

INTERNAL ONLY
ISLHD POLICY
COVER SHEET



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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Finance, Workforce, Corporate & Strategic Improvement
AUTHOR	Professional Development Coordinator
KEY TERMS	State-Wide Mandatory Training, Mandatory Training by Chief Executive, My Health Learning, Scheduling, Content Object
FUNCTIONAL GROUP OR HUB	District-Wide
NSQHS STANDARD	Standard One
SUMMARY	This document is intended to outline the requirements to be met in capturing training data within the My Health Learning system.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

Data Capture in My Health Learning**ISLHD CORP PD 50**

1. POLICY STATEMENT

The purpose of this document is to outline the standards to be met in maintaining accurate training data within the My Health Learning, Learning Management System (LMS).

This document is not an instructional guide in the use and functionality of the My Health Learning system. For this, contact the District's System Administrators at: ISLHD-WorkforceSystems@HEALTH.NSW.GOV.AU

2. AIMS

This policy is designed to ensure that data relating to training activity is accurately captured within the My Health Learning system, so that compliance with NSW Health Mandatory Training and NSQHS standards can be monitored and managed appropriately.

3. TARGET AUDIENCE

Staff engaged in the delivery and or administration of ISLHD's face to face training activities.

4. RESPONSIBILITIES

Although the responsibility for maintaining training records within the My Health Learning system may vary between sites and services, the following rules should always be applied.

- All face to face training provided in the LHD should be captured in the My Health Learning system.
- Training provided to meet requirements of NSW Health, or Chief Executive (CE) Directive, mandatory training must be scheduled from the designated content object.
- Records of staff attendance and completions of training must be captured within the My Health Learning system either:
 - at the time of the event, or
 - as soon as is reasonably practical post event, and
 - preferably within 10 business days, but in **all** cases, within one month of the event.

For information or advice on how to perform these actions please contact the system administrators at:

ISLHD-WorkforceSystems@HEALTH.NSW.GOV.AU

5. DEFINITIONS

State-Wide Mandatory Training (red flag)

State-wide mandatory training is standardised training that all employees or contractors across the NSW Health Network must complete.

A full list of NSW Health Mandatory Training can be found in NSW Health Mandatory Training Targeting Matrix, accessible via the NSW Health Education and Training Institute (HETI) website.

Mandatory Training by CE Directive (blue flag)

Mandatory Training as a directive of the CE may be assigned to staff in the Health District where it is deemed necessary to meet an identified local need.

Mandatory Training assigned by way of CE Directive training will appear with a blue flag in the 'current learning' page of staff within the My Health Learning System.

My Health Learning System

The NSW Health Learning Management system used for the administration, delivery and recording of training and development activities, including Mandatory Training.

Scheduling

Refers to the process of creating classroom offerings in the My Health Learning System, which enables the capture of training data in the system. (e.g. enrolments, completions, no shows, etc)

Content Object

'Content Object' is a technical term used to describe a course template in the My Health Learning system. Each content object has a unique reference number that is used to capture training data and report on training activity.

6. DOCUMENTATION

- [FACTSHEET- Recording Mandatory Training in My Health Learning](#)

This fact sheet shows the specific content object numbers to be used when recording Mandatory Training completions within the My Health Learning system.

7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
6/4/2018	0	Professional Development Coordinator
e	0	Executive Director Finance, Workforce, Corporate & Strategic Improvement