



WNHS staff Moodle instructions

The NMHS Moodle site is a private website containing training materials which requires a username and password and is accessible from home. You must be registered for Moodle to access any of the training materials. Many WNHS staff will already have access. The Moodle site allows staff to retain records of training accessed in Moodle. Training resources in Moodle include:

- Pre-reading for study days
- eLearning packages
- Mandatory eLearning packages
- Other selective training information

All WNHS eLearning packages including the breastfeeding packages are now located within the NMHS Moodle site.

How to log in

WNHS staff must log in with their username and password to successfully record completion of training activities.

Mandatory training: **Log in and self-enrol.** WNHS staff who do not log in will not be able to access the Ascender recording form or certificate. This will impact on the compliance accuracy of mandatory training requirements.

Log in details: *we will be transitioning over the he numbers as usernames. Current users will be notified via Moodle registered email when this occurs*

Current users username: your first and last name all in lower case with no spaces e.g. sarahsmith or for hyphen sarahsmithjones

New users username: your he number all in lower case with no spaces e.g. he12345

Initial Password/Reset password: Password-1 (includes capital, dash and number 1)
You will be prompted to change your password. Your new password will need to meet the following conditions:

- o At least 8 character password length
- o At least 1 Digit
- o At least 1 Lowercase letter
- o At least 1 Uppercase letter
- o At least 1 Non-alphanumeric character

Forgotten password: use the forgotten password link. An email will be sent to your nominated Moodle email address with reset instructions. If you have difficulties email Samantha.davies@health.wa.gov.au or NMHS.MoodleSupport@health.wa.gov.au

New users: email Samantha.davies@health.wa.gov.au with your first name, last name, HE number, health email address and employee number. Instructions as per below an email will also be sent with log in details.

Log in via the main home page or navigate to the WNHS Moodle site:

Home page: <http://www.nmhsrto.moodle.com.au/>

WNHS page: <http://www.nmhsrto.moodle.com.au/course/index.php?categoryid=123>



To access WNHS eLearning which includes Mandatory training eLearning, click on the WNHS eLearning link:

North Metropolitan Health Service

Course categories: Women and Newborn Health Service

WOMEN AND NEWBORN HEALTH SERVICE

Women and Newborn Health (WNHS) staff will need a username and password to access courses. Non WNHS staff/external staff will need to use guest access with the provided password.

It is recommended that you read the "Resources for Participants" and "User Standards and Policy" documents on the home page to familiarise yourself with using this learning system.

Click on an image below to access the relevant section:

WNHS eLEARNING

DEPARTMENT OF NURSING AND MIDWIFERY EDUCATION AND RESEARCH

POSTGRADUATE MEDICAL EDUCATION

Once in the WNHS eLearning section **scroll down** and locate the package you would like to access and click the link.



Click the links below for additional information:

- [WNHS mandatory training requirements](#)
- [WNHS staff Moodle instructions](#)
- [Non-WNHS/external staff Moodle instructions](#)

Choose your package from the links below:



MANDATORY PACKAGES

- ABF/M
- Adult basic life support
- Allied health basic life support
- Aseptic technique
- BFHI group 2
- BFHI group 3
- Emergency management
- Manual tasks
- MRI safety
- My Health record
- Neonatal resuscitation
- Open disclosure
- Safe infant sleeping
- WAVE



RECOMMENDED PACKAGES

- Blooming together
- Epidural/spinal analgesia
- FDV - screening and responding
- FDV - introduction
- FGC/M
- Newborn bloodspot screening
- Nursing medication calculations
- Midwifery medication calculations
- Perinatal Loss
- PIVC - Adult
- SARC - Responding to disclosures of sexual assault
- Waterbirth
- Venepuncture - adult



BREASTFEEDING PACKAGES

- BFHI group 3
- BFHI introduction/group 2
- How BF works
- Health benefits of BF
- BF challenges

WNHS mandatory training matrix
Moodle navigation instructions

Links to eLearning packages



WNHS staff use the self-enrol option

1. **WNHS eLearning is available for self-enrolment.** Other WNHS courses in Moodle may require a self-enrolment code provided in a welcome to the course email.

This screenshot shows the Moodle interface for the 'Adult Basic Life Support' course. The user is logged in as a guest. The 'Enrolment options' section displays two options:

- Guest access:** A form with a 'Password' field and an 'Unmask' checkbox. A red 'X' is placed over this option, indicating it is not the correct path for staff.
- Self enrolment (Course Participant):** A form with the text 'No enrolment key required.' and an 'Enrol me' button. A green checkmark is placed over this option, and the entire section is highlighted with a yellow border, indicating it is the correct path for staff.

2. If you have not logged in prior to attempting to self-enrol click continue then log in with your username and password.

This screenshot shows the Moodle interface after a guest user attempts to self-enrol. The 'Self enrolment (Course Participant)' option is highlighted with a yellow border. The text below the option reads 'Guests cannot access this course. Please log in.' and there is a green checkmark and a 'Continue' button next to it.

This screenshot shows the Moodle homepage. The 'Log in' link is visible in the top right corner of the page.

This is a close-up of the Moodle login form. It includes fields for 'Username', 'Password', and a 'Remember username' checkbox. A blue callout box with the text 'Log in' points to the 'Log in' button. Below the form, there are links for 'Log in' and 'Forgot your username or password?'. A note at the bottom states 'Cookies must be enabled in your browser'.



Navigating the eLearning package page

Home > Courses > Women and Newborn Health Service > WNHS eLearning > BLS EL Turn editing on

Your progress

Adult basic life support eLearning package

REQUIREMENT	TIME	FREQUENCY	
Nurses, midwives and medical staff	1 hour	Yearly	<input checked="" type="checkbox"/>

Adult BLS

- **WNHS staff must log in**
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

WNHS/KEMH staff only - Ascender recording

Ascender recording

Not available unless: The activity **Adult BLS** is marked complete

Evaluation

Complete the evaluation

Not available unless: The activity **Ascender recording** is marked complete

Certificate

BLS certificate - WNHS staff

Not available unless:

- The activity **Ascender recording** is marked complete
- The activity **Adult BLS** is marked complete
- The activity **Complete the evaluation** is marked complete

Package details

eLearning package link

Restricted links that become available once the criteria has been met

Automatically ticked when requirement is met. If a tick does not appear the system has not registered your access.

Navigating from the eLearning package link – first attempt

Home > Courses > Women and Newborn Health Service > WNHS eLearning > BLS EL > Adult basic life support eLearning package > Adult BLS

Adult BLS Info Reports

- **WNHS staff must log in**
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

Mode: Preview Normal

Details from previous attempts (if applicable)

Leave as "normal" Click "enter" to start

Navigating from the eLearning package link – additional attempts

Home > Courses > Women and Newborn Health Service > WNHS eLearning > Asep EL > Aseptic technique eLearning package > Aseptic technique

Aseptic technique Info Reports

- **WNHS staff must log in**
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

Number of attempts allowed: Unlimited
Number of attempts you have made: 1
Grade for attempt 1: 0%
Grading method: Highest attempt
Grade reported: 0%

Delete all previous results if previously

Click "enter" to start

Resume

Would you like to resume where you left off?

If you have previously accessed the package and may be prompted to resume your attempt

This document can be made available in alternative formats on request for a person with a disability.

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