we are again inviting you to help us to test them.

We will be releasing the materials on the 17 December and you will have two weeks (until 28 December) to test and send us your comments. Thanks to those who have already come forward to help. If you are interested in helping us with this testing then get in touch by email [it.skills@nhs.net](mailto:it.skills@nhs.net).

N.B: You will need to be set up on the tracking system to test the materials as they will all be accessed through there. If you have yet to be set up on the tracking system contact us on [it.skills@nhs.net](mailto:it.skills@nhs.net)

### New case study available

#### "IT Skills Pathway used to underpin clinical deployment"

Northumbria Healthcare NHS Foundation Trust are implementing a major new Patient Administration System (PAS). [This case study](#) focuses on the challenges faced and how the training team have assisted the wider project team in preparing users for the deployment.

IT SKILLS PATHWAY

LEVEL THREE  
LEVEL TWO  
LEVEL ONE  
ENTRY



# Consolidation exercises update

As we mentioned in the September bulletin, we are now busy producing consolidation exercises for all of the Level 2 learning materials on the tracking system.



**Microsoft Word Core 2007**  
IT Skills

**Skills Consolidation Exercise 1 – Working with documents**

Objectives:

**In this exercise you will:**

- Change the view of a document
- Adjust the zoom of a document
- View two parts of a document at once
- Arrange windows and switch between them
- Use the go to feature
- Browse a document
- Change document properties
- Save a document in another file format
- Understand compatibility mode

Exercise Files:

- Swine Flu.doc
- Diet.docx

The first of these are now available for the Level 2 Microsoft Word 2007 course and are accessed via the learning menu – see the screenshots for more information. These consolidation exercises give learners a further opportunity to practice the skills they have acquired during the learning itself.

# Additional December and January tracking system webinar dates available

Due to high demand we have added additional tracking system webinar dates in for December and January.

Date	Time	Booking link	Bookings taken until
Wednesday 12 December	10:00 – 12:00	<a href="http://etdevents.connectingforhealth.nhs.uk/3060">http://etdevents.connectingforhealth.nhs.uk/3060</a>	Wednesday 5 December
Thursday 17 January	10:00 – 12:00	<a href="http://etdevents.connectingforhealth.nhs.uk/3059">http://etdevents.connectingforhealth.nhs.uk/3059</a>	Thursday 10 January

We run these regular webinar sessions about the IT Skills Pathway Tracking System, these sessions show you what the tracking system can do, including how to register as a centre, how to monitor learner progress, personalise certificates and provide some different scenarios as to how you can make the best use of the system. We also have live demonstrations of the tracking system so you can get an accurate view of what it looks like and how easy it is to use and navigate around.

If you would like to attend either of these webinars please book a place using the links in the table and we will send dial in details to those booked on about a week before the webinar.

If you book a place then please ensure that you read the 'How to use webinar' document found in the events system asap as you will need to ensure that your computer is set up to access the webinar.

**Pathway elearning:**

No. of learners in October **8385**

No. of learners accessing since 1st July 2012 **17798**

**Top MOST centres:**

- 1 Newcastle Upon Tyne Hospitals NHS Foundation Trust
- 2 Princess Alexandra Hospital Harlow
- 3 Dudley PCT
- 4 Birmingham and Solihull Mental Health NHS Foundation Trust
- 5 Norfolk Community Health and Care NHS Trust
- 6 East Lancashire Hospitals NHS Trust
- 7 Derbyshire HIS
- 8 Bolton Hospitals NHS Foundation Trust
- 9 Manchester PCT
- 10 Calderdale & Huddersfield NHS Foundation Trust

# Stuck with an IT Training Problem?

Do the sensible thing.....



This month, Maude has been thinking of new ways to better support training centres



"Do you think the team should have an hourly slot each week when centres can contact them?"



"Sounds great Maude, how will you do that?"



"We can arrange drop in WebEx sessions....."

"...and we'll do them on different days and times each week....."



".... that way people can fit them around their other commitments"



"So how will we know when the sessions will be?"



"We'll publish the dates and links in our newsletter and also on our website"



"See you next time"

## Top Pathway centres:

- |   |   |
|---|---|
| 1 Dorset PCT                            | 6 Norfolk Community Health & Care NHS Trust             |
| 2 Teesside University                   | 7 Lewisham NHS Trust                                    |
| 3 University of Portsmouth              | 8 Bolton Hospitals NHS FT                               |
| 4 Birmingham Community Healthcare Trust | 9 Kent and Medway NHS and Social Care Partnership Trust |
| 5 University of Liverpool               | 10 Oxford Health NHS FT                                 |

## NHS MOST:

No. of exams completed in October 427

No. of exams completed since 1st July 2012 1647

# IT SKILLS PATHWAY

Contact us:

Email: [it.skills@nhs.net](mailto:it.skills@nhs.net)  
Web: [www.itskills.nhs.uk](http://www.itskills.nhs.uk)