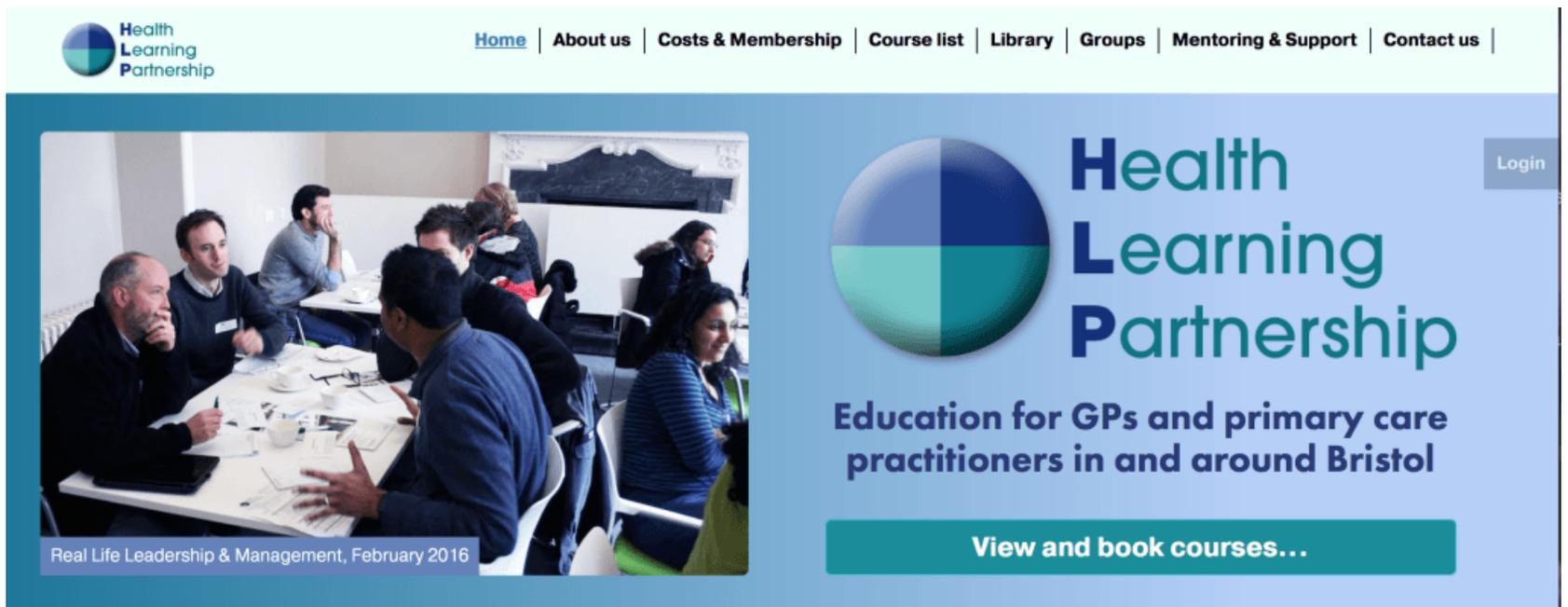


HLP website user guide



Health Learning Partnership

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Real Life Leadership & Management, February 2016

Health Learning Partnership

Education for GPs and primary care practitioners in and around Bristol

View and book courses...

Login

This user guide provides a brief summary of main functions of the health learning partnership (HLP) website available at: www.healthlearningpartnership.co.uk

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Logging in

- Click the login button to right hand side of any page within the website this will take you to the [log in form](#).

Log in form

Email

Password

Log In

Or

Become a member

[Forget your password ?](#)

- Please enter your email address and password. You will have received an email confirming your account username and password when you registered your account.
- This email is automatically sent from our no-reply@healthlearningpartnership.co.uk address.
- **If you have not received this email please check your junk mail folder.**
- **To stop the emails going to junk mail please add no-reply@healthlearningpartnership.co.uk to your safe sender list.**

Resetting password

- If you have forgotten your password the website can reset and send a new password to your registered email address.
- *Please make sure you have added no-reply@healthlearningpartnership.co.uk to your safe sender list before doing this if the previous emails have gone to your junk folder.*
- Click the forgotten password link from the [log in form](#) and then enter your email and press reset password. You will receive an email with the new password details.

Forgotten Password

Email

You will receive an email with a new auto-generated password once you submit this form.

Changing password

- If you have a new account or you have just reset password the system will prompt you to change your password to something that is easier for you to remember.

My Account

You are now connected as [Feedback System](#)

Hi Feedback System,
Please follow this link to change your password [Change your password](#)

- Either follow link to change your password or click the edit my account page
- You can then change password, name, GP practice or email address if needed.

Edit My Account

You are now connected as [Feedback System](#)

First Name

Feedback

Last name

System

Email

feedback@drtimdavis.co.uk

Password

Retype Password

GP Practice

Submit Changes

Becoming a member

- You can find out more details of the benefits of being a member from the [costs & membership page](#). If you decide to become a member you will need to go to the [subscribe as HLP member page](#).

Subscribe as HLP member

Subscribe for membership of Health Learning Partnership

First Name

John

Last Name

Smith

Email

john.smith@doctors.org.uk

Password

Easy to remember, hard to guess

Retype Password

What type of membership subscription would you like to create?

- GP Partner
- Salaried GP
- Locum GP
- Newly Qualified GP - within 5 years of qualifying
- Nurse
- Practice Manager & Practice membership subscriptions

This subscription will start on **01/04/2016** and finish on **31/03/2017**.
You will be able to attend **6** courses included in subscription. You can attend additional courses at a reduced rate of **£40** for full day courses.

- Please enter your details into the form and select type of membership you'd like to create. This form will show current details for each type of subscription which includes; subscription period, number of courses included and costs of attending additional courses.
- After paying online through paypal you will receive a confirmation email that your account has been created. If you encounter any problems with paying or are unable to use paypal please contact us at enquiries@healthlearningpartnership.co.uk

Booking a course

- Go to the course list page to view all available courses

Home | [About us](#) | [Costs & Membership](#) | [Course list](#) | [Library](#) | [Groups](#) | [Mentoring & Support](#) | [Contact us](#) |

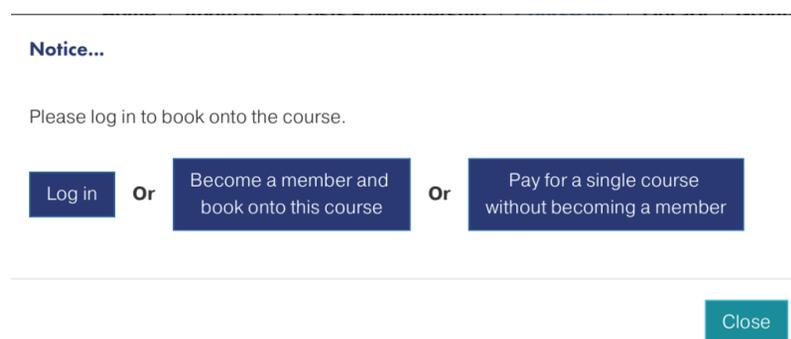
Search:

Course List

Date	Course	Course Length	Venue	Details
Fri, 01 Apr 2016	Test course	Day	To be confirmed	<input type="button" value="Book (Waiting list)"/> <input type="button" value="More details"/> <input type="button" value="Download PDF"/>
Mon, 11 Apr 2016	Sports injuries & recovery	Evening	Nuffield Chesterfield Hospital	<input type="button" value="Book onto this course"/> <input type="button" value="More details"/> <input type="button" value="Download PDF"/>
Thu, 14 Apr 2016	Diabetes & endocrinology	Day	Engineers' House	<input type="button" value="Book onto this course"/> <input type="button" value="More details"/> <input type="button" value="Download PDF"/>

- You can search for a course by title here and click to book onto a course.

- If the course is full it will display Book (Waiting list) and once logged in you can add yourself to the waiting list.
- After clicking to book onto a course you are given three options; log in, become a member and book onto this course and pay for a single course without becoming a member.



- If you already have an account with the website please use the log in button. Once logged in you will see a screen that shows what courses you are already booked onto and the option of booking onto a course.

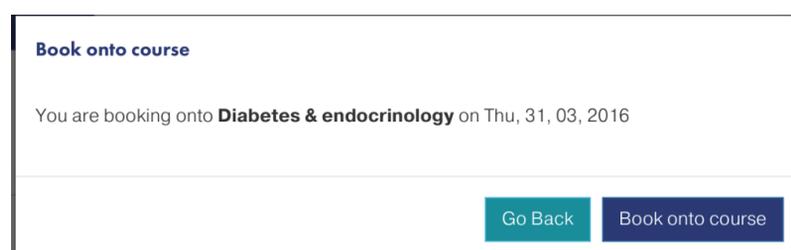


Course List

My Account

Date	Course	Course Length	Venue	Details
Fri, 01 Apr 2016	Test course	Day	To be confirmed	Booked More details Download PDF
Mon, 11 Apr 2016	Sports injuries & recovery	Evening	Nuffield Chesterfield Hospital	Book More details Download PDF
Thu, 14 Apr 2016	Diabetes & endocrinology	Day	Engineers' House	Book More details Download PDF

- Click the book button and a confirmation screen will show course name and date of course and ask you to confirm your booking.



Booking and paying for a single course

- If you would like to pay for a single course then please go to course list page and click book onto course
- Then click button saying pay for single course without becoming a member.

Booking course as non member

- If you are already registered on the website then log in as above and go to course

list select course you would like to join

- For groups such as newly qualified GP there is no additional charge and you would follow link to create an account then log in and book as above..

Booking an extra course as a member

- Once all subscription entitlement is used up you can book onto extra courses
- Follow same instructions as above to book onto a course

Submitting learning needs

- You will receive an email once booked onto a course with a link to submit your pre course learning needs.
- You can submit and also edit your learning needs before the course starts by going to the my account section (button on top right of your screen) then my courses then selecting edit learning needs.

My Courses Edit My Account My Account Logout

My Booked and Attended Courses

You are now connected as [Feedback System](#)

Date	Start Time	Finish Time	Course	Location	Action
Mon, 11 Apr 2016	7:30pm	9:30pm	Sports injuries & recovery	Nuffield Chesterfield Hospital	Edit Learning Needs Remove booking

After attending a course

Feedback

- You will receive an email with a link to create feedback
- There is also a button called give feedback when logged in on the my attended course page

Course certificate

- The system automatically creates a certificate after you follow link to give feedback
- Course certificate is stored online and can be downloaded as a pdf to be used in appraisals or reflective portfolios.
- It includes learning needs, RCGP domains and GMC domains as standard
- It has option to add reflection after the course in the same way our previous

reflection upon learning form worked

Viewing handouts

- You can access course documents from the library, this has the ability to search by course name or key word.
- Library can also be filtered by dates.
- Only courses that have documents linked to them will show in this library.

The screenshot shows the 'Document library' page. At the top, there is a navigation bar with links: Home, About us, Costs & Membership, Course list, Library, Groups, Mentoring & Support, and Contact us. The main heading is 'Document library'. Below it, a note states: 'The library currently contains all courses materials from April 2015 onwards. For earlier courses please [contact us](#).' There is a search bar with the placeholder 'enter course name or key word' and a 'Search' button. Below the search bar are two empty input fields for 'Date Filter:' and a 'Filter' button. A table lists three courses with their dates, course names, and handouts. To the right, there is a section 'Our next three courses are...' with a 'My Account' button. Below this, three course cards are shown: 'Test course' (Date 01/04/16 - To be confirmed), 'Sports injuries & recovery' (Date 11/04/16 - Nuffield Chesterfield Hospital), and 'Diabetes & endocrinology' (Date 14/04/16 - Engineers' House). A teal button 'View and book courses...' is located below the course cards. A blue box titled 'What we offer...' contains two bullet points: 'Access to over 70 courses' and 'Interactive, case-based sessions focused on primary care learning'.

Health Learning Partnership

Home | About us | Costs & Membership | Course list | Library | Groups | Mentoring & Support | Contact us

Document library

The library currently contains all courses materials from April 2015 onwards. For earlier courses please [contact us](#).

Search:

Date Filter:

Date	Course	Handouts and Information
Thu, 10 Mar 2016	Dermatology View course details	<ul style="list-style-type: none">• Is it Allergy - Debbie Shipley• Telederm - Dr David de Berker
Mon, 29 Feb 2016	Real Life Leadership & Management View course details	<ul style="list-style-type: none">• Real life leadership and management for GPs and Practice Managers - Michael Simmons
Wed, 17 Feb 2016	Addiction and making change happen View course details	<ul style="list-style-type: none">• Addiction or recovery? Enabling change - Dr Clare Fleming• Addiction & Behavioural Change - Stephen Murphy• Motivational work with people with eating disorders - Melanie Woolgar

Our next three courses are...

Test course
Date 01/04/16 - To be confirmed
[More details](#)

Sports injuries & recovery
Date 11/04/16 - Nuffield Chesterfield Hospital
[More details](#)

Diabetes & endocrinology
Date 14/04/16 - Engineers' House
[More details](#)

What we offer...

- Access to over 70 courses
- Interactive, case-based sessions focused on primary care learning

Finding handouts from a previous course

- If you want to check if a course has documents available you can also go to course list page then press the previous courses button.

The screenshot shows the 'Previous Courses' page. At the top, there is a search bar with the placeholder 'enter a course title' and a 'Search' button. To the right, there are two buttons: 'View Calendar' and 'Available Courses'. A 'My Account' button is located in the top right corner. The main heading is 'Previous Courses'. Below it is a table with columns: Date, Course, Course Length, Venue, and Details. The table lists three courses: 'Liver & Gastroenterology' (Thu, 24 Mar 2016), 'Dermatology' (Thu, 10 Mar 2016), and 'Urgent Care in and out of hours' (Tue, 08 Mar 2016). Each course has a 'More details' button and a 'Course Documents' button in the 'Details' column.

Search:

Previous Courses

Date	Course	Course Length	Venue	Details
Thu, 24 Mar 2016	Liver & Gastroenterology	Day	Engineers' House	<input type="button" value="More details"/> <input type="button" value="Course Documents"/>
Thu, 10 Mar 2016	Dermatology	Day	Engineers' House	<input type="button" value="More details"/> <input type="button" value="Course Documents"/>
Tue, 08 Mar 2016	Urgent Care in and out of hours	Day	Engineers' House	<input type="button" value="More details"/> <input type="button" value="Course Documents"/>

Viewing my bookings

- Click the my account button once you are logged in then the my courses button.

This will then show list with courses you are booked onto and those that you have already attended.

My Booked and Attended Courses

You are now connected as [Feedback System](#)

Date	Start Time	Finish Time	Course	Location	Action
Mon, 11 Apr 2016	7:30pm	9:30pm	Sports injuries & recovery	Nuffield Chesterfield Hospital	Edit Learning Needs Remove booking
Thu, 10 Mar 2016	9:30am	4:00pm	Dermatology	Engineers' House	Edit Educator feedback Edit Course feedback
Tue, 08 Mar 2016	9:30am	4:00pm	Urgent Care in and out of hours	Engineers' House	Download Certificate Edit Certificate Course Documents Edit Educator feedback Edit Course feedback

Cancel booking

- Go to my courses page and click Remove booking, you will then see a confirmation screen to confirm that you want to remove your booking.

When is the last time i can cancel a booking?

- If less than 48 hours notice then this will still count as one of your bookings

Renewing subscription

- When your subscription is within 3 months of renewal you will be offered the option to renew your subscription.
- This will reset your course allowance.

Educators

When you have been confirmed as an educator for a course we will receive an email with your account log in details.

Pre-course learning needs

Our site allows us to gather learning needs from attendees and we can share these with you to help with planning and tailoring your topic.

Topic feedback record

We collect feedback from attendees for each educator and topic on a course. After it has been reviewed and approved we release this feedback to you in an email.

A record of this feedback is also kept in your online account and once logged in can be viewed in the my account section by pressing the my feedback button.

[My Feedback](#) [Associated Courses](#) [Edit My Account](#) [My Account](#)

You are now connected as [To be confirmed](#)

[Logout](#)

[Return](#)

Topic Taught

You are now connected as [To be confirmed \(Tbc\)](#)

Topic	Course	Course Date	Action
-	Dermatology	Thu, 10 Mar 2016	Overall feedback
-	Urgent Care in and out of hours	Tue, 08 Mar 2016	Overall feedback
-	Real Life Leadership & Management	Mon, 29 Feb 2016	Overall feedback

Overall course feedback then displays a tally chart of feedback from the course and a PDF can be downloaded and used for your reflection and teaching portfolio.

[My Feedback](#) [Associated Courses](#) [Edit My Account](#) [My Account](#)

[Logout](#)

Overall Feedback

Scale	1- I don't agree	2- I agree to a limited extent	3- I agree somewhat	4 - I agree	5 - I agree strongly
Score			1 2 3 4 5		
I have come away with useful learning that I can apply in my work:			2 0 0 1		
I felt involved in the session:			0 2 0 1		
I was able to ask questions:			0 0 2 0 1		
The session was appropriately pitched to address the needs of General Practice:			0 0 2 0 1		
Additional feedback					- Excellent Educator, pitched at just the right level and also entertaining - test feedback - test feedback

[Download PDF](#)