

# 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:			Section 4. Creating accounts for others:			
0	Register	<ul> <li>My account</li> </ul>	0	Bulk registration	0	Admin-registration
0	Log in Forgot password	<ul><li>Set up notifications</li><li>Log out</li></ul>	0	Promoting and adding permissions (to Assessors and Educator / Managers)	0	Approving self-registrations
Se	ection 2. Moving around	the platform:	Section 5. Managing delegates (learners):			
0	o <u>Dashboard</u>			o <u>Delegates</u>		
<ul> <li>System navigation</li> </ul>			<ul> <li>Edit delegate (learner) details</li> <li>Manage a delegate (learner) password</li> </ul>			
Section 3. Centre set up:			Se	ection 6. Digital IV Therapy F	AC	(s, videos and user guides:
<ul> <li>Centre configuration (initial centre set up)</li> </ul>			0	Digital IV Therapy FAQs	0	User guide for Educator /
0	Add and manage registrati	on prompts	0	Video for Educator / Managers	0	Managers User guide for Assessors
			0	<u>Video for Assessors</u>	0	<u>User guide for Learners</u>
			0	<u>Video for Learners</u>		

#### **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	Health Education England  CAPITAL nurse  Introduction of the Digital IV Therapy Passport within your Trust  September 2022  Canadians a junity governed by Mean Education England, MIS England and MIS Improvement	Registration, enrolment, assessment and sign-off process	Health Education England  CAPITAL nurse
Platform roles and responsibilities	Health Education England  CAPITAL nurse  Digital IV Therapy Passport DLS Platform roles and responsibilities  Capithus 1,000, sourced by Healt Education Expert, And England and And Engineered		Digital IV Therapy Passport Registration, enrolment, assessment & sign off process  Capathure a justy governed by Healt Educator Engand and MC Engane and MC Enganement

#### **Section 1. Creating and accessing my account:**

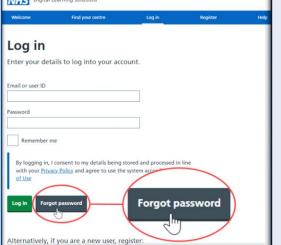


Click an image to access Click an image to access **Topic Topic** the download link the download link NHS Digital Learning Solutions NHS Digital Learning Solutions Welcome **DLS002 DLS001** Welcome Welcome **Digital Learning Solutions Digital Learning Solutions** Log in Self-Register Welcome registration Log in **GUIDE** Products **Products** Learning conten Learning content Our products and services can help you manage digital learning delivery for the benefit of the people in **GUIDE** Our products and services can help you manage digital learning delivery for the benefit of the people in Next → Next → NHS Digital Learning Solutions NHS Digital Learning Solutions **DLS003 DLS001V** Find your centre Log in Enter your details to log into your account. Welcome **Forgot Digital Learning Solutions** Self password registration Register

**VIDEO** 



**GUIDE** 



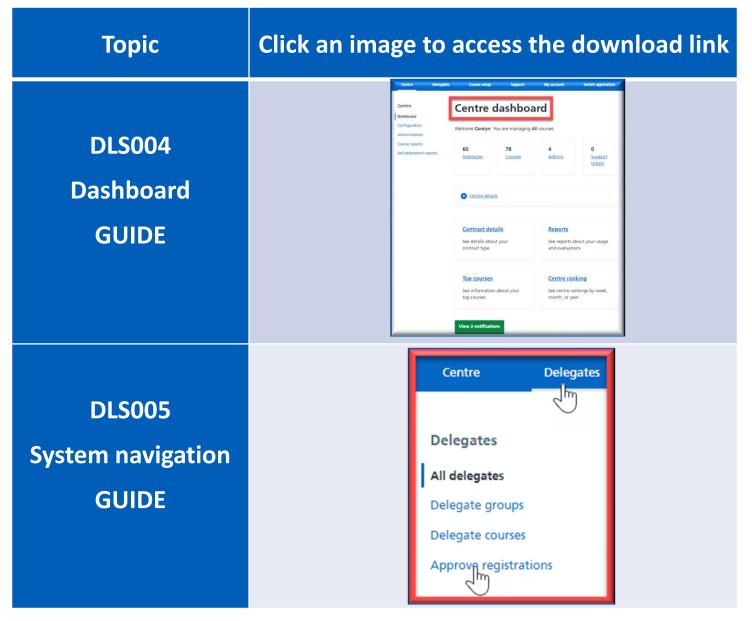
# **Section 1. Creating and accessing my account:**



Topic	Click an image to access the download link	Topic	Click an image to access the download link
DLS007 My account GUIDE	Centre Delegates Course setup Support My account  My account	DLS024V Set up notifications VIDEO	My account  Centre User Caroly  My details First name List name List name List name Email address Email address Email address Caroly  Profile picture (optional)  View notification preferences  View notification preferences
DLS024 Set up notifications GUIDE	My account  Centre Step 1 Test centre User Caroly  My details  First name Carolyn Last name Mandesley Email address Caroly  Profile picture (optional)  Edit details  View notification preferences  Log out	DLS006 Log out GUIDE	Logout

## Section 2. Moving around the platform:





### Section 3. Centre set up:



Topic	Click an image to access the download link	Topic	Click an image to access the download link
Centre configuration (initial centre set up) GUIDE	Centre Centre Configuration  Centre Configuration  Configuration  Administrators Course reports Self assessment reports Region  Support My account Switch application  Support My account Switch application  Support My account Switch application  222### not for learners ### Department of Health  National	DLS041V Add and manage registration prompts Video	Centre Configuration  Dathboard Configuration Administrators Course reports Self assessment reports  Centre name Region National  Centre details
Centre configuration (initial centre set up) VIDEO	Centre Configuration  Centre Configuration  Configuration  Administrators  Course reports  Self assessment reports  Region  Contraction  Support  My account  My account  My account  Region  My account  My account  My account  Region  My account  My account  My account  Region  Regi		Centre content on DLS website  Manage registration prompts

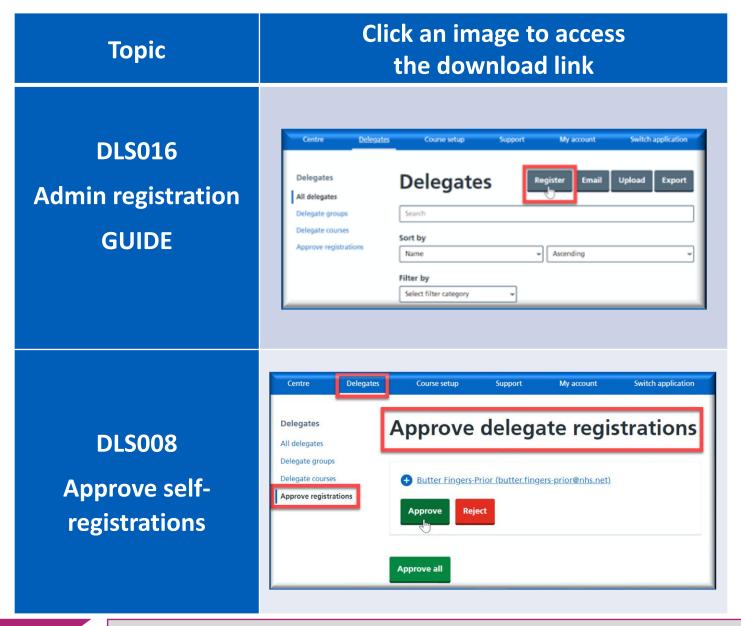
#### **Section 4. Creating accounts for others:**



Click an image to access Click an image to access **Topic Topic** the download link the download link **DLS010** All delegates **DLS009 Promoting and** Bulk upload/update delegates adding Promote to admin Bulk existing delegates, whose details you can edit. New delegates can be added by including their details on a permissions registration (Assessors and **GUIDE** Once you have downloaded, amended and saved the Excel delegates sheet above, start the upload to **Educator / Managers) GUIDE** DLS010V **Promoting and** DLS009V Bulk upload/update delegates Promote to admin adding Bulk existing delegates, whose details you can edit. New delegates can be added by including their details on a permissions registration If you are unsure about the "JobGroupID" column, a reference sheet can be found in the Excel file (Assessors and **VIDEO** Once you have downloaded, amended and saved the Excel delegates sheet above, start the upload to **Educator / Managers) VIDEO** 

#### **Section 4. Creating accounts for others:**





# **Section 5. Managing delegates (learners):**



Topic	Click an image to acc the download linl		Горіс		age to access Inload link
DLS015 Delegates GUIDE	Delegates Delegates Delegates Delegate Search Delegate Course Sort by Approve registrations Aprove registrations  Select filter category  Select filter category	Ma de	LS019 anage a elegate earner)	21. test (c.maw  Active Password set Self-e  Name  Email  ID  Registration date  Job group  Professional Registration  Number	egistered  test 21  T25  16/06/2016  Nursing / midwifery  Not yet provided
DLS018	ZJ_test_(c.maw     Active   Password set   Self-registered  Name test 21	•	ssword	Base / office / place of work Department / team	Morpeth Site Ward 1-5
Edit delegate (learner) details GUIDE	Email  ID T25  Registration date 16/06/2016  Job group Nursing / midwifery  Professional Registration Not yet provided Number  Base / office / place of Morpeth Site work  Department / team Ward 1-5  Contact telephone 00000 0000 0000 number  Year of study -  Organisation / company -		GUIDE	Contact telephone number  Year of study  Organisation / company  Manage delegate  Se	00000 000 0000

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Need support? Raise a Tracking System support ticket

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



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

# 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
DLS038  Digital IV Therapy Passport for Educator Managers	Overview of practice learning and assessment completion using Digital IV Therapy Passport  If ducator / Manager step  Assessor step  Learner step  Automatic email generated to Educator / Manager, Assessor, Icarner  Acres CCS platform, law  Assessor step  Learner step  Automatic email generated to Educator / Manager, Assessor, Icarner  Acres CCS platform, law  Assessor step  Learner step  Automatic email generated to Educator / Manager, Assessor, Icarner  Acres CCS platform, law  Assessor step  Learner step  Automatic email generated to Educator / Manager	DLS040 Digital IV	Overview of practice learning and assessment completion using Digital IV Therapy Passport  Coulding Digital IV Therapy Passport  Add the manufact of suff passes on the passes of the flags
DLS039 Digital IV Therapy Passport for Assessors GUIDE	Overview of practice learning and assessment completion using Digital IV Therapy Passport    Concept   Manager step   Assessor step   Learner step   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educator / Manager, Assessor, Learner   Automatic email generated to Educa	Therapy Passport for Learners GUIDE	Indicates the Learner steps in the process

# 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 Support Support Support Support Support Support Support Help documentation FAQS Resources 1. Check the online Help documentation, it is searchable and comprehensive. Support tickets Change requests Change requests  3. Look through our Resources. These contain in-depth guides to some of the most common questions.  3. Look through our Resources. These contain in-depth guides to some of the more complex parts of the platform and materials to help you publicise and support use of the platform with your users.  4. If you are still experiencing issues having gone through 1-3 above, then please raise a support ticket and we will assist you further.  5. If you have suggestions that you believe would help improve the platform, please also raise a support ticket. You can then track these on our GitHub Change requests page.		If you have been unable to resolve your question after viewing the guidance above, you should contact:  Clinical Centre Managers and Administrators: Raise a DLS support ticket, for any issues relating to the platform
DLS022V Support and using the Ticket System VIDEO	Support Support Support Support Support Support Support Help documentation FAQS Resources 1. Check the online Help documentation. It is searchable and comprehensive. Support tickets Change requests  2. Search our Frequently Asked Questions (FAQs). If you've got a question about the platform, the chances are somebody has asked it before. Find answers to the most common questions.  3. Look through our Resources. These contain in-depth guides to some of the more complex parts of the platform and materials to help you publicise and support use of the platform with your users.  4. If you are still experiencing issues having gone through 1-3 above, then please raise a support ticket and we will assist you further.  5. If you have suggestions that you believe would help improve the platform, please also take a support ticket. You can then track these on our Gitthub Change requests page.	Support	Educator / Managers and Assessors: Your Clinical Centre Manager or Administrator  Learners: Your Educator / Manager or Assessor

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