



HHA Learning Management System

Instructions for Learners

Last updated: April 2018

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Welcome

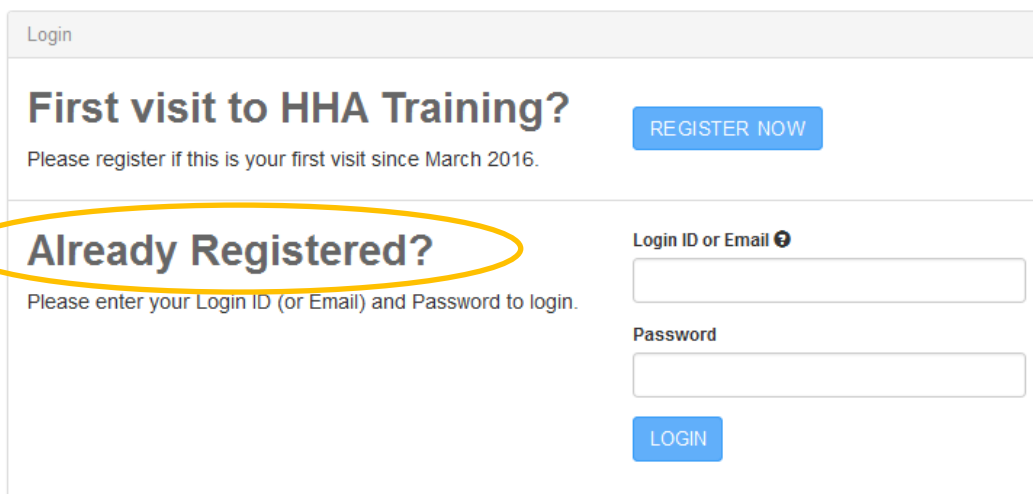
Welcome to the Hand Hygiene Australia learning management system!

You are registered as a learner in the HHA system. This document outlines the essential information for your use of the system.

Login

Login screen


Now that you have created your profile by registering to use the HHA learning management system, you will not need to register again. The next time you use the system you need to login with the credentials you registered with.



Login

First visit to HHA Training?
Please register if this is your first visit since March 2016. [REGISTER NOW](#)

Already Registered?
Please enter your Login ID (or Email) and Password to login.

Login ID or Email 

Password

[LOGIN](#)

Login ID or Email

Enter your email address if you added one on registration, or enter your Login ID that appeared on the screen on registration. For example:

Registration Successful

Please note your Login ID is:

test.learner

You can login with the email you registered with, or with this Login ID.

If you entered an email address your login details will also be emailed to you.

If you do not receive your login details via email **please check your junk/spam folder** to ensure it is not there before contacting HHA Learning for assistance.

Password

The password was created on registration. If you cannot remember what this is please use the link on the login page to reset your password:

Need Help?

If you have forgotten your Login ID or password, please click the button below.

FORGOTTEN LOGIN ID OR PASSWORD

PLEASE NOTE:

The forgotten password link will only work if you included an email address on registration.

If you are **not** receiving an email to reset your password it is likely that you did not provide an email address when you registered OR the email address you provided is now out of date OR incorrect.

The forgotten password email should arrive in your inbox within ½ hour after using the forgotten password function. If you do not receive it after this time please do the following:

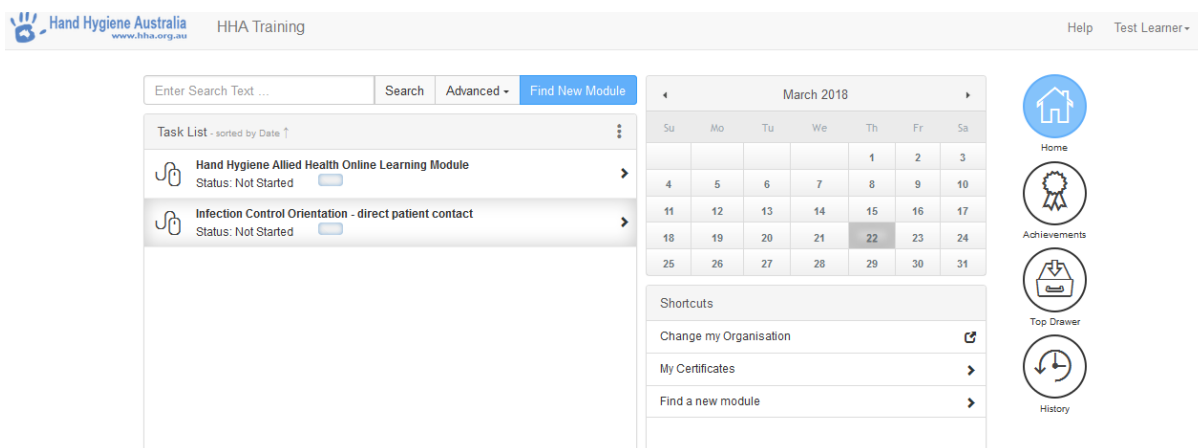
1. Check your junk and spam folders for the forgotten password email – if found, mark the email as “NOT JUNK”, then follow the prompts to login or change your password.
2. Try using the forgotten password again, but this time with an alternate email that you may have registered with. For example, you may have entered your work email for the ‘forgotten password’ however when you registered you may have used a personal email address or vice versa.
3. Are you requesting a ‘forgotten password’ to a Defence email address? If yes, please contact hhlearning@austin.org.au for HHA to reset your profile email to a personal email address as Defence are currently blocking emails from HHA.
4. If you have tried all of the above steps that are relevant to you, it is likely that you may have missed entering an email into your profile, or you entered your email address incorrectly. In this case you need to contact hhlearning@austin.org.au
 - a. Please include the following information in your message:
 - i. Your name
 - ii. Contact number/email
 - iii. A detailed description of your question
 - iv. Relevant login details, organisation name, or employee/student number to assist locating you in our system.

Without this information we may not be able to help you.

Navigation

Home screen

Once you have logged in to the system, you will be presented with your homescreen. You can always return to the home screen by clicking on the **Home** icon on the right of the screen. There are a range of other icons below the **Home** icon. In the following sections we'll describe how to use the most important and useful features.



The screenshot shows the Hand Hygiene Australia Home screen. At the top left is the logo and 'Hand Hygiene Australia www.hha.org.au'. To the right of the logo is 'HHA Training'. Further right are 'Help' and 'Test Learner -'. Below the header is a search bar with 'Enter Search Text ...', 'Search', 'Advanced -', and 'Find New Module'. The main content area is divided into three sections: a 'Task List - sorted by Date ↑' with two items: 'Hand Hygiene Allied Health Online Learning Module' (Status: Not Started) and 'Infection Control Orientation - direct patient contact' (Status: Not Started); a calendar for 'March 2018' showing dates from 1 to 31; and a 'Shortcuts' section with three items: 'Change my Organisation', 'My Certificates', and 'Find a new module'. On the right side, there are four circular icons: 'Home' (house icon), 'Achievements' (ribbon icon), 'Top Drawer' (top drawer icon), and 'History' (clock icon).

Update My Profile

If you need to update any information saved in your learner profile, then click on **your name** in the top right hand corner of the screen:



1. Select 'Personal Profile'

Help Test Learner ▾

Personal

Personal Profile

Settings

Hide Announcements

Sign Out

2. Select 'Modify' on the 'Details' tab, then update the required information and press save

Details Organisation Other Info Enrol Policy Login Logs

Learner Details

Details

Learner ID test.learner

Last Name Learner

First Name Test

Title -

Employee No 123456

Gender -

Date Of Birth -

Type Allied Health Care Worker

Contact

Email no.email.address@southrock.com

Address

Street -

City -

State * NONE *

Post Code -

Country -

Modify Change Password

Home

Achievements

Top Drawer

History

3. Select Other Info to update other aspects of your profile

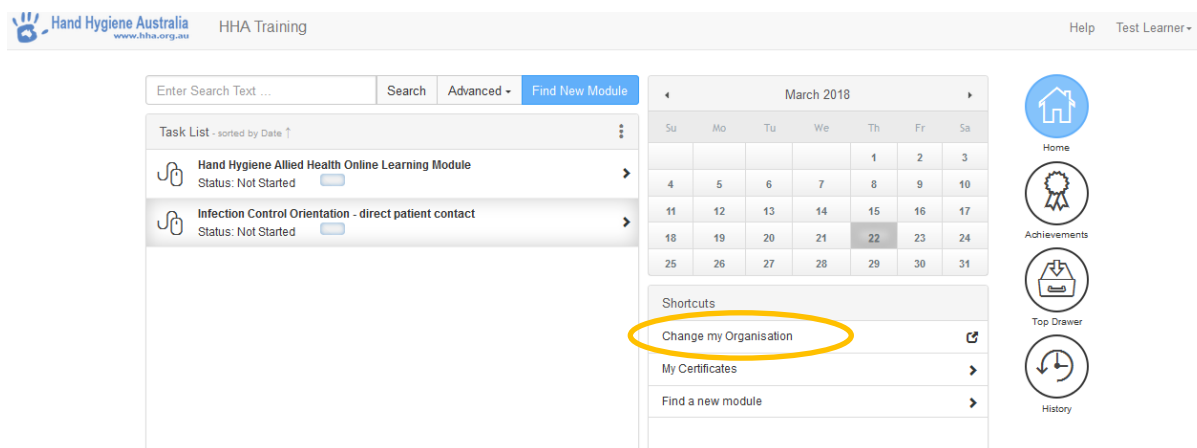
Details Organisation **Other Info** Enrol Policy Login Logs

Learner Details

Change My Organisation

You can change the organisation you are attached to for reporting purposes.

1. From the Home screen you can select the 'Change my Organisation' tab from the Shortcuts menu:



The screenshot shows the HHA Training interface. At the top, there is a search bar and navigation options. Below, a 'Task List' shows two modules: 'Hand Hygiene Allied Health Online Learning Module' and 'Infection Control Orientation - direct patient contact'. To the right, a calendar for March 2018 is visible. Below the calendar, a 'Shortcuts' menu is shown with the following items: 'Change my Organisation' (circled in yellow), 'My Certificates', and 'Find a new module'. On the far right, there are icons for Home, Achievements, Top Drawer, and History.

2. The pop-up box will indicate the organisation you are currently attached to. If you didn't select an organisation from the list on registration you will see:

Change Organisation

You are currently not attached to an organisation.

Step 1

Please answer the following questions, then click Continue:

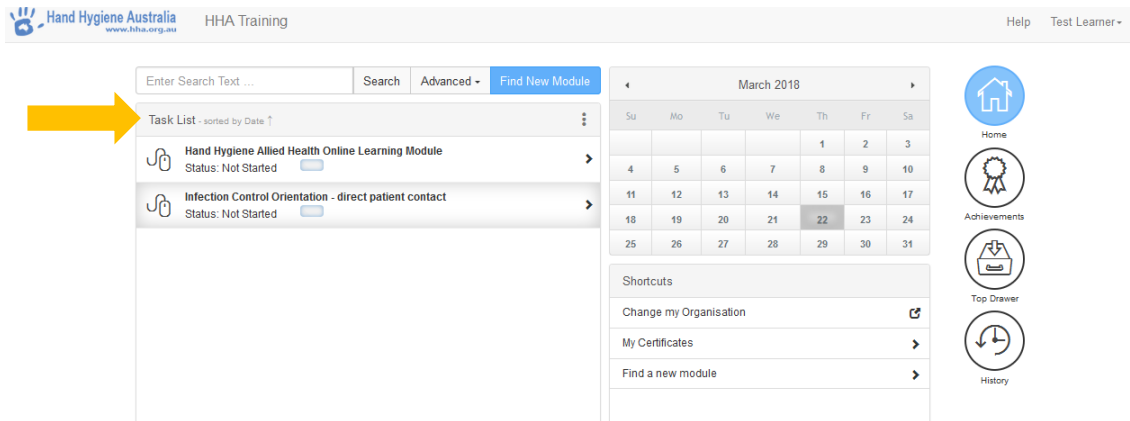
What country are you in?

[Continue »](#)

3. Follow the steps to select a new organisation. The organisation you select will now have access to your online learning completion data, if they choose to run reports from the HHA system.

Learning Modules

On your initial registration you selected the **Hand Hygiene** learning module you wanted to complete. You may also have selected an **Infection Control** module. All modules that you are currently enrolled in are visible on your Task List on the Home screen:



Hand Hygiene Australia HHA Training Help Test Learner -

Enter Search Text ... Search Advanced - Find New Module

Task List - sorted by Date ↑

- Hand Hygiene Allied Health Online Learning Module
Status: Not Started
- Infection Control Orientation - direct patient contact
Status: Not Started

March 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

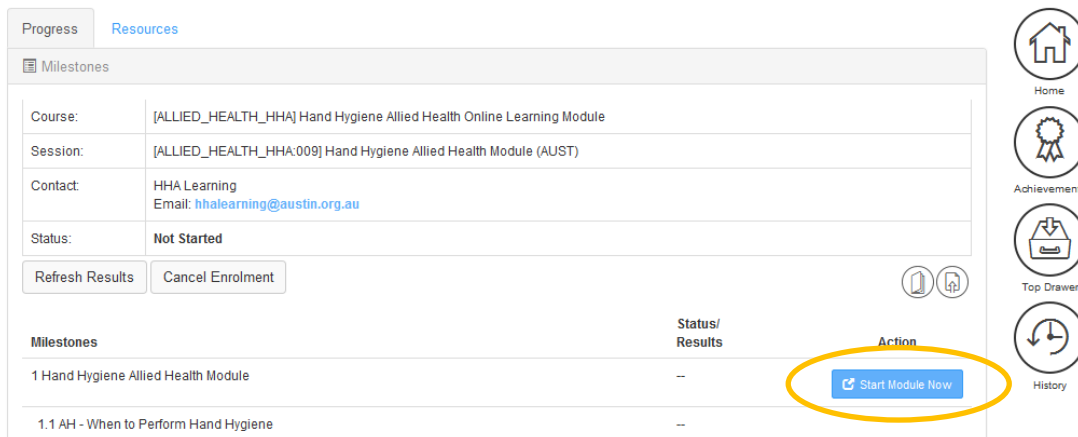
Shortcuts

- Change my Organisation
- My Certificates
- Find a new module

Home
Achievements
Top Drawer
History

How to complete a learning module

1. Click on the module you wish to complete from your task list
2. Press the Start Module Now button:



Progress Resources

Milestones

Course:	[ALLIED_HEALTH_HHA] Hand Hygiene Allied Health Online Learning Module
Session:	[ALLIED_HEALTH_HHA:009] Hand Hygiene Allied Health Module (AUST)
Contact:	HHA Learning Email: hhallearning@austin.org.au
Status:	Not Started

Refresh Results Cancel Enrolment

Milestones	Status/ Results	Action
1 Hand Hygiene Allied Health Module	--	Start Module Now
1.1 AH - When to Perform Hand Hygiene	--	

Home
Achievements
Top Drawer
History

3. A new window will open with the module content



4. Click on the blue hand 'Start' button
5. Read the content on each page, use the navigation buttons to move between pages, and answer the quiz questions correctly (100%) for each section

Troubleshooting

If the module is not opening when you press 'Start Module Now' please check if your internet browser is set to 'block pop-ups'. This could be the reason why you are unable to open the module. Check and reset your internet browser security options to allow pop-ups from the HHA learning site, and the module should open.

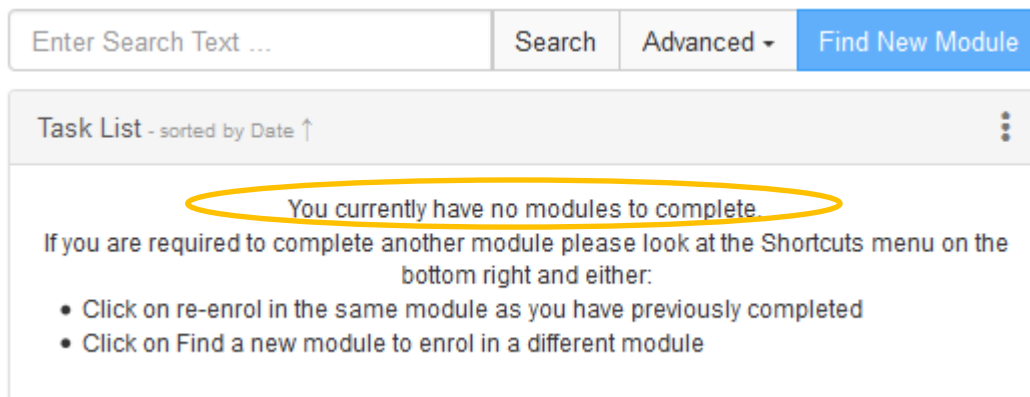
If the infection control module is opening, but appears as a blank screen, this indicates a problem with the 'Flash player' on your computer. Please check that you have Flash player installed on your computer AND that your internet browser security settings allow Flash to work in that browser.

Please try reinstalling Flash, downloading 'bug fixes', or talking with your local IT team regarding the use of Flash.

PLEASE NOTE: Flash generally does not work on iPads, iPhones or Apple computers

My task list does not have any modules to complete

If you have completed the module(s) that you chose on registration, then you will not have any active modules on your task list.



Enter Search Text ... Search Advanced Find New Module

Task List - sorted by Date ↑

You currently have no modules to complete

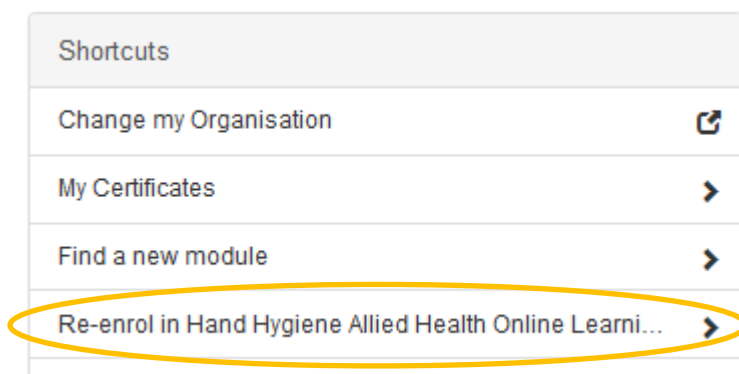
If you are required to complete another module please look at the Shortcuts menu on the bottom right and either:





- Click on re-enrol in the same module as you have previously completed
- Click on Find a new module to enrol in a different module

It is the responsibility of the individual learner to enrol in the module required for completion, the HHA learning management system does not know the required module, nor required frequency for completion of a module for individual users. Please read on for instructions on how to enrol in a module:

How to re-enrol in the same learning module

If you have previously completed a learning module, then you are able to re-enrol in the same module by using the menu item in the Shortcuts menu.

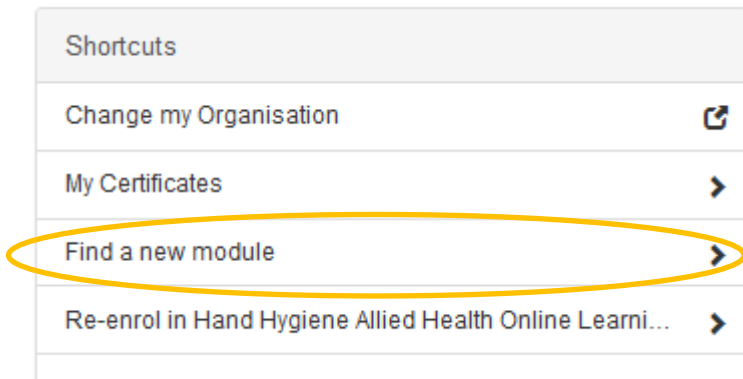


Shortcuts	
Change my Organisation	
My Certificates	
Find a new module	
Re-enrol in Hand Hygiene Allied Health Online Learn...	

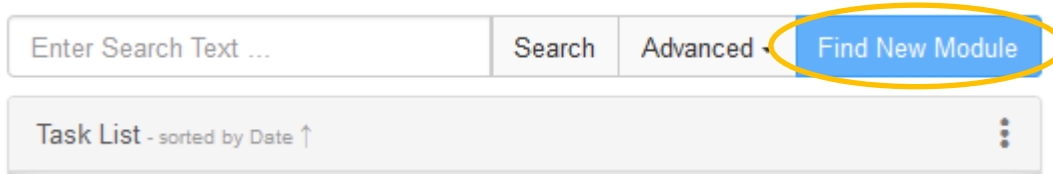
Pressing the re-enrol button automatically enrolls you in the module and takes you to the 'Start Module Now' screen (see Section: How to complete a learning module).

How to enrol in a new learning module

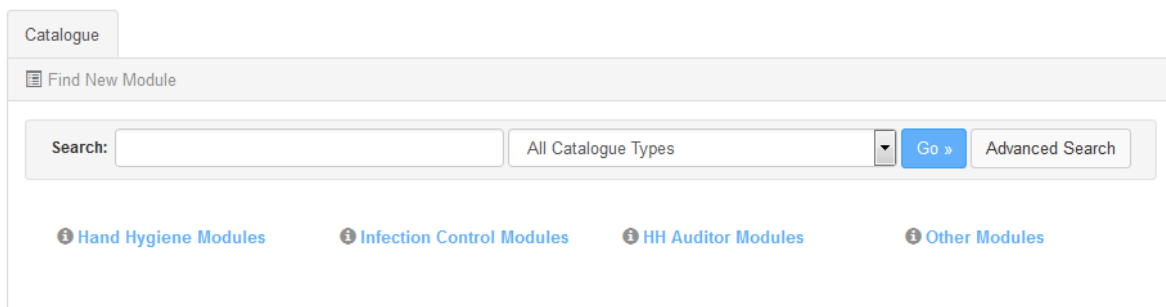
To enrol in a module that you have not previously completed: choose the 'Find a New Module' option in the Shortcuts menu located on the bottom right of your screen once you have logged in, or the button at the top of the Home page



OR





1. Choose from the categories listed to find the appropriate module.



Please note: Auditor modules are recommended only for those who are about to attend face to face auditor training, or have already completed the auditor training workshop.

2. Scroll through the module listings to select the module you require.
3. Click on the name of the module

4. Click on the Enrol button

 [Hand Hygiene Student Health Practitioners Online Learning Module](#) 

Overview
The Student Hand Hygiene Education Package has been developed to improve knowledge of hand hygiene practices required in clinical practice, prior to clinical placement as:


Effective hand hygiene is the single most important strategy in preventing healthcare associated infections

The aims of the program are to:

- Ensure students integrate evidence based practice related to hand hygiene into their clinical practices
- Encourage awareness of personal hand hygiene practices


Credits	Course Contact	Vendor
No information entered	HHA Learning hhlearning@austin.org.au	No information entered

Booking Details

[Hand Hygiene Student Health Practitioners Module \(AUST\) \(from: Australia\)](#) 

Dates: 03-NOV-2016 09:00 AM to
31-JAN-2019 05:00 PM


Capacity: 28401/Unlimited
Enrolments
Session Contact: [Hand Hygiene Australia](#)



How to cancel your enrolment in a learning module



If you have accidentally enrolled in the wrong module, you are able to delete your enrolment at any stage.

1. Click on the module on your task list that you wish to delete:

 [Hand Hygiene Australia](#) HHA Training Help Test Learner

Enter Search Text ... Search Advanced Find New Module

Task List - sorted by Date ↑





-  [Hand Hygiene Allied Health Online Learning Module](#)
Status: Not Started
-  [Infection Control Orientation - direct patient contact](#)
Status: Not Started

March 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Shortcuts

- Change my Organisation ↗
- My Certificates ➔
- Find a new module ➔

 Home
 Achievements
 Top Drawer
 History

11

2. Click on the 'cancel enrolment' button





Progress **Resources**

Milestones

Course:	[ALLIED_HEALTH_HHA] Hand Hygiene Allied Health Online Learning Module
Session:	[ALLIED_HEALTH_HHA:009] Hand Hygiene Allied Health Module (AUST)
Contact:	HHA Learning Email: hhalearning@austin.org.au
Status:	Not Started

Refresh Results **Cancel Enrolment**

Milestones	Status/Results	Action
1 Hand Hygiene Allied Health Module	--	Start Module Now
1.1 AH - When to Perform Hand Hygiene	--	

 Home
 Achievements
 Top Drawer
 History

3. Type a 'cancellation reason' and press 'cancel enrolment'

Progress **Resources**





Cancel Enrolment

Course:	[ALLIED_HEALTH_HHA] Hand Hygiene Allied Health Online Learning Module
Session:	[ALLIED_HEALTH_HHA:009] Hand Hygiene Allied Health Module (AUST)
Contact:	HHA Learning Email: hhalearning@austin.org.au
Status:	In Progress

You are about to cancel your Enrolment in this Course. If you wish to proceed, please enter comments regarding your cancellation below:

Cancellation Reason

« Return to Map **Cancel Enrolment** »

 Home
 Achievements
 Top Drawer
 History

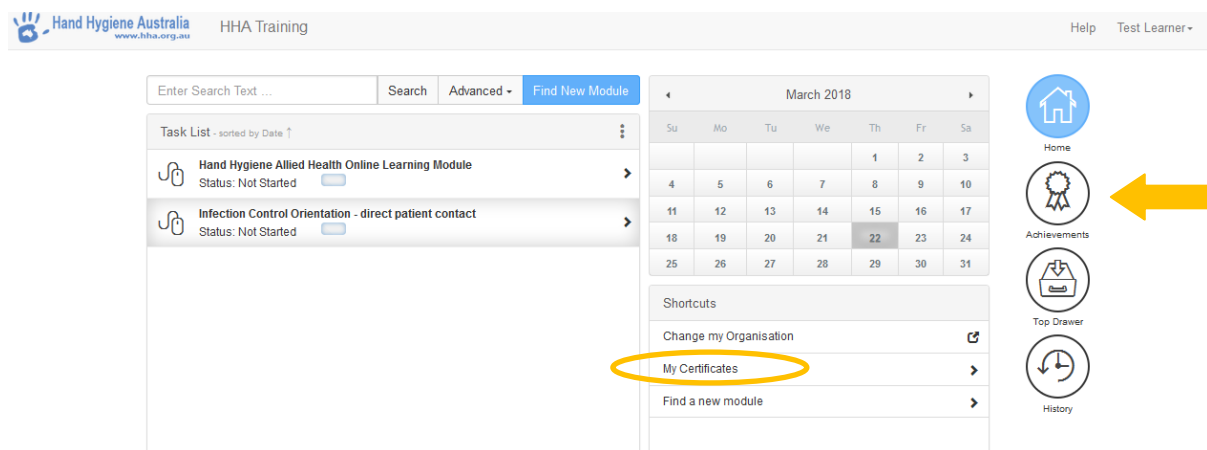
Learning Module Certificates

Each time a learner completes a module, a certificate is issued from the Learning Management System. This certificate is emailed to the learner if a correct email was provided on registration.

View my certificates

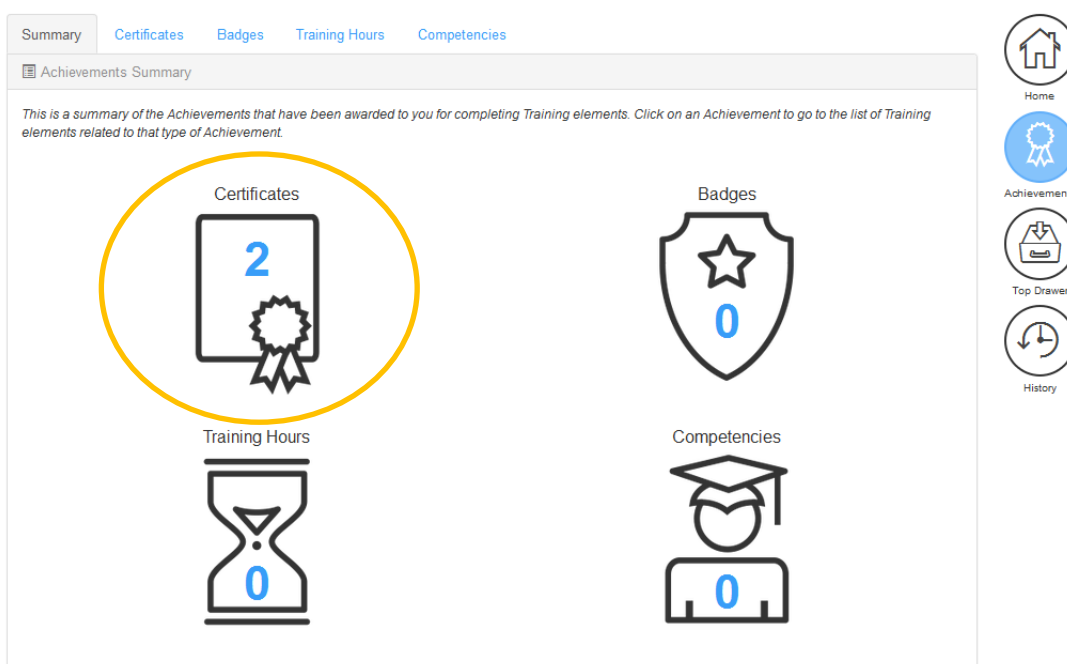
Your most **recent** certificate for each individual module that you complete is available to download at any time.

1. Select either 'My certificates' from the Shortcut Menu, or select 'Achievements' in the main menu.



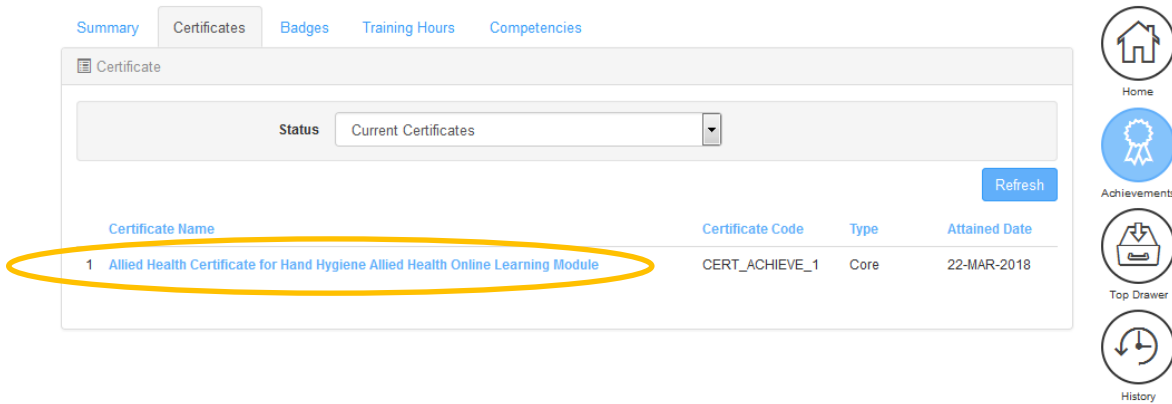
The screenshot shows the HHA Training dashboard. On the left, there is a 'Task List' with two items: 'Hand Hygiene Allied Health Online Learning Module' and 'Infection Control Orientation - direct patient contact'. In the center, there is a calendar for March 2018. Below the calendar, there is a 'Shortcuts' section with three items: 'Change my Organisation', 'My Certificates' (highlighted with a yellow circle), and 'Find a new module'. On the right, there is a sidebar with five icons: Home, Achievements (highlighted with a yellow arrow), Top Drawer, and History.

2. Click on the certificates icon



The screenshot shows the 'Achievements Summary' page. At the top, there are tabs for 'Summary', 'Certificates', 'Badges', 'Training Hours', and 'Competencies'. Below the tabs, there is a summary text: 'This is a summary of the Achievements that have been awarded to you for completing Training elements. Click on an Achievement to go to the list of Training elements related to that type of Achievement.' Below the text, there are four achievement icons: 'Certificates' (a certificate icon with the number 2, circled in yellow), 'Badges' (a shield icon with a star and the number 0), 'Training Hours' (an hourglass icon with the number 0), and 'Competencies' (a graduation cap icon with the number 0). On the right, there is a sidebar with five icons: Home, Achievements, Top Drawer, and History.

- Click on the name of the **current** certificate that you wish to download, then you will be able to save or print the PDF that opens.



Summary Certificates Badges Training Hours Competencies

Certificate

Status: Current Certificates Refresh

Certificate Name	Certificate Code	Type	Attained Date
1 Allied Health Certificate for Hand Hygiene Allied Health Online Learning Module	CERT_ACHIEVE_1	Core	22-MAR-2018

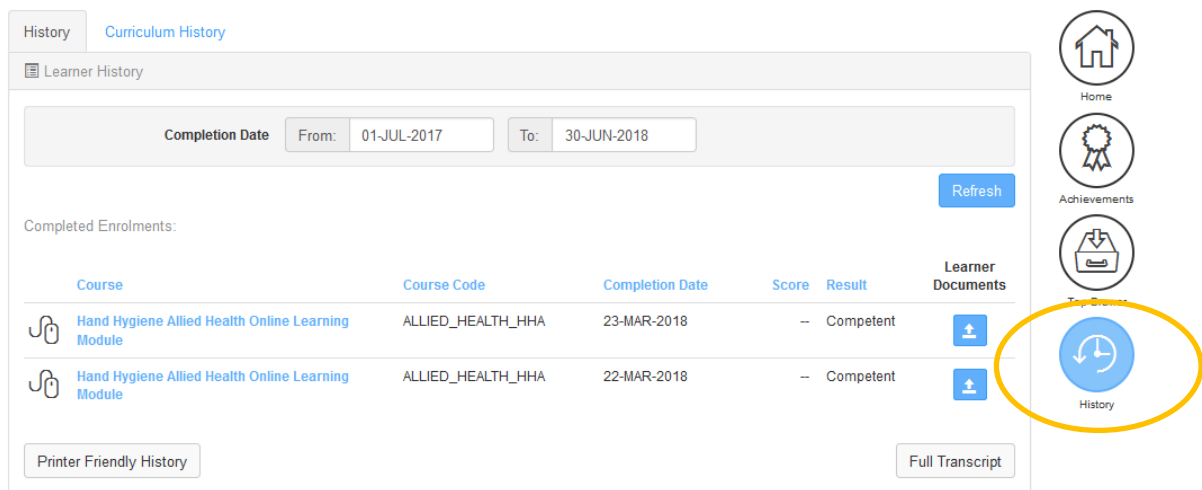
Home Achievements Top Drawer History

Please note:

If no certificate is available, please select 'Home' from the menu on the right of the screen and check if there is a module on your Task List. If yes, then you have not completed the learning module yet. Once completed, your certificate will be available via the steps above.

View my learner transcript

Only the current certificate for each module is available to download as a PDF. If you are requiring a transcript of all modules completed, then you need to view the History tab.



History Curriculum History

Learner History

Completion Date From: 01-JUL-2017 To: 30-JUN-2018 Refresh

Completed Enrolments:

Course	Course Code	Completion Date	Score	Result	Learner Documents
Hand Hygiene Allied Health Online Learning Module	ALLIED_HEALTH_HHA	23-MAR-2018	--	Competent	Download
Hand Hygiene Allied Health Online Learning Module	ALLIED_HEALTH_HHA	22-MAR-2018	--	Competent	Download

Printer Friendly History Full Transcript

Home Achievements Top Drawer History

Please note: You may need to change the completion date search fields to ensure your full history appears on a single transcript.

General certificate information

Certificate expiry

HHA recommend annual completion of general learning modules, and have annual reminders built into the learning system to ensure you stay current. However, please note that your local requirements for your organisation may differ. Please refer to your directives for your organisation from your jurisdiction or governing body.

Auditor certificates are only valid for one year.

CPD Points for learning modules

The HHA learning modules do not have an allocated number of CPD points. Self-directed learning earns 1 CPD point per hour of study, therefore each learner should keep a record of the length of time taken to complete the module for their own records.