

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/>

Government of Western Australia
North Metropolitan Health Service

Username Password

Forgotten your username or password?

Welcome to North Metropolitan Health Service

Welcome

Welcome to North Metropolitan Health Service's Learning Management System (LMS) Moodle

Moodle Support

NMHS employees can access their account using their HE ID and Moodle password. If you cannot remember your password please use the Lost Password option above (top right hand side) first before contacting the support services below. The password reset email will be sent to your account email address. To access your NMHS Outlook account please log into [Webmail](#).

Accessing Courses

Once you've logged into Moodle most courses allow self-enrolment so you can complete your training when you need to.

Course completion records for most mandatory training courses will be transferred to the relative HR system at the end of each month and included in the monthly site training compliancy reports provided your username is your HE ID.

Moodle Support

Please allow 3 working days for your request to be addressed.

Women and Newborn Health Services support:

- Internal NMHS employees please contact samantha.davies@health.wa.gov.au
- If you are a non-NMHS employee and want to access the *Women and Newborn Health Service eLearning guest access* codes can be found within these pages <https://www.nmhsrto.moodle.com.au/pluginfile.php/61605/coursecat/description/External%20Instructions.pdf>. This page explains how to find the guest access codes, and reminds participants to take copies of completion data/certificates for their own records. Guest access does not retain completion data or completion certificates, please ensure you obtain copies of any completion certificates/screen shots etc prior to exiting each course. Unfortunately we're unable to provide any support for external guest access and we're unable to create accounts for non-NMHS employees.

SCGH Centre for Nursing Education (SCGH MARS support) please contact: SCGH.CNE@health.wa.gov.au

For all other Moodle queries, please contact NMHS.MoodleSupport@health.wa.gov.au

- NMHS Moodle User - Quick Reference Guide
- NMHS Moodle User Tour - The Home Screen
- User Standards and Policies
- Resources for Participants

Learning Hubs

PGME SCGH WNHS CNE

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<http://www.nmhs.health.wa.gov.au>

Log in

Take the tour of the home page if you would like to familiarise yourself with the Moodle features

Click to access the WNHS learning hub

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

The screenshot shows the Moodle interface for the Women and Newborn Health Service (WNHS). At the top, there is a navigation bar with 'My dashboard' and 'Courses' tabs, and a search bar. The main content area is titled 'Women and Newborn Health Service (WNHS) eLearning site'. It includes a list of course categories, a 'Printable instructions' link, and a list of eLearning packages. Callouts point to specific elements: 'Printable instructions' points to a link in the 'Other WNHS courses/study days' section; 'eLearning packages including mandatory packages' points to the 'WNHS eLearning' package; 'Nursing and Midwifery resources including KEMH MCQ' points to the 'DNAMER, King Edward Memorial Hospital' package; 'KEMH Medical staff resources' points to the 'Postgraduate Medical Education, King Edward Memorial Hospital' package; 'Direct access to this resource' points to the 'Click to enter this course' button for 'Warden theory training'; and another 'Direct access to this resource' points to the 'Click to enter this course' button for 'SARC - Educational Sessions'. The footer contains copyright information for the Government of Western Australia.

Printable instructions

eLearning packages including mandatory packages

Nursing and Midwifery resources including KEMH MCQ

KEMH Medical staff resources

Direct access to this resource

Direct access to this resource



Each section can be expanded to jump directly to the resource:

Adult Basic Life Support	🔍 📄 🕒
Allied Health Basic Life Support	🔍 📄
Aseptic Technique	🔍 📄 🕒
BFHI - Breastfeeding Challenges (PDF)	🔍 📄 🕒
BFHI Group 3	🔍 📄 🕒
BFHI - Health Benefits of Breastfeeding	🔍 📄 🕒
BFHI - How Breastfeeding Works	🔍 📄 🕒
BFHI - Introduction/Group 2	🔍 📄 🕒

Or click the heading to access the entire section:

The screenshot shows the WNHS eLearning portal interface. It includes a navigation menu, a search bar, and a main content area with course categories. A callout box points to a link for 'WNHS mandatory training requirements'. Another callout points to 'Printable instructions'. A third callout points to 'Categorised links' which lists 'MANDATORY PACKAGES', 'RECOMMENDED PACKAGES', and 'BREASTFEEDING PACKAGES'. A fourth callout points to 'Alphabetical links' which is a list of course titles.

Link to WNHS mandatory training matrix

Printable instructions

Categorised links

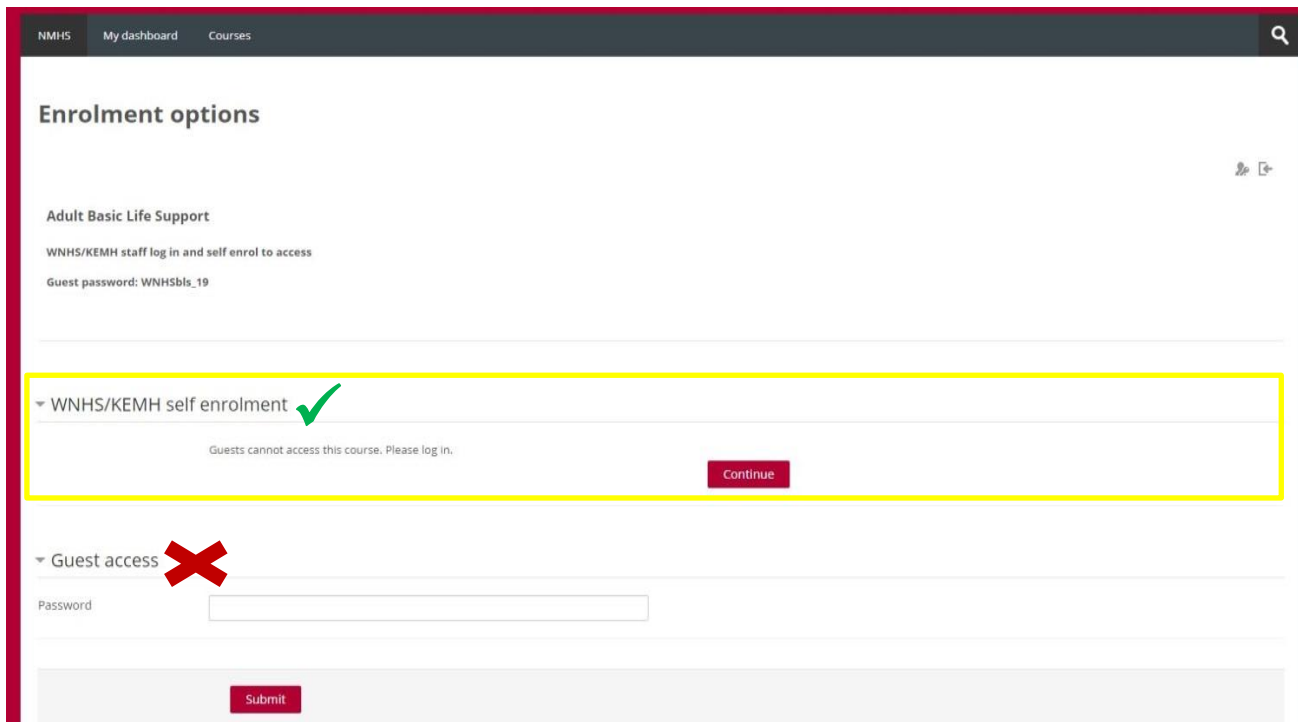
- MANDATORY PACKAGES**
 - [Covid-19](#)
 - [Adult basic life support](#)
 - [Allied health basic life support](#)
 - [Aseptic technique](#)
 - [BFHI group 2](#)
 - [BFHI group 3](#)
 - [Emergency management](#)
 - [Manual tasks](#)
 - [MRI safety](#)
 - [Tidy health record](#)
 - [Neonatal resuscitation](#)
 - [Screen disclosure](#)
 - [Safe infant stimmer](#)
 - [WVWA](#)
- RECOMMENDED PACKAGES**
 - [Blooding together](#)
 - [Covid-19](#)
 - [Epidural/spinal analgesia](#)
 - [EDU screening and responding](#)
 - [EVG - introduction](#)
 - [ESCAM](#)
 - [Newborn bloodspot screening](#)
 - [Nursing medication calculations](#)
 - [Midwifery medication calculations](#)
 - [Neonatal resuscitation](#)
 - [Respiratory aids](#)
 - [EVG - Adult](#)
 - [EVG - Responding to disclosures of sexual assault](#)
 - [Sexual assault - adult](#)
 - [Screen disclosure](#)
 - [WVWA](#)
- BREASTFEEDING PACKAGES**
 - [BFHI group 2](#)
 - [BFHI introduction/group 2](#)
 - [How BF works](#)
 - [Health benefits of BF](#)
 - [BF challenges](#)

Alphabetical links

- Adult Basic Life Support
- Allied Health Basic Life Support
- Aseptic Technique
- BFHI - Breastfeeding Challenges (PDF)
- BFHI Group 3
- BFHI - Health Benefits of Breastfeeding
- BFHI - How Breastfeeding Works
- BFHI - Introduction/Group 2
- Covid-19
- Emergency management
- Epidural/spinal analgesia
- Family Domestic Violence - Introduction
- Family Domestic Violence - Screening and Responding
- Female genital cutting/mutilation
- Manual tasks
- MRI safety
- Neonatal resuscitation
- Newborn bloodspot screening
- Midwifery medication calculations
- Nursing medication calculations

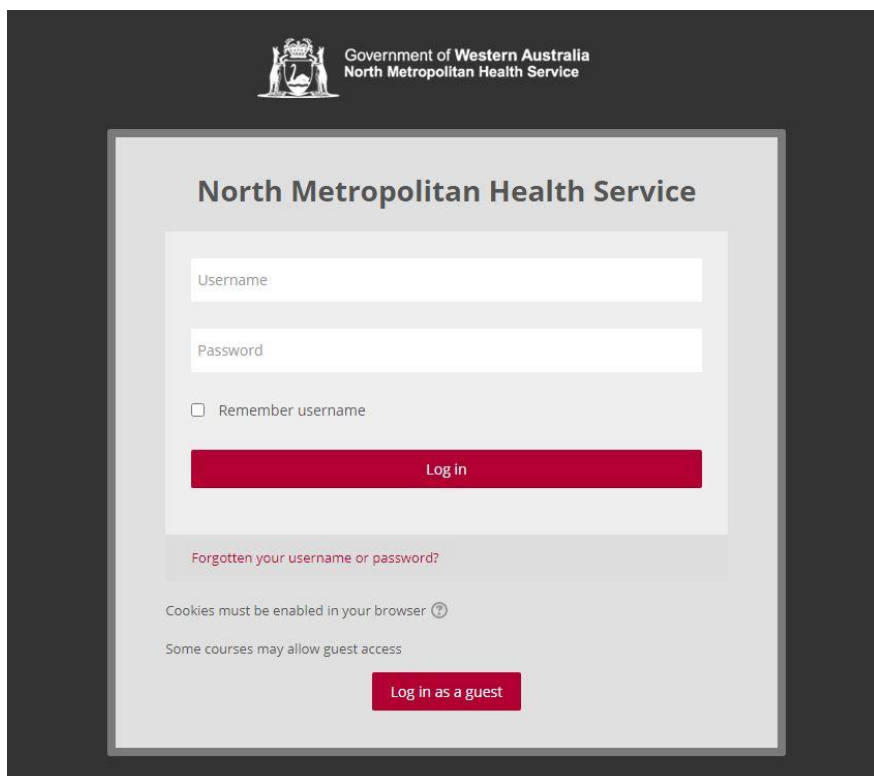
WNHS staff use the self-enrol option

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.



The screenshot shows the Moodle interface for course enrolment. At the top, there are navigation links for 'NMHS', 'My dashboard', and 'Courses'. The main heading is 'Enrolment options'. Below this, the course name 'Adult Basic Life Support' is displayed, along with the instruction 'WNHS/KEMH staff log in and self enrol to access' and the guest password 'WNHSbbs_19'. Two enrolment options are listed: 'WNHS/KEMH self enrolment' (highlighted with a yellow box and a green checkmark) and 'Guest access' (marked with a red X). The 'WNHS/KEMH self enrolment' option includes a 'Continue' button and a note: 'Guests cannot access this course. Please log in.' The 'Guest access' option includes a password input field and a 'Submit' button.

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



The screenshot shows the login page for the North Metropolitan Health Service. At the top, the logo of the Government of Western Australia and the North Metropolitan Health Service is displayed. The main heading is 'North Metropolitan Health Service'. Below this, there are input fields for 'Username' and 'Password'. A checkbox labeled 'Remember username' is present. A red 'Log in' button is located below the password field. Below the button, there is a link for 'Forgotten your username or password?'. At the bottom, there is a note: 'Cookies must be enabled in your browser' and 'Some courses may allow guest access'. A red 'Log in as a guest' button is located at the bottom right.

Navigating the eLearning package page

The screenshot shows the 'Adult basic life support eLearning package' page. At the top, there is a navigation bar with 'Home > Courses > Women and Newborn Health Service & eLearning > WNHS eLearning > BLS EL'. Below the title, a table lists requirements:

REQUIREMENT	TIME	FREQUENCY
Nurses, midwives and medical staff	1 hour	Yearly

Below the table, there are sections for 'Evidence of eLearning completion', 'eLearning package' (with a link to 'Adult BLS-2020 - Click here to open package'), 'Certificate- WNHS/KEMH staff only' (with a link to 'BLS certificate - WNHS staff-2020 - Click here'), and 'Previous packages & certificates' (listing 'Adult BLS-2019' and 'BLS certificate - WNHS staff-2019').

Package details

eLearning package link

Certificate – accessible when package completed

Previous packages & certificates

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

The screenshot shows the 'Adult BLS-2020 - Click here to open package' page. It includes an 'Info' section with the following details:

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

Below this information is a red button labeled 'Delete all SCORM attempts' and a red 'Enter' button. At the bottom, there is a 'Jump to...' dropdown menu.

Details from previous attempts (if applicable)

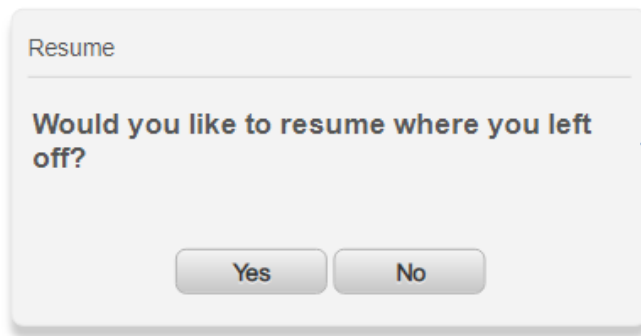
Click "Enter" to start

Navigating from the eLearning package link – additional attempts

This screenshot is identical to the previous one, showing the 'Adult BLS-2020 - Click here to open package' page with the 'Info' section, 'Delete all SCORM attempts' button, and 'Enter' button.

Delete all previous results if previously

Click "enter" to start



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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