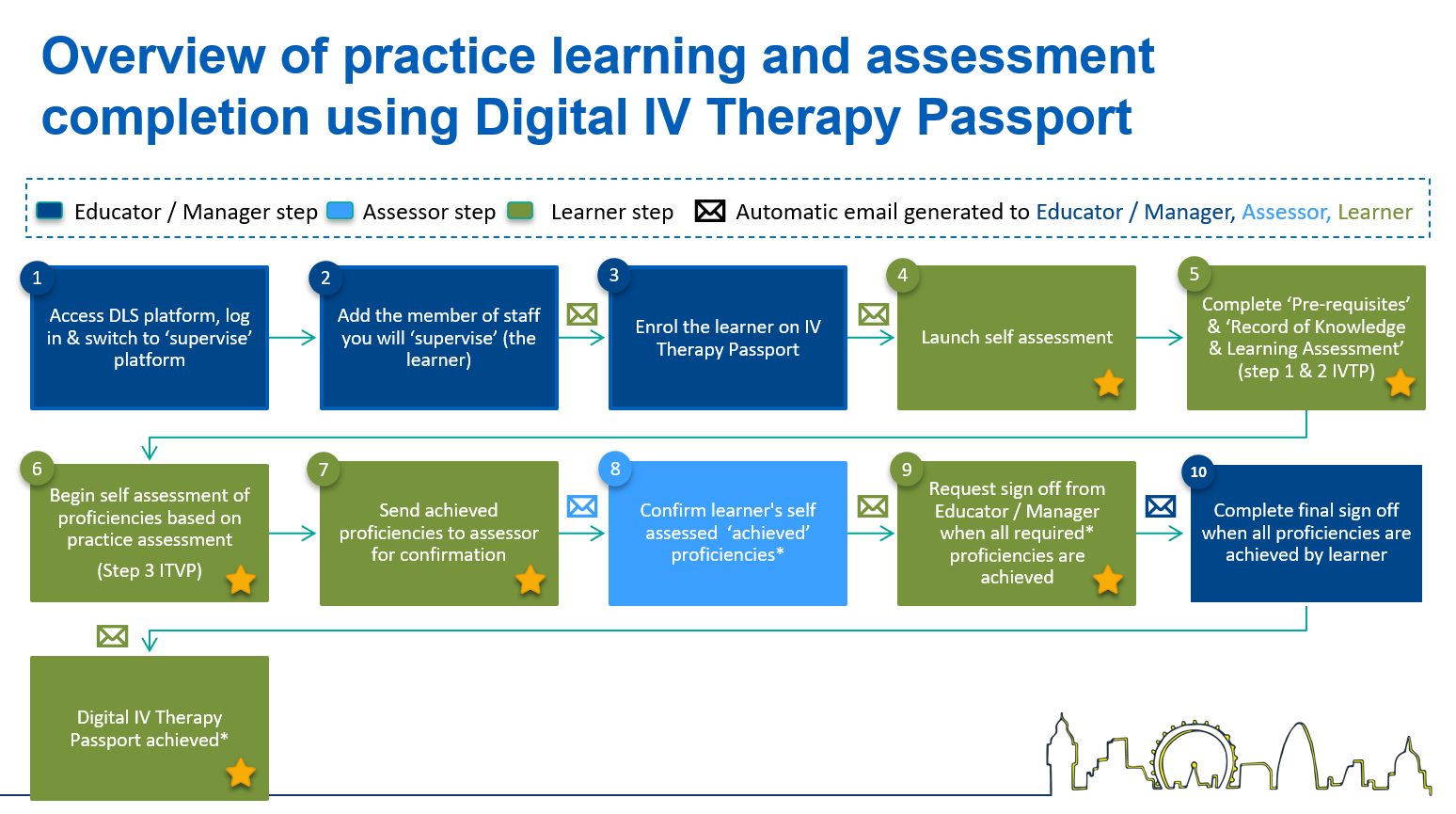
**Digital IV Therapy** **Passport – Learner User Guide**

The Digital Learning Solutions (DLS) platform, provided by the Technology Enhanced Learning (TEL) Team within Health Education England (HEE), hosts the Digital IV Therapy Passport.

This user guide is designed to provide first time access guidance to a Learner.





Indicates the Learner steps in the process

**For information:**

* **The learner**: Person completing the self-assessment in the IV Therapy Passport
* **The Educator / Manager**: the person who is facilitating the passport and will ultimately sign it off when all proficiencies have been assessed.
* **The Assessor**: the person supervising, completing practice assessment and confirming achievement of proficiencies.

**Note:**

The DLS platform uses the term ‘supervise’ or ‘supervisor’ – these terms indicate the assessment, or sign off, process performed by the Assessor or Educator/Manager.

**For support, please contact:** your assessor or the local educator/manager at your organisation.

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**Essential guidance**

## **Register for a DLS account**

|  |  |  |
| --- | --- | --- |
|  | The learner may receive an email invitation from their Educator/Manager  Select the link in the email: Click here | The learner may receive an email invitation from their Educator /Manager  Select the link in the email: **Click here** |
|  | Registration page | For information:  If you don’t already have a DLS account, you’ll need to register for an account. If your organisation has set up your account, you will receive an email like the above with a link to set a password, go to [Create a password](#Password). If they have not invited you, you can [use the DLS register page to self-register](https://www.dls.nhs.uk/v2/Home/Welcome)  The Register screen will open  Complete the registration fields, your email address will be pre-populated into the form  Select: **Next**  If you already have a DLS account, you can skip this section and follow the [Log in procedure](#Login) |
|  | Learner information page | Complete the learner information  For information:  If you have a professional registration number, you will be asked to record this when you respond **Yes**  Registration questions asked by your centre may vary to those shown here.  Select: **Next** |
|  | Create password | Create a password  For information:  Your password should include a minimum of 8 characters, at least 1 number and a symbol  Select: **Next** |
|  | Summary | A summary of your registration is available, you can select **Change** to amend any of the details  Select to agree to the Terms and Conditions  Select: **Submit** |
|  | Delegate registration complete summary | Your registration to the system is complete. In some instances, you may have to wait while your registration is approved. You will receive an email when your registration is authorised  You can [Log in](#Login) at any time using your delegate number or your email address (recommended) and the password you set up at registration |

## **Log in procedure**

|  |  |  |
| --- | --- | --- |
|  | Log in page | For information:  The DLS system can be accessed using this link:  <https://www.dls.nhs.uk/v2/Home/Welcome>  Select: **Log in**  Alternatively, you may have received an email with a link |
|  |  | Log in using your **email address** or delegate number and the **password** you set up at registration  Select: **Log in** |

## **Add an assessor (supervisor)**

|  |  |  |
| --- | --- | --- |
|  | enrolment confirmation page | For information:  Your Educator/Manager will enrol you on the assessment for the IV Therapy Passport  **When your Educator/Manager has enrolled you, you’ll receive an email to confirm this**  Select the **Click here** in the emailand follow the [login procedure](#Login)  Alternatively, the DLS platform can be accessed using this link:  <https://www.dls.nhs.uk/v2/Home/Welcome> |
| **2.** |  | Select: **Launch self-assessment**  For information: Select the expand button **+** to see when you enrolled, last accessed and set a completion date |
| **3.** | IV Therapy Passport | From the IV Therapy Passport introduction page, read about the using the platform for practice assessment, how to select proficiencies and the assessment process.  You can also add **educator / managers** and / or **assessors** from here.  Select: **Manage supervisors** to add an assessor to your self-assessment. |
| **4.** |  | Select: **Add new supervisor**  Select: **Remove** if you want to remove a supervisor from your assessment |
| **5.** | choosing supervisor | Choose your supervisor  Select: **Next**  For information:  If your supervisor is not in the list, please contact your local Educator/Manager |
| **6.** |  | Choose a role for your supervisor  Select: **Next**  For information:  Assessors must be deemed competent to administer intravenous medication by their home organisation. Assessors should be authorised to supervise and assess the practice of others by their line manager, who should consider their level of experience  Educator/Manager  This person may be the line manager, practice educator or educational supervisor at University |
| **7.** | adding summary for supervisor | Select: **Submit**  For information:  Your selected supervisor will receive an email notification. |
|  | Go to current activities in the menu | Select: **Current activities** |

## **Start your self-assessment (prerequisites)**

|  |  |  |
| --- | --- | --- |
|  |  | Select: **Launch self-assessment**  For information: Select the expand button **+** to see when you enrolled, last accessed and set a completion date. |
|  | view activities and proficiencies | Scroll down to see all the information and when you are ready to move on  Select: **View Proficiencies**  For information:  The page displays some instructions for the assessment process, as well as the declaration and sign off process which is available when all the selected proficiencies have been achieved in the first and final assessments  You can also see your activity supervisors and add a supervisor by selecting manage supervisors  If you are returning to your self-assessment, you will also see the useful option **Continue where I left off** |
|  | Search for proficiencies | For information:  A free text **Search** is available to search the proficiencies |
|  | Filters options | For information:  As you start to work through your proficiencies, useful **Filters** are available, to choose from a drop down list |
|  |  | Select: Expand **+ Prerequisites to supervised clinical practice** |
|  |  | Select: **Review** |
|  | 21/07/2022 | Use the **Date completed** box to record dates the training was completed.  Select: **Submit**  For information:  This should be completed for each proficiency in Pre-requisite learning |
|  | Select the plus sign, record of learning an knowledge | Select: Expand **+ Record of learning and knowledge assessment** |
|  |  | Select: **Review** |
|  | Select completed status, add a date and Submit | Use the **Date completed** box to record dates the training was completed.  Select: **Submit**  For information: This should be completed for each proficiency in Record of learning and knowledge assessment |

## **Manage optional proficiencies**

|  |  |  |
| --- | --- | --- |
|  |  | Select: **Manage optional proficiencies** |
|  |  | Choose your optional proficiencies as per the guidance displayed on-screen in the yellow box. |
|  |  | Scroll to the bottom of the screen and select: **Submit** |

## **Complete your self-assessment**

|  |  |  |
| --- | --- | --- |
|  | Expand proficiencies | After completing pre-requisite learning, and the record of learning and knowledge assessment, proceed with the other proficiencies  Select: **Expand +** next to the proficiency |
|  | Select expander | To see more information about the proficiency  Select: the **expander** |
|  | Expanded proficiency description | Further information about the proficiency is displayed |
|  | Review to record results | Select: **Review** to record your result |
|  | Self assessment response | For information:  Is this an **optional**, **first** or **final assessment**? (note: first and final are required)  Some organisations will expect an ‘optional’ assessment; others will expect the learner to use the first and final assessments and the optional ones if they need additional practice  Select: The appropriate self-assessment response  Select: **Submit** |

## 

## **Request** proficiency confirmation

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|  |  | When you are ready to request proficiency confirmation, for example, the data is entered for:   * **Prerequisites** * **Record of learning and assessment**   or the self-assessment is completed for:   * **Core proficiencies** * **Optional proficiencies**   Select: **Request proficiency confirmation** |
|  |  | For information:  From **Which Supervisor?** You will select which **assessor** supervised and assessed the practice – the assessor’s name will be available to pick on screen. Alternatively, you can select another assessor from an approved list  Select: The **Assessor** who will confirm achievement of these proficiencies  Select: **Next** |
|  |  | Select each **proficiency** from the listthat has been self-assessed and is ready for an assessor to confirm  Alternatively **Select all proficiencies** – you’ll need to do this for each group of proficiencies you are submitting  For information:  These will be listed without colour – when verified by their assessor they will turn green  Note: only those proficiencies you have self-assessed can be confirmed |
|  |  | When you’re ready:  Select: **Next** |
|  | submit option | For information:  If appropriate, you can change your assessor by selecting **Change**. You can choose from a pre-approved list of assessors at your organisation  Select: **Submit** |
|  | email to assessor | For information:  Clicking submit will trigger an email to the selected Assessor |
|  | Select Current activities from the menu | Select: **Current activities** to return to the proficiencies home page  When you are finished follow the [Log out procedure](#Logout) |
|  | email verifying proficiencies to learner | For information:  As the proficiency results are confirmed by your Assessor you will receive an email |

## 

## **Action plan**

|  |  |  |
| --- | --- | --- |
|  | email to learner when proficiencies not achieved | If the Assessor did not agree with the learner’s self-assessment of having achieved the proficiency, they will reject it and write an action plan  The learner will receive this email to ensure they are notified |
|  | Action plan link | The specific proficiency will have the status ‘rejected’ in red with an action plan link beneath it  Select the link to reveal the **Action plan** to follow  When the action plan is met, and the proficiency is re-assessed in practice, the learner can resubmit the proficiency for confirmation |

## **Request** Educator/Manager **sign off**

|  |  |  |
| --- | --- | --- |
|  |  | Follow the [Log in procedure](#Login) |
|  | All proficiencies must be completed and confirmed before sign-off | For information:  **The Educator/Manager Sign off will only become available when all core, and the selected optional, proficiency self-assessments are completed and confirmed** |
|  | launch self-assessment | Select: **Launch self-assessment** |
|  | View proficiencies | Scroll down  Select: **View proficiencies** |
|  | Request sign off | Scroll down then when you are ready  Select: **Request Educator/Manager sign-off** |
|  | Submit request | Select: The **Educator/Manager** who will sign-off your passport  Select: read and agree to the **declaration**  Select: **Submit request**  Then follow the [Log out procedure](#Logout) |
|  | email to learner when proficiencies are signed off | For information:  You will receive a confirmation email when your passport has been signed off |
|  |  | Select the link in the email to see your signed off status |

## **Log out procedure**

|  |  |  |
| --- | --- | --- |
|  |  | Select: **My account**  For information**:**  If you can’t see My account, select **Current activities** then select **My account** |
|  |  | Scroll to the bottom of the screen  Select: **Log out**  For information:  If you need to change your password before you go:   * Select: **Change password** * Return to: **My account** * Select: **Log out**   If you need to change any of your registration details, select **Edit details**. Don’t forget to select **Save** when you are finished |

# **Additional guidance**

## **Download Self-assessment**

|  |  |  |
| --- | --- | --- |
|  | Export | For information:  Complete this step if you wish to keep a personal record of your Digital IV Therapy Passport or you are moving to another organisation.  Future development to the system will enable you to complete this transaction digitally.  Select: **Export to pdf** (available from November 2022) |

## **Self-assessment confirmation status explained**

|  |  |  |
| --- | --- | --- |
|  |  | Black border and text with a white background –  Learner has self-assessed against optional practice, but no confirmation request has been sent to the assessor yet  Green border, text and background –  Assessor has confirmed the results  Red border, text and background –  Assessor has rejected the assessment and an action plan has been recorded  Grey border, text and yellow background –  Learner has self-assessed against optional practice, confirmation request has been sent to the assessor, but no response has been provided yet |

## **Forgotten the password**

|  |  |  |
| --- | --- | --- |
|  | Log in | Access the DLS landing page: <https://www.dls.nhs.uk/v2/Home/Welcome>  Select: **Log in** |
|  | Forgot password | Select: **Forgot password** |
|  | Reset | Enter your **email address**  Select: **Reset** |
|  | Confirmation message | For information:  You’ll see an onscreen confirmation message |
|  |  | You’ll receive a email that provides a 2 hour time limited reset link  Select**:** the **link** |
|  | Reset password | Complete the fields  Select: **Reset password** |
|  | Login | Select: **Login** |
|  | Account locked | For information:  If at any time you receive an **Account locked** message you should follow the [Forgot password](#ForgotPassword) process |

**For support, please contact:**

Your Assessor or the local Educator/Manager at your organisation.