

FAQ: How to update your preference for participating in the national training roster?

What is the national training roster of Hand Hygiene Auditor Educators?

The national training roster of Hand Hygiene Auditor Educators was established in the NHHI LMS to support greater access to auditor training and encourage networking. It also supports Hand Hygiene Auditor Educators to meet revalidation requirements and maintain their educator status. Participation in the national roster is strongly encouraged. Your region/organisation's preference for participating in the national training roster can be updated at any time.

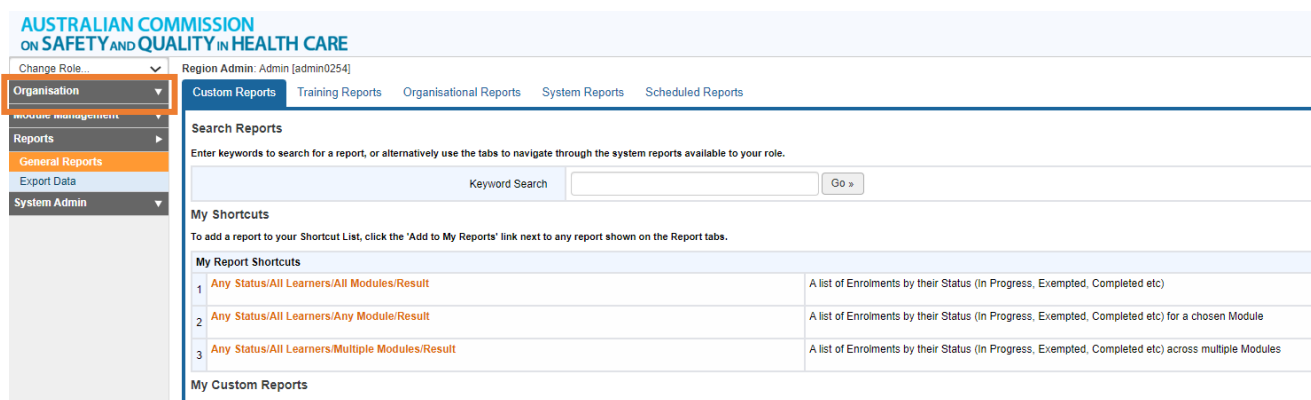
If a health network, corporate group or individual organisation/facility participates in the national training roster, their Hand Hygiene Auditor Educators can enter information about training sessions they plan to deliver in the NHHI LMS training calendar. Learners can book these training sessions via the NHHI LMS, regardless of their location or the organisation that employs them.

Health networks, corporate groups and individual organisations/facilities that do not participate in the national training roster will need to provide in-house auditor training using the NHHI LMS hand hygiene auditor training resources. Learners from these groups can only enrol in local training sessions via the NHHI LMS.

Updating your preference for participating in the national training roster

If you have a Region Administrator role in the NHHI LMS

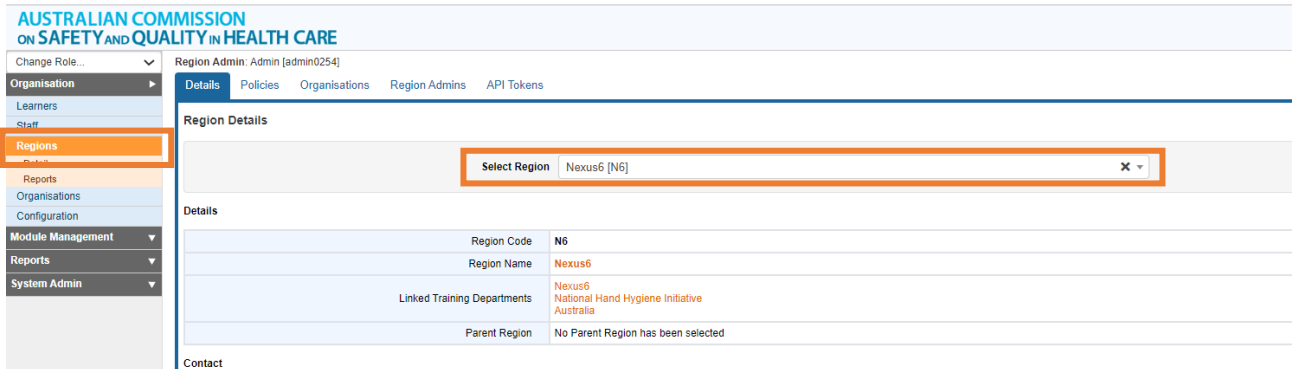
1. log in to the NHHI LMS with your Region Admin role
2. select "Organisation" on the left-side menu



The screenshot shows the NHHI LMS interface. At the top, it displays the Australian Commission on Safety and Quality in Health Care logo and the user's role: 'Region Admin: Admin [admin0254]'. The left-hand navigation menu is open, and the 'Organisation' option is highlighted. Below the navigation menu, the main content area shows a 'Search Reports' section with a 'Keyword Search' input field and a 'Go' button. Below that, there is a 'My Shortcuts' section with a table of report shortcuts.

My Report Shortcuts	
1	Any Status/All Learners/All Modules/Result
2	Any Status/All Learners/Any Module/Result
3	Any Status/All Learners/Multiple Modules/Result

- select "Region". If you are a Region Administrator for multiple regions, you can select the Region name that you need to update their preference in the "Select Region" field



AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

Region Admin: Admin [admin0254]

Details Policies Organisations Region Admins API Tokens

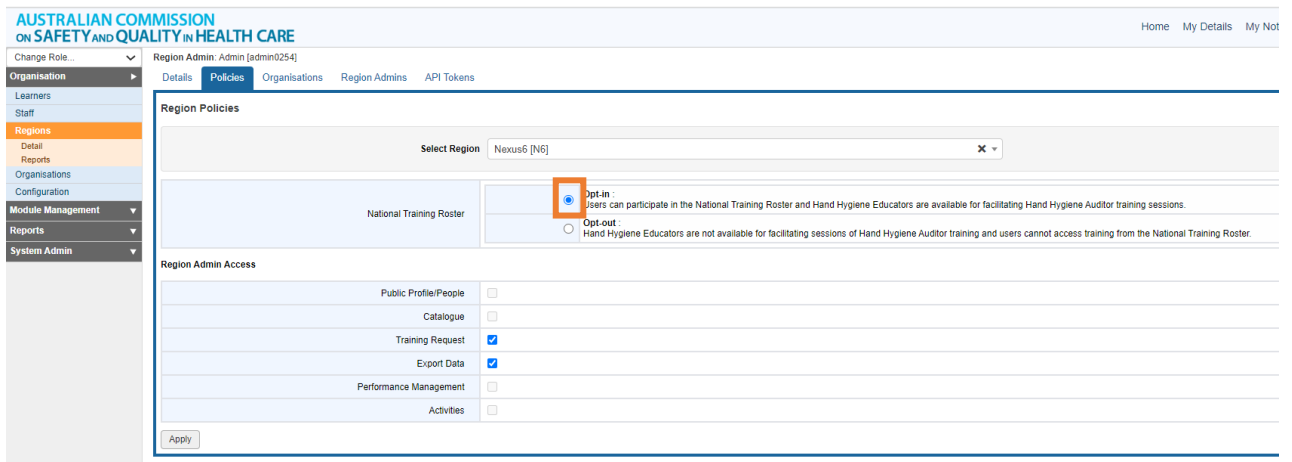
Region Details

Select Region Nexus6 [N6]

Region Code	N6
Region Name	Nexus6
Linked Training Departments	Nexus6 National Hand Hygiene Initiative Australia
Parent Region	No Parent Region has been selected

Contact

- select "Policies". The preference for "National training roster" will be displayed



AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

Region Admin: Admin [admin0254]

Home My Details My Not

Change Role... Region Admin: Admin [admin0254]

Details Policies Organisations Region Admins API Tokens

Region Policies

Select Region Nexus6 [N6]

National Training Roster

Opt-in: Users can participate in the National Training Roster and Hand Hygiene Educators are available for facilitating Hand Hygiene Auditor training sessions.

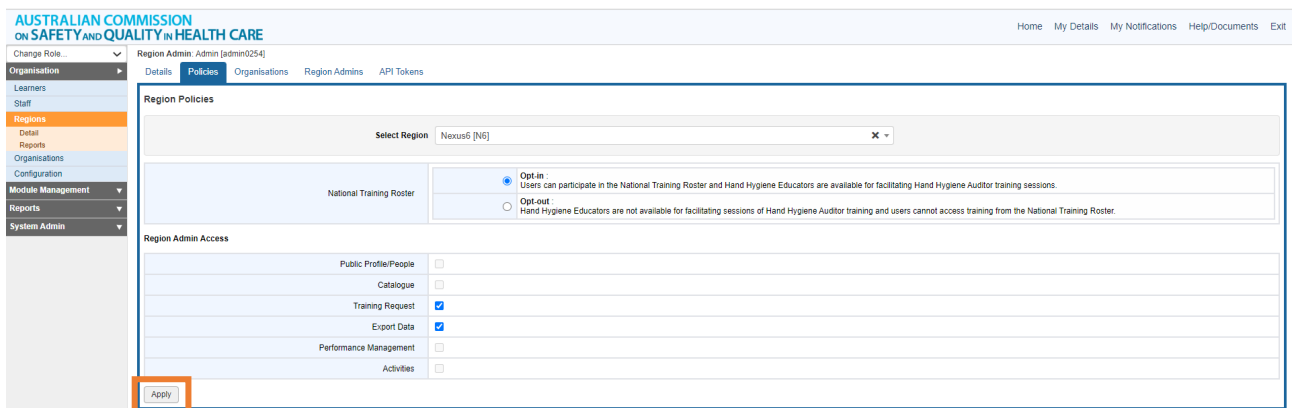
Opt-out: Hand Hygiene Educators are not available for facilitating sessions of Hand Hygiene Auditor training and users cannot access training from the National Training Roster.

Region Admin Access

Public Profile/People	<input type="checkbox"/>
Catalogue	<input type="checkbox"/>
Training Request	<input checked="" type="checkbox"/>
Export Data	<input checked="" type="checkbox"/>
Performance Management	<input type="checkbox"/>
Activities	<input type="checkbox"/>

Apply

- select "Apply" after making the change.



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Region Admin: Admin [admin0254]

Home My Details My Notifications Help/Documents Exit

Change Role... Region Admin: Admin [admin0254]

Details Policies Organisations Region Admins API Tokens

Region Policies

Select Region Nexus6 [N6]

National Training Roster

Opt-in: Users can participate in the National Training Roster and Hand Hygiene Educators are available for facilitating Hand Hygiene Auditor training sessions.

Opt-out: Hand Hygiene Educators are not available for facilitating sessions of Hand Hygiene Auditor training and users cannot access training from the National Training Roster.

Region Admin Access

Public Profile/People	<input type="checkbox"/>
Catalogue	<input type="checkbox"/>
Training Request	<input checked="" type="checkbox"/>
Export Data	<input checked="" type="checkbox"/>
Performance Management	<input type="checkbox"/>
Activities	<input type="checkbox"/>

Apply

If you have an Organisation Administrator role in the NHHI LMS

1. log in to the [NHHI LMS](#) with your Organisation Admin role
2. select the “Organisation” icon on the right-side menu

Your profile is linked to organisation: **Test Hospital** - click here to change your organisation.

Task List - incl. Expired, sorted by Date ↑

You are currently not enrolled in a module. Please follow the directions below.

To enrol on a new module
Select a module category from the Online Learning Module Categories menu on the right of the screen. This will bring you to the modules for that category and the options to enrol.

To re-enrol on a module that you have completed previously
Select the 'Re-enrol in' option in the Shortcuts menu on the right of the screen. This will enrol you on that module and bring you to the screen to start module now.








This is a self-directed learning system. You are responsible for enrolling in the required modules as directed by your organisation. If you are unsure which module to complete, please:

- review the module information (including overview and target audience) in the catalogue for guidance
- use the 'Contact my Organisation Administrator' option in the Shortcuts menu to contact your organisation

Online Learning Module Categories

- Click here for Hand Hygiene Modules
- Click here for Basics of Infection Prevention and Control Orientation Module
- Click here for Infection Prevention and Control - advanced education modules
- Click here for Hand Hygiene Auditor and Hand Hygiene Auditor Educator training
- Click here for Hand Dermatitis Module
- Click here for Aged Care Modules

Shortcuts

3. select “Policies”. The preference for “National training roster” will be displayed. If you are an Organisation Administrator for multiple organisations, you can select the Organisation name for which you need to update their preference in the “Select Organisation” field

Details **Policies** Staff Region Sub Organisations Curriculum API/LTI Tokens Maintenance

Organisation Policies

Select Organisation Academy Day Hospital [ACAD-DAY-HOSP]

General

National Training Roster Opt-in

Learner Settings

Hide Learner Photos No

4. select “Modify” and you can update the preference for “National training roster”

Details **Policies** Staff Region Sub Organisations Curriculum API/LTI Tokens Maintenance

Organisation Policies

Select Organisation Academy Day Hospital [ACAD-DAY-HOSP]

General

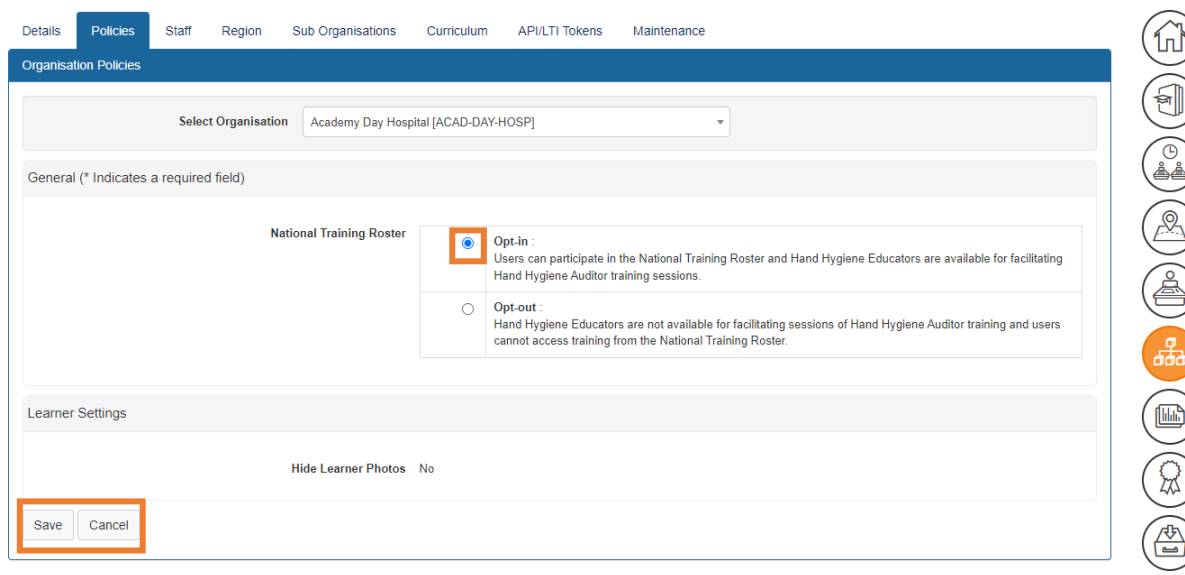
National Training Roster Opt-in

Learner Settings

Hide Learner Photos No

Modify

5. select “Save” after making the change or “Cancel” to cancel the modification.



Details Policies Staff Region Sub Organisations Curriculum API/LTI Tokens Maintenance

Organisation Policies

Select Organisation Academy Day Hospital [ACAD-DAY-HOSP]

General (* Indicates a required field)

National Training Roster

Opt-in :
Users can participate in the National Training Roster and Hand Hygiene Educators are available for facilitating Hand Hygiene Auditor training sessions.

Opt-out :
Hand Hygiene Educators are not available for facilitating sessions of Hand Hygiene Auditor training and users cannot access training from the National Training Roster.

Learner Settings

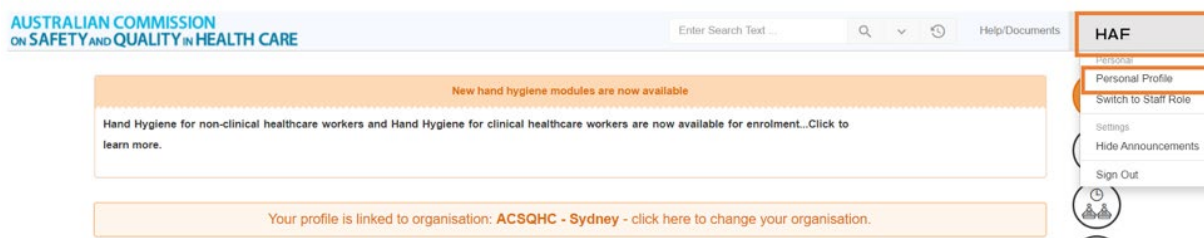
Hide Learner Photos No

Save Cancel

Note: If your region does not participate in the national training roster, your organisation’s preference or national training roster will default as “opt-out”.

If you have a Hand Hygiene Auditor Educator (HAE) role in the NHHI LMS

1. log in to the [NHHI LMS](#) with your HAE role
2. select your name at the top right corner
3. select “Personal Profile”



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Enter Search Text ...

Help/Documents

HAF

Personal Profile

Switch to Staff Role

Settings

Hide Announcements

Sign Out

New hand hygiene modules are now available

Hand Hygiene for non-clinical healthcare workers and Hand Hygiene for clinical healthcare workers are now available for enrolment...Click to learn more.

Your profile is linked to organisation: ACSQHC - Sydney - click here to change your organisation.

4. select “Roles”

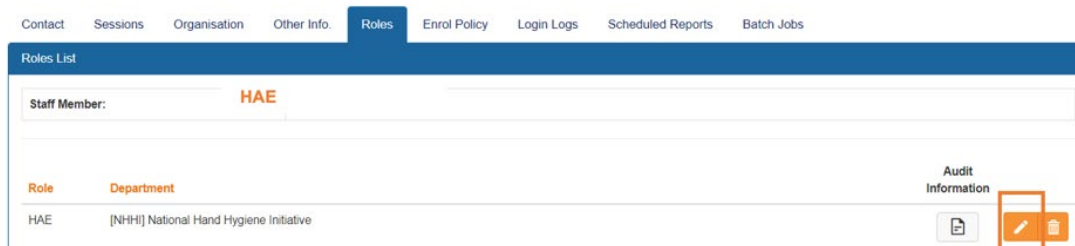


Contact Sessions Organisation Other Info. Roles Enrol Policy Login Logs Scheduled Reports Batch Jobs

User Details

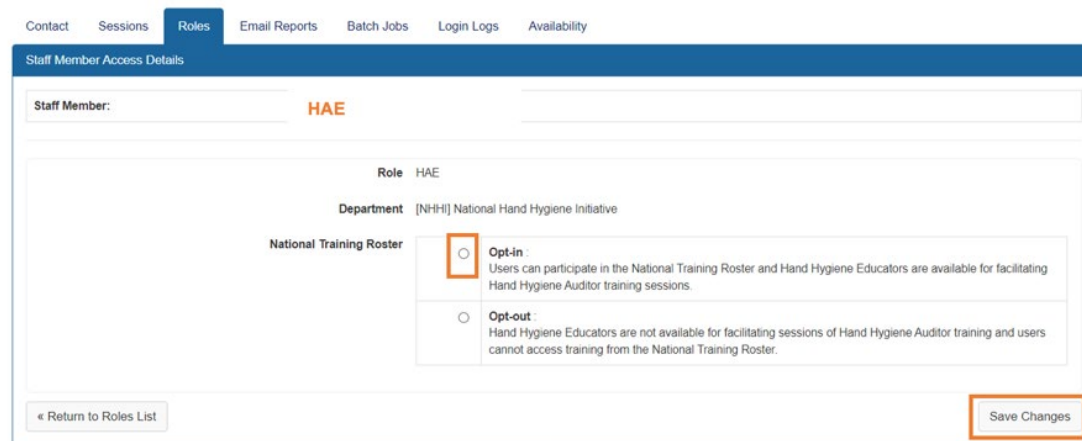
Staff Details

5. select the “Pencil” button next to the organisation you need to update



The preference for “National training roster” will be displayed.

6. select ‘opt-in’ or opt-out’, then click on “Save Changes” after making the change.



Note: If your organisation does not participate in the national training roster, your preference for national training roster will default as “opt-out”.

More information

Frequently asked questions on hand hygiene auditor training are available at the [National Hand Hygiene Auditor Training - FAQs](#) web page

You can also contact the National Hand Hygiene Initiative Help Desk by email: handhygiene@nhhi.safetyandquality.gov.au.

safetyandquality.gov.au



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