IT Skills Development E-bulletin

Release of Level One PowerPoint and Word 2010 elearning materials

The 2010 conversion materials for the Level One PowerPoint and Word elearning are now available on the IT Skills Pathway Tracking System.

You can access these new modules in the same way as all of our other materials which is by selecting it from the drop down list on the 'Course Setup' tab and creating a new course.

To set up as a centre to access these and all of the other materials and resources, please contact the helpdesk by email at eLearning@mbhci.nhs.uk.

New tracking system webinar dates available

We run 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 below, once your place has been confirmed we will send you dial in details approximately one week before the webinar.

Date	Time	Booking link	Bookings taken until
Friday 17 August	10:00 – 12:00	http://etdevents.connectingforhealth.nhs.uk/3010	Tuesday 14 August
Wednesday 5 September	10:00 – 12:00	http://etdevents.connectingforhealth.nhs.uk/3011	Friday 31 August

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.

New case studies available

We have a number of new case studies available from users of the IT Skills Pathway. They are all available to view and download in PDF format on our website at http://www.itskills.nhs.uk/publications.aspx?tab=cases.

Please get in touch with us by email (it.skills@nhs.net) if you know of anyone interested in producing a case study with us. This could be from a learner perspective or even a centre talking about using the resources within the tracking system. We will do all the work!
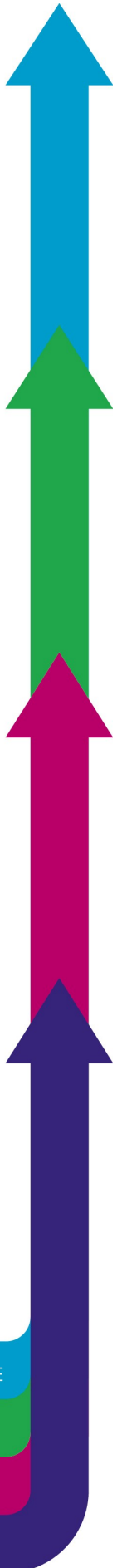
NHS

IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

MOST end of year awards

And a triple cause for celebration

There were multiple reasons to celebrate at Blackpool Teaching Hospitals NHS Foundation Trust when they received three awards last week. As well as becoming a MOST Centre of Excellence, the Trust also picked up the best in region award AND had a runner up in the NHS MOST Champion competition.

Here is what the team at the Trust had to say.

"The winning combination for us is a dedicated workforce and a blended flexible approach for our learners in delivering the MOST training and the MOS qualification. Achieving these awards demonstrates that even with a small team, providing a variety of training services which include accredited programmes is possible and this accolade proves the success of the programme". Ann-Marie Kitt – IM&T Training Manager

Left to right: Jen Woodhouse, Ann-Marie Kitt, David Levison, Liam Kind

"Delivering the MOST training has always been a rewarding experience for me as the longer duration of the courses have meant I am able to build a good working relationship with many of the learners. I have been able to witness our learners become subject experts and return to their own departments skilled, confident and enthused. I believe our blended approach to learning has allowed more staff to undertake the MOST programme and share in its success." Liam Kind - IM&T Trainer

"The Award is in recognition of all the hard work our learner's put in during their time with us, and for making our role as trainers/facilitators so enjoyable, as we are around people who want to learn. We all work very hard and sometimes it's good to step back to appreciate our achievements. Thank you." Jen Woodhouse – IM&T Trainer

Runner up in MOST Champion competition 2012 — Martyn McKechnie RA Manager/IT Projects Officer

"The MOST has greatly improved my knowledge of the Microsoft products and my ability to use them, resulting in increased confidence and productivity"

Left to right: Ann-marie Kaliszczak (Microsoft Office Specialist), David Levison, Martyn McKechnie

MOST Champion 2012

The search for the NHS MOST Champion 2012 has now concluded and we are delighted to announce the winner and two runners up.

Mathew Burt from Pennine Acute Hospitals NHS Trust took the top award. He is pictured here with his prize and trophy.

Matthew started in the NHS in February 2010 as a part of the Future Jobs Fund which was a six month government sponsored initiative to help people get back into employment. At the end of the scheme he was kept on in the same role.

Speaking about MOST, Matthew said *"The MOST courses are a fantastic way to increase your skills, knowledge and confidence in using*

the Office suite. I attended the two hour Open Learning sessions run by the Education Department once a week for six months and the choice of learning materials available there was more than enough to take any student from having limited knowledge all the way through to being ready to take their exams."

The two runners up were Anjum Shazad from East Lancashire Hospitals NHS Trust and Martyn McKechnie from Blackpool Teaching Hospitals NHS Foundation Trust (see separate articles).

Derbyshire gets the Top Award

Left to right: Tracy Allen, Jackie Lindsey, David Levison

Having beaten off stiff competition from a number of other centres, our congratulations go to Derbyshire Community Health Services NHS Trust on becoming the top NHS MOST centre for 2011/12. Derbyshire have been a strong supporter of the IT Skills Pathway for a number of years producing consistently high levels of training activity.

Speaking about receiving the award, Jackie Lindsey IT Training Services Manager said *"I was delighted to receive the news that we had won the regional award for MOST; my team have worked really hard trying to achieve this and we knew we had very good competitors! As for the National award – I was taken totally by surprise! I never once envisaged receiving that! I would like to thank all of my team for their hard work and determination and also all our candidates for their continued support – well done!"*

Chief Executive, Tracy Allen was very pleased to accept the award on behalf of the organisation and also said *"It was a privilege to accept the MOST National Centre Award on behalf of the Derbyshire Health Informatics Training Team. The team work incredibly hard to provide this really useful and accessible MOST training to NHS staff right across the county. The work they have done to develop colleagues' confidence and skills in utilising IT effectively has supported us to deliver important productivity gains that enhance the quality of care we provide."*

More reasons to be cheerful…....

Congratulations to East Lancashire Hospitals NHS Trust on becoming a MOST Centre of Excellence and on also having one of their team as an individual runner up in the MOST Champion competition.

Speaking about the award, Rita Ansbro, Learning Technologies Manager said *"We are pleased that so many of our staff took advantage of this opportunity which helped us gain the award for Centre of Excellence. It goes to show what talent we have within the Trust and now they have certificates to prove their abilities. We intend to ensure that as many people as possible get the same opportunity next year too. Well done everyone!"*

IM&T Project Manager & IT Training Specialist Anjum Shahzad was a runner up in the MOST Champion competition. He is pictured here with David Levison from the IT Skills Development Team and Karl Pugh, an IT Trainer also from East Lancs.

"I was really pleased to hear that we had over 100 candidates pass MOST exams in a 12 month period. This is really good news for East Lancashire Hospitals NHS Trust" Carl Pugh – IT Trainer

"I am absolutely delighted and honoured to receive the MOST Champion 2012 runner up award, not only because it is a personal achievement, but also because it has raised the East Lancashire Hospitals NHS Trust profile and as such this is something to be cherished by everyone throughout the Trust. I am also very proud of the Trust's achievement in becoming a "Centre of Excellence" which acknowledges the hard work,
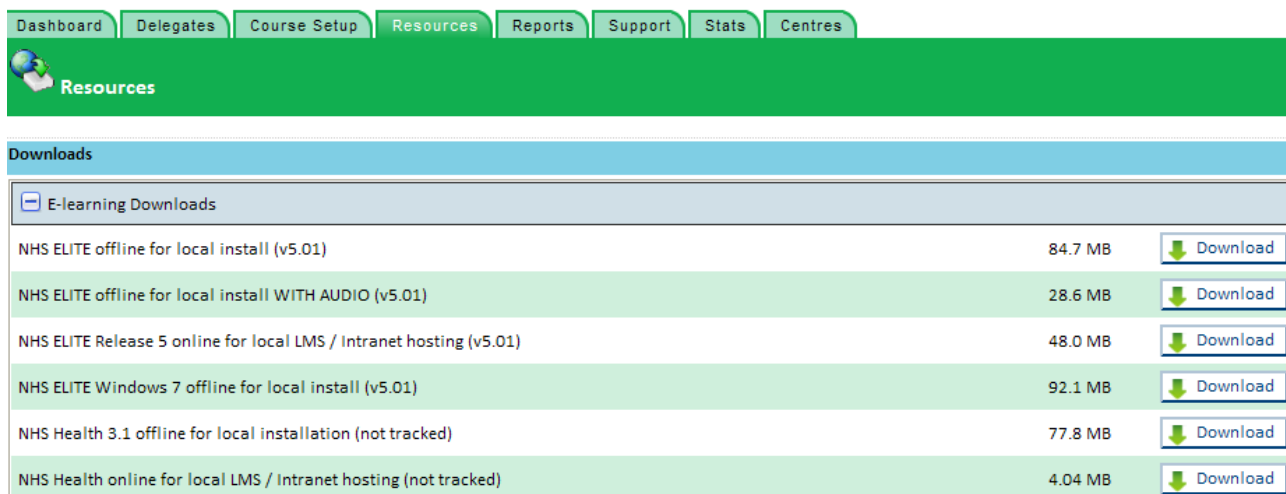
commitment and high standards of our staff.

These awards set a remarkable example of collaborative work between the IM&T and Learning & Organisational Development departments. Following on from this year's success, we aim to work together again to win the SHA or national MOST awards for the Trust next year" Anjum Shahzad - IM&T Project Manager & IT Training Specialist

Left to right: Anjum Shahzad, David Levison, Karl Pugh

Downloading versions of learning materials

A few recent changes to the tracking system have meant that some of the versions of the learning materials will no longer work. This has affected the downloaded versions of the learning materials (not the ones that are launched through the tracking system), for example those used for installation to desktop or the audio version.

To rectify this you simply need to sign in to the tracking system and re-download them from the Resources Tab.

If you encounter any problems when downloading please raise a ticket through the Support Tab on the tracking system for assistance.

Did you know… that there are ways of using the learning materials from a desktop which will still allow you to track your learners? For example you could create your elearning link and store it in a Word document on the desktop, this way learners could use the link allowing you to still get all of the data about their progress and completions.

Testers needed for Excel Level Two Learning Materials

The Excel Level Two elearning materials are nearly ready for testing and as always we are looking for you to help us to test them. We will be releasing the materials on the 20 August and you would have two weeks (until 03 September) to test and send us your comments.

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

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.

Extending the deadline for MOST Centre of Excellence awards

As you will already be aware, each year we award a Centre of Excellence plaque to any centre that delivers 100 exam passes in a year (July – June). This year we have decided to extend the deadline for reaching the 100 exam pass mark. Therefore, you will continue to accrue exam passes for this year until 31 October 2012.

So, all exam passes from 1 July 2011 until 31 October 2012 will count towards the Centre of Excellence target giving you more time to reach this figure and receive a plaque. (These figures will not count towards the "Best in Region" annual award).

Hopefully this is good news for your centre and encourages you to keep getting people certified. Good Luck!

Level name changes in tracking system

A small change has been made to the Course Setup options and Course Names within the tracking system. This change has been made to reflect the levels used within the IT Skills Pathway i.e. Level 1, Level 2 etc. Please feel free to continue marketing these courses using the old names if you prefer.

When creating new courses, you will note that the new names appear in the drop down list as per the screen shot below.

Existing courses on your system will also have changed to reflect the appropriate level as per the screen shot below.

How this will affect learners?

- Learners accessing Level 1 (Ready for MOST) courses will now see Level 1 in the title of their learning.

- Learners accessing Entry Level (ELITE) courses will continue to see ELITE in the title of their learning.

If you have any queries about this change, please email us at it.skills@nhs.net

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Top tracking system centres *June 2012*

1 Lewisham NHS Trust
2 Blackpool Teaching Hospitals NHS FT—
3 North Staffordshire IT Training
4 Ridgewood Centre, Surrey & Borders Partnership
5 Wrightington, Wigan & Leigh NHS FT
6 Warrington & Halton Hospitals NHS FT
7 The Royal National Orthopaedic Hospital
8 Sheffield Teaching Hospitals NHS FT
9 Bolton NHS FT
10 Oxford Health NHS FT

Contact us:

Email: it.skills@nhs.net
Web: www.itskills.nhs.uk