

Digital frameworks operational guides and videos

Resource Locator

**Clinical Centre
Manager**

Administrator

November 2022

I need help with.....

Introductory presentations to the Digital IV Therapy Passport

Section 1. Creating and accessing my account:

- Register
- Log in
- Forgot password
- My account
- Set up notifications
- Log out

Section 4. Creating accounts for others:

- Bulk registration
- Promoting and adding permissions (to Assessors and Educator / Managers)
- Admin-registration
- Approving self-registrations

Section 2. Moving around the platform:

- Dashboard
- System navigation

Section 5. Managing delegates (learners):

- Delegates
- Edit delegate (learner) details
- Manage a delegate (learner) password

Section 3. Centre set up:

- Centre configuration (initial centre set up)
- Add and manage registration prompts




Section 6. Digital IV Therapy FAQs, videos and user guides:

- Digital IV Therapy FAQs
- Video for Educator / Managers
- Video for Assessors
- Video for Learners
- User guide for Educator / Managers
- User guide for Assessors
- User guide for Learners

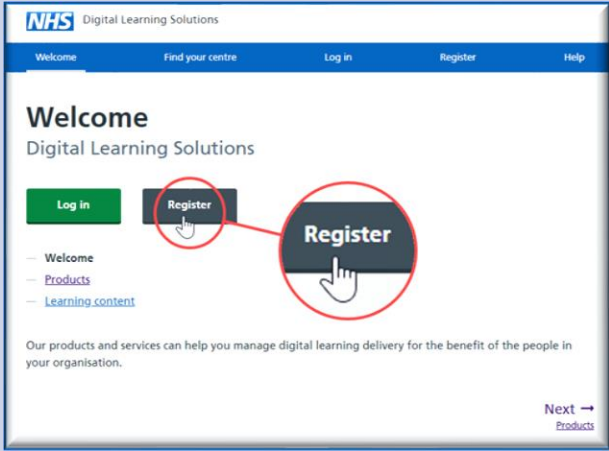
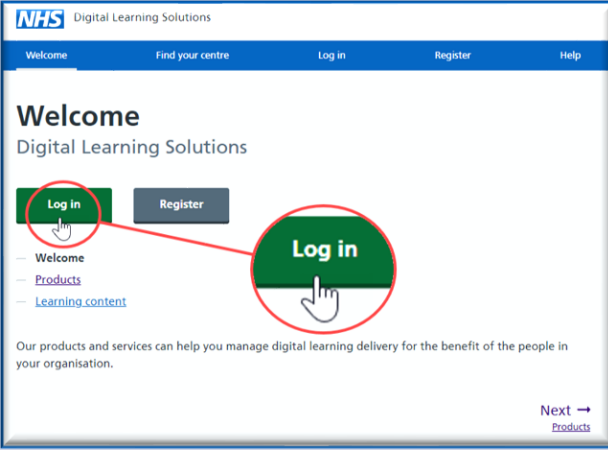
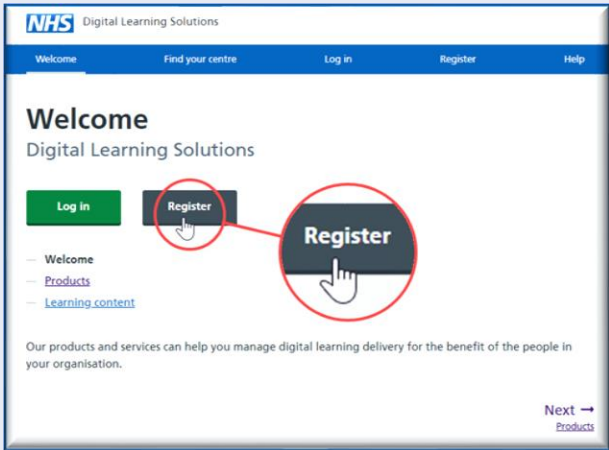
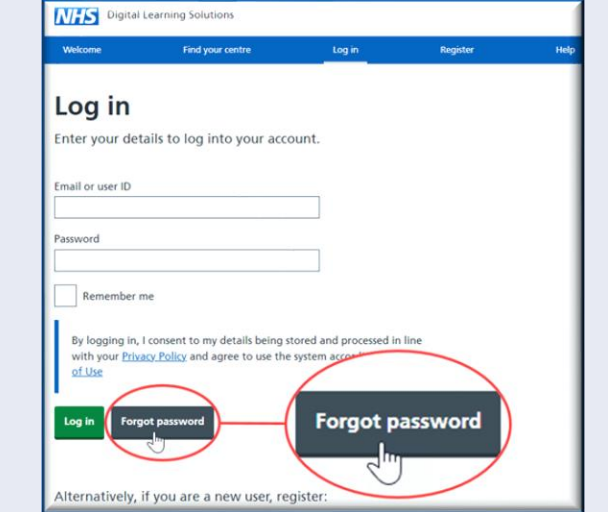
Section 7. I still need help:

- Accessing support and using the Ticket System

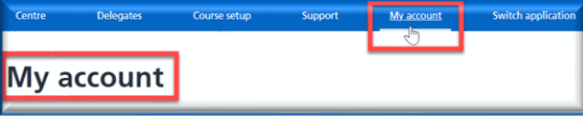
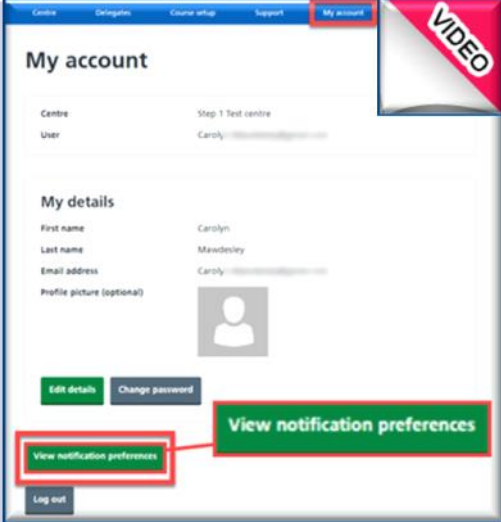
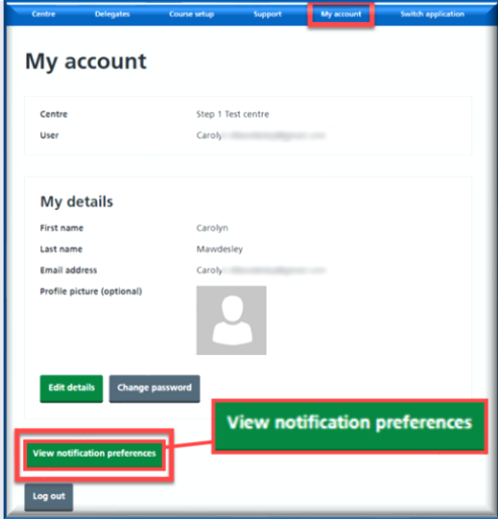
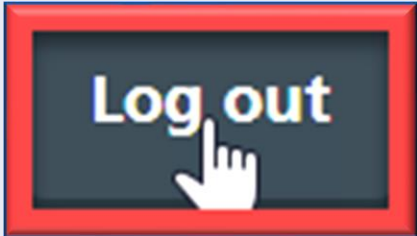
Introductory presentations to the Digital IV Therapy Passport

Topic	Click an image to access the download link	Topic	Click an image to access the download link
Early adoption introductory briefing		Registration, enrolment, assessment and sign-off process	
Platform roles and responsibilities			

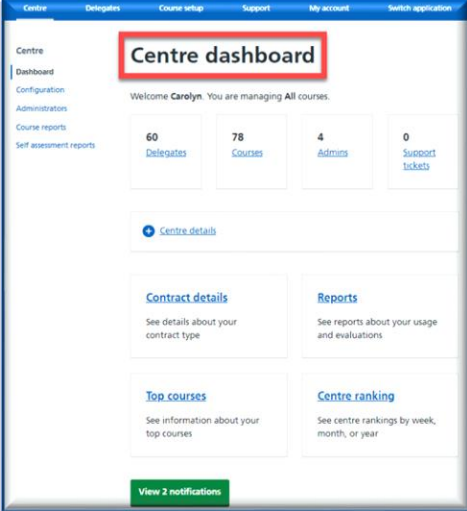
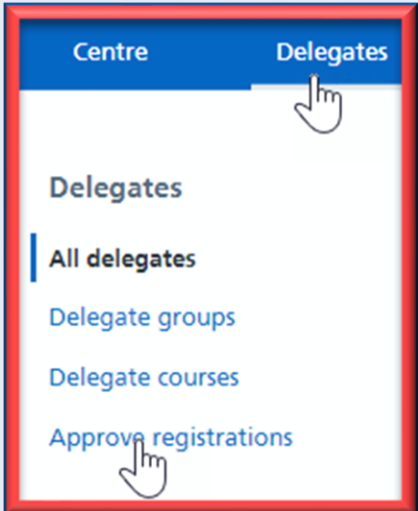
Section 1. Creating and accessing my account:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
DLS001 Self-registration GUIDE		DLS002 Log in GUIDE	
DLS001V Self registration VIDEO		DLS003 Forgot password GUIDE	

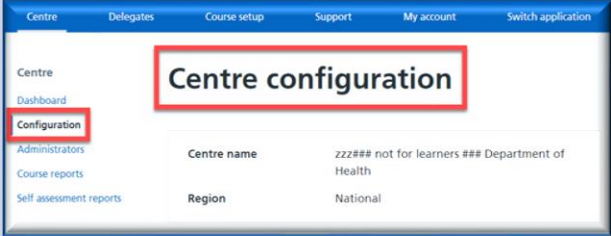
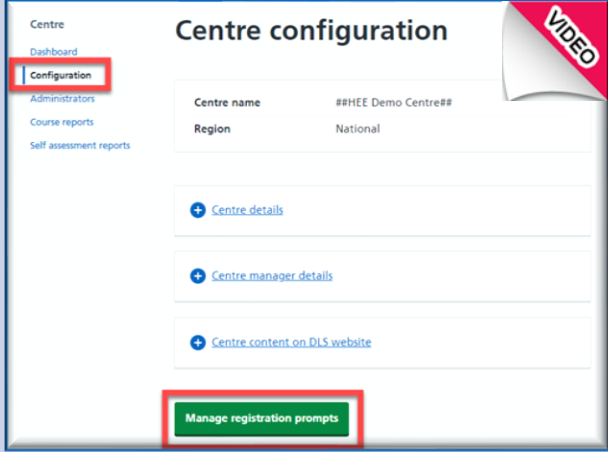
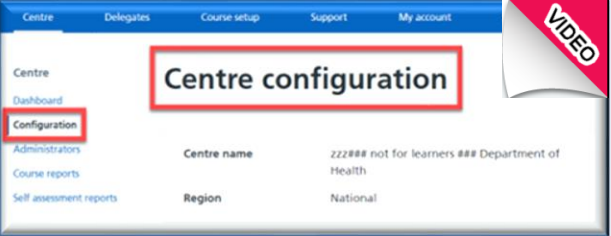
Section 1. Creating and accessing my account:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
<p>DLS007</p> <p>My account</p> <p>GUIDE</p>		<p>DLS024V</p> <p>Set up</p> <p>notifications</p> <p>VIDEO</p>	
<p>DLS024</p> <p>Set up</p> <p>notifications</p> <p>GUIDE</p>		<p>DLS006</p> <p>Log out</p> <p>GUIDE</p>	

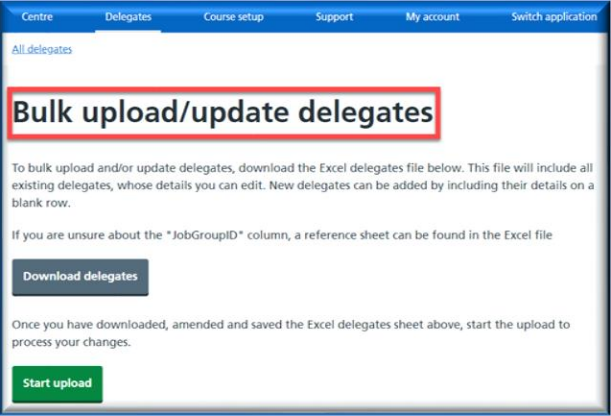
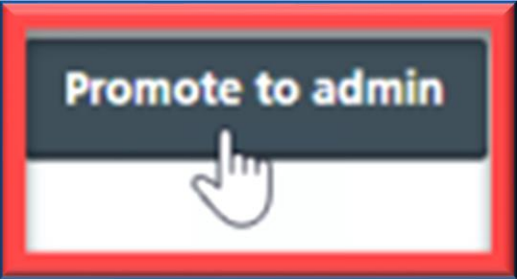
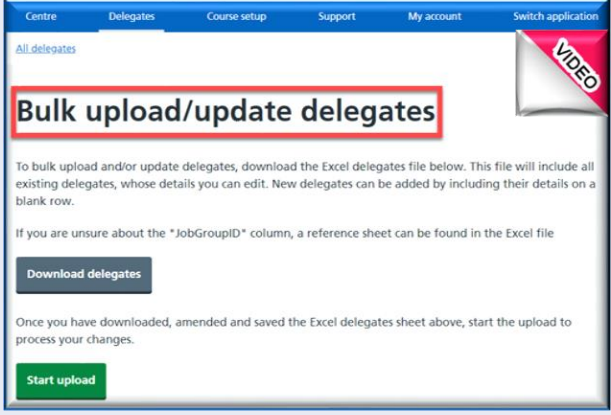
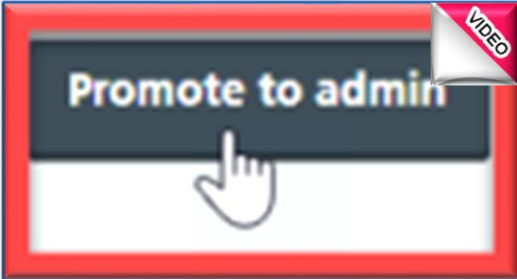
Section 2. Moving around the platform:

Topic	Click an image to access the download link
<p>DLS004</p> <p>Dashboard</p> <p>GUIDE</p>	 <p>The screenshot shows the 'Centre dashboard' interface. At the top, there is a navigation bar with links for 'Centre', 'Delegates', 'Course setup', 'Support', 'My account', and 'Switch application'. Below the navigation bar, the main content area is titled 'Centre dashboard' and includes a welcome message: 'Welcome Carolyn. You are managing All courses.' There are four summary cards: '60 Delegates', '78 Courses', '4 Admins', and '0 Support tickets'. Below these are sections for 'Centre details', 'Contract details', 'Reports', 'Top courses', and 'Centre ranking'. A 'View 2 notifications' button is at the bottom.</p>
<p>DLS005</p> <p>System navigation</p> <p>GUIDE</p>	 <p>The screenshot shows the 'Delegates' navigation menu. The 'Delegates' tab is selected in the top navigation bar. The menu items are: 'Delegates', 'All delegates', 'Delegate groups', 'Delegate courses', and 'Approve registrations'. The 'Approve registrations' item is highlighted with a red box and a hand cursor.</p>

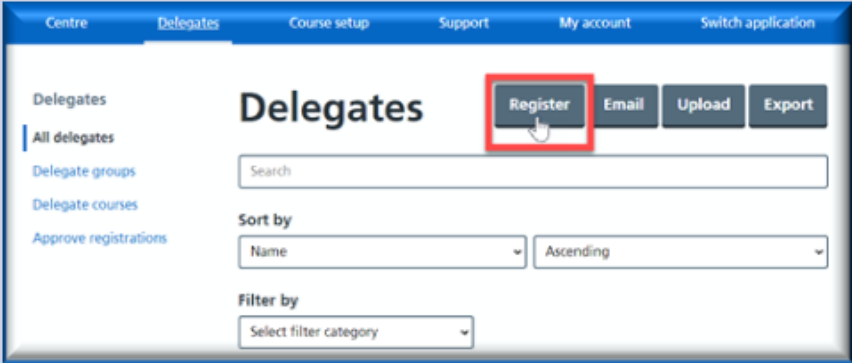
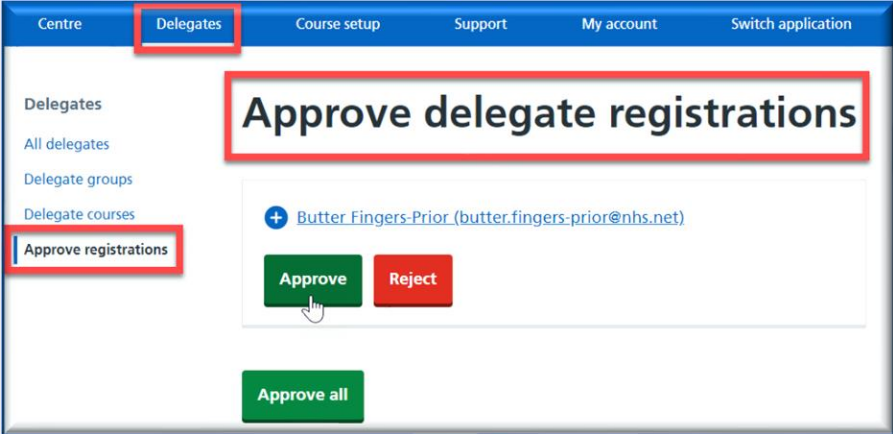
Section 3. Centre set up:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
<p>DLS012</p> <p>Centre configuration (initial centre set up) GUIDE</p>		<p>DLS041V</p> <p>Add and manage registration prompts Video</p>	
<p>DLS012V</p> <p>Centre configuration (initial centre set up) VIDEO</p>			

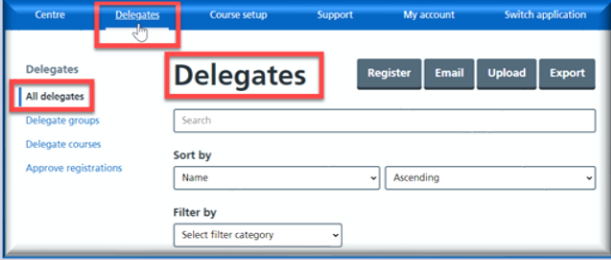
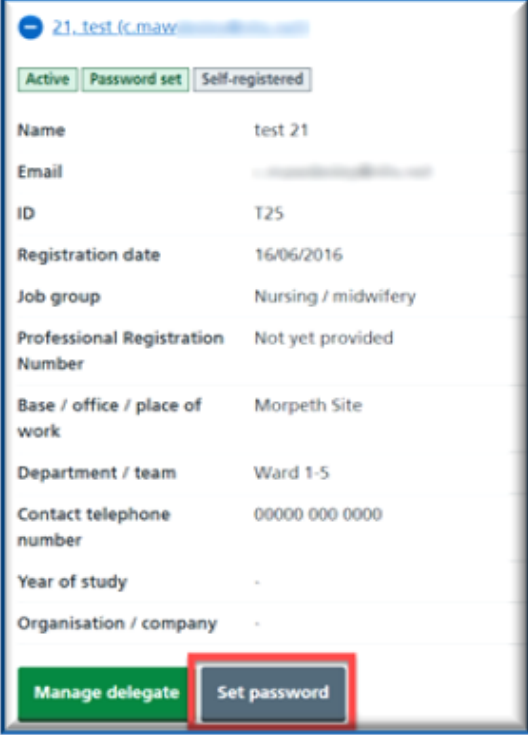
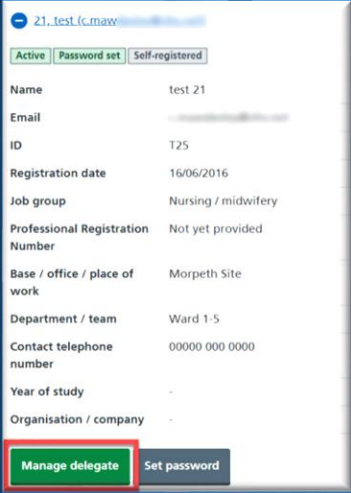
Section 4. Creating accounts for others:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
DLS009 Bulk registration GUIDE		DLS010 Promoting and adding permissions (Assessors and Educator / Managers) GUIDE	
DLS009V Bulk registration VIDEO		DLS010V Promoting and adding permissions (Assessors and Educator / Managers) VIDEO	

Section 4. Creating accounts for others:

Topic	Click an image to access the download link
<p data-bbox="416 391 835 611">DLS016 Admin registration GUIDE</p>	 <p>The screenshot shows the 'Delegates' page in a web application. The navigation bar includes 'Centre', 'Delegates', 'Course setup', 'Support', 'My account', and 'Switch application'. On the left sidebar, there are links for 'All delegates', 'Delegate groups', 'Delegate courses', and 'Approve registrations'. The main content area has a 'Delegates' heading, a search bar, and sorting options. A red box highlights the 'Register' button in the top right corner of the main content area.</p>
<p data-bbox="478 972 774 1175">DLS008 Approve self- registrations</p>	 <p>The screenshot shows the 'Delegates' page with the 'Approve registrations' link in the left sidebar highlighted in a red box. The main content area displays a registration for 'Butter Fingers-Prior (butter.fingers-prior@nhs.net)' with 'Approve' and 'Reject' buttons. A red box highlights the 'Approve delegate registrations' heading. At the bottom, there is an 'Approve all' button.</p>

Section 5. Managing delegates (learners):

Topic	Click an image to access the download link	Topic	Click an image to access the download link
DLS015 Delegates GUIDE		DLS019 Manage a delegate (learner) password GUIDE	
DLS018 Edit delegate (learner) details GUIDE			

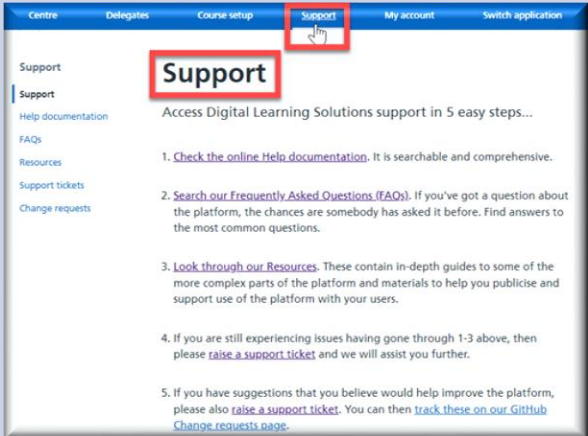
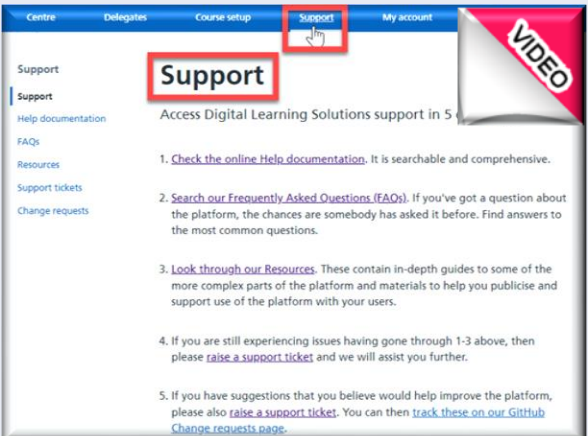
Section 6. Digital IV Therapy FAQs, videos and user guides:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
<p>Digital IV Therapy FAQs</p>	<p>Digital IV Therapy Passport Frequently Asked Questions</p> <p><u>Clinical Centre Managers & Admin</u></p> <p><u>Supervisors</u></p> <p><u>Learners</u></p>	<p>DLS036V</p> <p>Digital IV Therapy Passport for Assessors</p> <p>VIDEO</p>	<p>Health Educ</p> <p>This video is aimed at assessors who will confirm learners self-assessments against the proficiencies.</p> <p>@NHS_HealthEdEng</p>
<p>DLS035V</p> <p>Digital IV Therapy Passport for Educator Managers</p> <p>VIDEO</p>	<p>Health Educ</p> <p>This video is aimed at educator / managers and demonstrates enrolling learners onto a passport and final sign-off.</p> <p>Educator / managers can also assess learners. For further guidance about assessing learners please see the assessor video.</p> <p>@NHS_HealthEdEng</p>	<p>DLS037V</p> <p>Digital IV Therapy Passport for Learners</p> <p>VIDEO</p>	<p>Health Educ</p> <p>This video is aimed at learners completing the IV Therapy self-assessment</p> <p>@NHS_HealthEdEng</p>

Section 6. Digital IV Therapy FAQs, videos and user guides:

Topic	Click an image to access the download link	Topic	Click an image to access the download link
<p>DLS038</p> <p>Digital IV Therapy Passport for Educator Managers GUIDE</p>	<p>Overview of practice learning and assessment completion using Digital IV Therapy Passport</p> <p>★ Indicates the Educator/Manager steps in the process</p>	<p>DLS040</p> <p>Digital IV Therapy Passport for Learners GUIDE</p>	<p>Overview of practice learning and assessment completion using Digital IV Therapy Passport</p> <p>★ Indicates the Learner steps in the process</p>
<p>DLS039</p> <p>Digital IV Therapy Passport for Assessors GUIDE</p>	<p>Overview of practice learning and assessment completion using Digital IV Therapy Passport</p> <p>★ Indicates the Assessor steps in the process</p>		

Section 7. I still need help:

Topic	Click an image to access the download link	Topic	Click the ticket link and log in to DLS
DLS022 Support and using the Ticket System GUIDE		Support	<p>If you have been unable to resolve your question after viewing the guidance above, you should contact:</p> <p>Clinical Centre Managers and Administrators: Raise a DLS support ticket, for any issues relating to the platform</p>
DLS022V Support and using the Ticket System VIDEO			<p>Educator / Managers and Assessors: Your Clinical Centre Manager or Administrator</p> <p>Learners: Your Educator / Manager or Assessor</p>