

## How to access and enrol on a programme for Tallaght University Hospital via HSELand

- 1. Logon to www.hseland.ie
- 2. Enter your username and password

| 🔿 🌔 https | r//www.hseland.ie/dash/Account/Login 🔎 🖌 🚔 🖒 🧭 HSELanD - eLearning resou 🗙  |
|-----------|---|
|           | hseland.ie<br>Cũram le Eolas  |
| 0         | Welcome to HSeLanD - the Health Service Executive's online learning and development portal.<br>HSeLanD contains over 170 eLearning programmes, resources, assessment and planning tools to support you in your current job role<br>and with your personal and professional development. |
|           | Some users are experiencing a delay when accessing HSeLanD. We are aware of the issue and our teams are working on it urgently.<br>Your patience is greatly appreciated during this time.   |
|           | Username or email address  dechalford   |
|           | Password  |
| 100       | +DSIGN IN   |

3. The home page will open and you can scroll down to the search section





4. Enter the name of the programme you want to access or enrol into this section and enter

| Continue<br>have alr      | e a cou<br>ready s                                       | rse you<br>tarted  |
|---------------------------|--|--------------------|
| JOK.                      | Go   |                    |
|                           | Or   |                    |
| Find a<br>new<br>(Or re-s | a course<br>ed to star<br>tart to gain (<br>certificate) | you<br>rt<br>a new |
| venepunctur               | e and ca   | ٩                  |
|                           |  |                    |

5. A list of programmes matching this search will appear, select the programme that is for TUH. Please be aware the type of programme you are selecting i.e. learning type: online or learning type: classroom (this will appear under the programme title)





- 6. Once you have selected the programme required you will see more detail, as below
- 7. The date and time if applicable will appear, ensure you are selecting the date and time you wish to attend

| Key Reading / Resources: | <ul> <li>Hse resources and national Guiding framework for Venepuncture and<br/>Registered Nurses &amp; Midwives<br/>(https://www.hse.ie/eng/about/who/onmsd/eductraining/venepunct</li> <li>Competency Booklet 2018/19 (Updated Competency Book 2018 b.p.</li> </ul> | d Intravenous Cannulation for<br>sureivcannulation/)<br>df) |
|--------------------------|--|---|
| Session(s):              | Venepuncture & Peripheral Venous Access Device<br>(PVAD) insertion Workshop - Venepuncture & Peripheral<br>Veneus Access Device (PVAD) insertion Workshop (TUH)  | Seats: 2  |
|                          | Classroom Session)<br>07-Dec-2020 13:30 - 07-Dec-2020 15:30 GMT  |   |

8. Once the date and time is selected you can select the enrol button (in green)

| Duration:             | 1 Hour   |
|-----------------------|--|
| Who Should Take This: | All Nursing Staff  |
| Support Contact:      | Helen.Strapp@tuh.ie  |
| Session(s):           | <ul> <li>COBAN 2 Compression Bandaging Workshop -</li> <li>19th Nov 2020</li> <li>At Ruttle Tutorial Room</li> </ul> |
|                       | 19-Nov-2020 15:00 - 19-Nov-2020 16:00 GMT  |
|                       | Show more info   |
|                       | Enrol  |



9. If an approval process is required you will need to complete the following details. You are not required to enter an MCN, please write NA

| r COBAN 2 Com         | pression Bandaging Workshop  |
|-----------------------|--|
| Nov-2020 15:00 GM     | 1T - 19-Nov-2020 16:00 GMT   |
| Additional Inform     | nation   |
| Have you consulted w  | with your manager and obtained permission to attend this course? $^{st}$ |
| (Not Assigned)        |  |
| Medical Council Num   | nber*  |
| Just write NA in this | section  |
| Name of line manager  | r°   |
| Required              |  |
| Name of Organisation  | n *  |
|                       |  |
| Required              |  |

## 10.You will either receive the following notification



- 11.Once you have been either approved or denied enrolment you will receive an email from <a href="mailto:support@hseland.ie">support@hseland.ie</a> with confirmation
- 12.Please note, not all programmes require an approval process and you will just be required to complete steps 1-8 for such programmes/podcasts/ELearning



Please be aware that some programmes are restricted for access by either TUH or CHO 6&7 staff. If you are working in the area of CHO 6&7 please ensure your HSELand profile reflects this, as this may impact on your ability to enrol on a programme. The email account attached to your profile is the account we will contact you at, so please ensure it is an active account.

Please contact me at <u>deirdre.halford@tuh.ie</u> if you have any further queries.