FAQ's

Forgotten Password
Select the blue 'click here' link beneath the sign in boxes. Type in the email address registered to your account and click 'Send.' A reset link will be sent to your email.

Password not accepted at log in
Check whether your caps lock is on (for capital letters) check your email address is correct. Alternatively send a password reset as above.

I have not received my Joining Instructions
Log in and check your 'Task List'.
If there is an incomplete booking, select the link and complete the booking.
If the booking is still waiting approval, remind your line manager to approve the booking.
If the booking shows as 'confirmed' then select the booking to check the details and resend the joining instructions. You can also check what email address it was sent to by selecting the Settings icon in the green line at the top of your screen.

I cant find the date I want to book
Try selecting the 'Show all Dates' link at the top of the dates listed.

My Buttons are red despite having done training
If you attended a face to face course, allow 5 days but after that, please contact LEaD.
If you completed e-learning please check your training record to see what the outcome has recorded as. You may need to re-take to achieve a pass, or contact LEaD if you passed but it has not recorded as such.
Helpdesk: 02380 87 4091
lead@southernhealth.nhs.uk

Compliance Management

As a line manager on MLE you can:
- Approve/decline your team's face to face bookings
- Check team training records
- Edit your team
- Check your teams compliance
- Monitor your teams team compliance
- Share booking approval or compliance monitoring with another person
- Book your team onto training

Inside this booklet you will see a description of the elements available on your Home page.

View My Team Certificates
When you select this option you'll see a list of every mandated topic. You will see numbers depicting how many staff in your team require each topic and, of those, how many are; in date, expired or due to expire.
At the top of that screen you can select to view your teams team (if any of them manage anyone). If you select the %number next to the topic you will be able to see, by topic, the names of those requiring the topic and their compliance. If they in turn manage someone, you will be able to select the %number again to drill down to their team.

Shared Responsibilities
If someone shares their responsibilities with you, you will have a drop down menu at the top of the main team compliance page allowing you to select whose team you wish to view compliance for.
To share *your* teams compliance with another, click the 'Add' button and choose who you wish to share with. They will have to approve the share before they can view anything.

Please note: *if you manage someone whose team you need to monitor compliance for you, you do not need to share responsibilities. This is because their team will already be within your teams hierarchy.*

LEaD Southern Health NHS
NHS Foundation Trust

MLE
User Guide

for

Managers

www.southernhealth.nhs.uk/career/lead/

Quality care, when and where you need it

Check your Statutory & Mandatory Training

Your home page will show all mandated training according to your role and team. Expired training shows a red button, due to expire in the next 60 days shows amber, In Date shows green.

Editing your Account Settings

Clicking on the settings cog will allow you to change/ edit your email address, telephone number, mobile number, username and password. This allows the MLE to email/ text you details about courses and keeps your account secure. **Note:** Please input the telephone number into the "Phone" field and the Mobile number into the "Mobile" Field.

Mr Mark Pointer

Quality care, when and where you ne

You are here

TEST   Home   Search   ⚙   Sign out

Need Your Training record?

My Training Record: This will be where you can access your training record

Book Spaces/Complete Online Training

Search for and book/complete training. **Please Note:** When searching for a course, using quotation marks will make searching easier and limit the search to more specific words or phrases. E.g. Searching "Information Governance" will ensure that only courses with those 2 words together in that order will appear. Without the quotations the search will return any course where it finds the word 'Governance' and/or 'information'

Courses

Search for a course
Course Schedule Grid
My Development Plan

Reports

My Reports
My Bookings
My Training Record
Team Training Report for Managers

Team Members

Edit the members of my team

Mr Mark Pointer

Southern Health NHS Foundation Trust (CP)
📅 View my diary
Change password

My Statutory and Mandatory Training Requirements

🔴	Business Conduct for Staff Policy	Required
🟢	Information Governance	22/09/2016
🟢	Health and Safety	13/10/2016
🟢	Moving and Handling of Inanimate Loads - Update	13/10/2016
🟢	3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	14/10/2016
🟢	Safeguarding Adults Level 1	14/10/2016
🟢	Safeguarding Children Level 1	14/10/2016
🟢	Conflict Resolution	15/10/2016
🟢	Fire Safety	22/10/2016
🟢	Appraisal Recording	27/05/2017
🟢	Respect and Values	09/10/2033
🟢	Customer Care	10/10/2033
🟢	Governance/Risk	10/10/2033

View All My Certificates

Edit Your Team

Here you can add team members – **Please try NOT to remove anyone or they will have no manager!** Instead request that their new manager add the staff member to their team.

View All My Certificates

This option shows the date/ compliance of any statutory / mandatory topics you have completed outside of your requirements.

My Verifications

This section shows all recently completed verifications. It shows the status and when the verification is valid from.

Other Useful Functions

My Learning - Recent E-Assessments and e-Learning taken shows here. Click link to complete/ re-take, or untick the 'show on home page' box if you no longer want it to display. Future Face to Face bookings will also be displayed here.

My Verifications

Title	State	Valid from
Team Based Reflective Practice: Risk Training E-Verification	Completed	29/06/2015
Team Based Reflective Practice: Risk Training E-Verification	Completed	29/06/2015
Team Based Reflective Practice: Risk Training E-Verification	Completed	29/06/2015
Team Based Reflective Practice: Risk Training E-Verification	Completed	29/06/2015
PRISS Health and Fitness Screening Questionaire	Completed	13/01/2016
Appraisal e-Verification 2016/17	Completed	27/05/2016
Care Certificate e-Verification	Rejected	09/10/2015
NMC Triennial Review Verification	Rejected	09/02/2016

My Learning

eAssessment - Aseptic Technique	Assessment
	▶ start
eAssessment - Cardiometabolic (LESTER) screening and interventions	Assessment
	▶ start
eAssessment - Equality & Diversity	Assessment
	▶ start
eAssessment – Health and Safety	Assessment
	▶ start
eAssessment - Moving and Handling of Inanimate Loads	Assessment
	▶ start

Investigation Officers Training 2 Day October 2016, Classroom - Corporate Investigation Officers Training 2 Day Course

Course	07 October 2016, Classroom - Corporate Investigation Officers Training - Day 2

My Shared Responsibilities

Shared with others:		add
Christina King	Compliance dashboard (Pending) Workflow (Pending)	remove

👥 My Team   Edit   Certificates   Training Records

👤	Nicola Wilson	View Details

Team Certificates Summary

Mark Pointer
- ◉ Results for this team only
- ○ Results for this team and all their staff
- ☑ Show Compliance for Mandatory records only

Overall Team Compliance 92%

8%

92%

Certificate	% Compliance	Not required	Red	Amber	Green
3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	100	0	0	0	1
Accountability (LD)	0	1	0	0	0
Annual Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	0	1	0	0	0
Appraisal Recording	100	0	0	0	1
Assessment and Positive Risk Taking	0	1	0	0	0