

# Right Person – Right Course – Right Report

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Government  
of South Australia

SA Health



FLINDERS  
MEDICAL  
CENTRE

## Contact Us

Help

Tel:

Email:

nursing

## SAH Education

SAH Education is the educational website for employees and associates of the

**SALHN****Country  
Health**  
(Nsg/Mid/AHP)**DASSA**

and its partners RGH, welcome you to this many resources which

All employees from the institutions indicated above have accounts created automatically.

If you are a **SALHN, CHSA (Nursing & Midwifery/Allied Health), PH&TS and DASSA**  
**FIRST TIME USER** please click [HERE](#)

[First time on this website and log in details](#)[SAH Education Latest News Forum](#)[Click here to  
Request a](#)[new account.](#)

**"Login as a Guest"** - on next page  
and complete form

- ◊ Standard Login details
- ◊ General/additional help

## - News from the Help Desk -



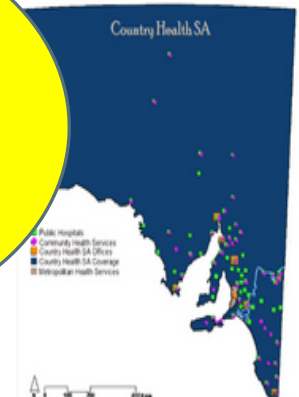
**Notice:** If required: You only need do the "Aseptic  
"Falls Prevention" and "Medication Safety" courses on  
Learning website.

Please ensure that when you are directed to the Women's and Children's Health Network that  
you **do not** do their local courses.

## Country Health SA

### CHSA employees

please click on the **map below** to  
go to the CHSA Education Link  
page

**Over  
16,000  
Multi-D  
users**

# Mandatory and general staff development courses

SALHN accreditation Oct 2013

National Safety & Quality Health Service Standards



Compliance Reports

EVIDENCE ?

Accurate?

**Right Person**



**Right Course**



**Right Report**

# Website management

Best source of staff information – names / location / work type

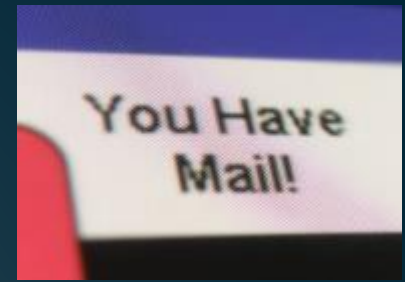


Human Resources data



# Website Administration

HR files emailed to the Administrator  
("currently active" and "terminated")



## Issues!

- **Single person** with the ability to upload data monthly
- **Network slowness** resulting in "Timeouts"  
>>> users not updated
  - Unresolved to date



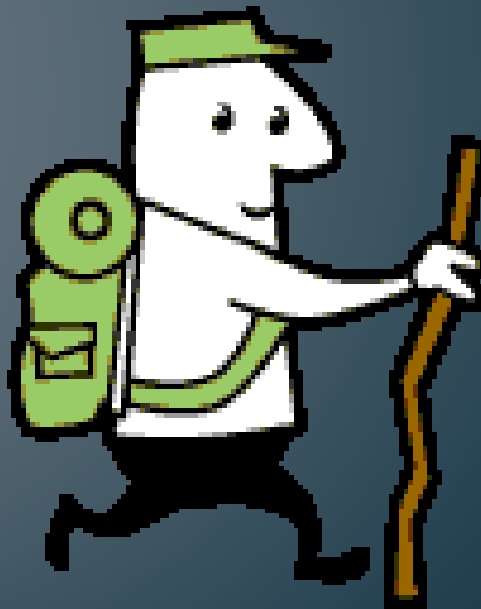
You're a risk!



# We can help you with that



- With the aid of Computing Services and Human Resources
- We started our journey – May 2013 >>>





# A “Programmer” was hired

## Plan A – replicate

Create a simple **Excel** tool that anyone could use

- Negate single person

**Upload only staff who had changed** (16,000 --- < 2,000)

- Mitigate network slowness and quicker



Am I new,  
changed or  
resigned?

# Plan B (expanded project)

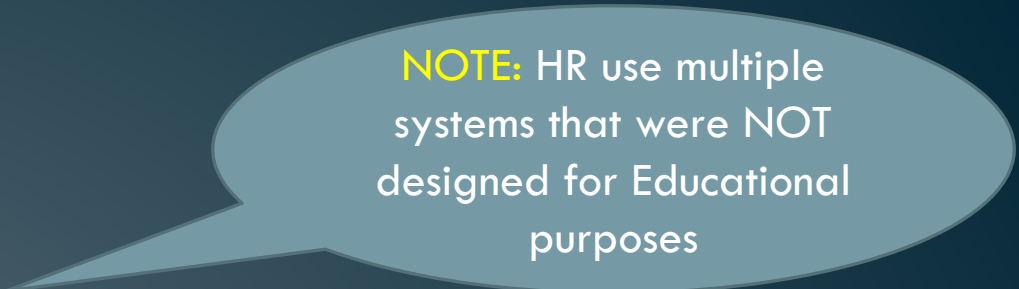
Enrol staff into designated courses

Executives with HR support across SA Health during 2013 developed **Mandatory Skills Policies (including SALHN)**

Course enrolments could now be determined by location or pay classification >>> **compliance could be measured**

- eg Basic Life Support >>> all clinicians but not admin staff

# Issues & Fixes



**NOTE:** HR use multiple systems that were NOT designed for Educational purposes

2 employees shared the same employee number! ... really

- **reported to HR - now fixed**

Staff with multiple employee numbers ... common

(Each employee number has a separate training account)

- Reports inaccurate – staff not doing all courses as enrolled
- Not fair to the person (required to do 2 or more Fire Safety's)
- **Multiple employee numbers - reduced to one unique Moodle ID**
  - **Correct course enrolments - different roles linked to one account**

# Issues & Fixes

Same person in the HR “active” and “terminated” files

- Issue related to file creation date by HR
- “Pending terminations” are created

Long location names: too long for Moodle

(Campus / Division / Department / Cost Centre)

- Long names flagged and shortened

# Benefits

Unique Moodle ID for each user/staff-member

Courses added with standard enrolment rules

- (Mandatory Skills Policy)

All processing files are saved for auditing processes

All identified changes are logged (can be sent to HR)

Terminated staff are archived not deleted

- (re-activate if needed; education records preserved)



# Benefits

- **Easy to use interface** with choices

The screenshot displays a 'Site Configuration' dialog box with the following settings:

- Campus Site Name:** Country Health SA (with a 'Change' button and help icon)
- Send Only Change Records:** No (with a help icon)
- Generate Course Enrolment Data:** Yes (with a help icon)
- Max records per Moodle upload file:** 500 (with a help icon)
- Parent Folder For HR Files:** J:\MoodleProcessing\CHSA\ (with a 'Change' button and help icon)
- Folder For ftp Files:** J:\MoodleProcessing\ftpTransfer\ (with a 'Change' button and help icon)

At the bottom right of the dialog are 'Cancel' and 'Process Records' buttons. The background interface includes a sidebar with buttons: 'Start', 'Show MoodleID Change Log', 'Show Cost Centre Change Log', 'Show A Training Course', and 'Help / Instructions'. A spreadsheet grid is visible behind the dialog, with columns labeled A through S and rows numbered 1 through 15.

# Benefits

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Start

Show MoodleID  
Change Log

Show Cost Centre  
Change Log

Show A Training Course

Help/ Instructions

Progress Indication

- ✓ Loading and preparing data sheets
- ✓ Shortening long names and removing unsupported characters

Checking latest HR records & processing new personnel & changes in %FTE

Assigning Moodle ID to termination records

Checking Moodle ID records are still active

Determine Moodle ID record to use based on %FTE values

Merging Pending and Active terminations

Processing Termination records against Active records

Processing Changed records and logging Cost Centre changes

Building Moodle Upload Records and allocating courses

Checking latest HR records  
processing new personnel and changes in %FTE.  
Record 3750 of 4440

# Reports

**Departmental Reporting Tool** for middle (cost centre) managers

## Moodle Management Reporting Tool

[Logout](#)

Search By: Surname

[Clear Search](#)

All

[Download all Records](#)

WARD

- ☐ 2014 S - Advanced Life Sup...
- ☐ 2014 S - BLS Accreditation
- ☐ 2014 S - Child Safe Environ...
- ☐ 2014 S - De-escalation and ...
- ☐ 2014 S - Emergency Awaren...
- ☐ 2014 S - Hand Hygiene Accr...
- ☐ 2014 S - Manual Tasks
- ☐ 2014 S - Medication Adminis...
- ☐ 2014 S - Preventing and Ma...
- ☒ FMC - 2013 Fire Safety
- ☐ S - 2013 Hand Hygiene Accr...
- ☐ S - 2013 Advanced Life Sup...
- ☐ S - 2013 Aseptic Technique
- ☐ S - 2013 BLS and Deteriorati...
- ☐ S - 2013 Child Safe Environ...
- ☐ S - 2013 De-escalation and ...
- ☐ S - 2013 Manual Tasks in th...
- ☐ S - 2013 Manual Tasks Upd...
- ☐ S - 2013 Medication Adminis...
- ☐ S - 2013 Preventing and Ma...

[Submit](#)

User List

[Print Screen](#)[Download Screen](#)

Items:61 of 61

Username	Surname	First name	Department	Sal	Course	Final grade	Date completed
357643	O'MANNING	Oricote	Ward 60	RN0102	FMC - 2013 Fire Safety	Completed	11 Mar 2013
357988	O'TAHER	O'Taher	WARD 60	RN0	FMC - 2013 Fire Safety	-	-
328784	ADIS	Kelly	Ward 60	ASO203	FMC - 2013 Fire Safety	Completed	8 Mar 2013
203478	ERLIS	Theresa	Ward 60	END0106	FMC - 2013 Fire Safety	Completed	19 Mar 2013
338214	E-ON	Chye	Ward 60	RN0109	FMC - 2013 Fire Safety	Completed	11 Jun 2013
308353	BAILLY	Renee	Ward 60	RN2A01	FMC - 2013 Fire Safety	Completed	21 Feb 2013
343423	BALDISTER	Mathewine	Ward 60	ENDP03	FMC - 2013 Fire Safety	Completed	12 Feb 2014
103819	BARTLETT	Alison	Ward 60	RN0110	FMC - 2013 Fire Safety	Completed	7 Jan 2013
359847	BELL	Kimberly	Ward 60	ENDP02	FMC - 2013 Fire Safety	Completed	4 Mar 2013
333215	BELL	Devin	Ward 60	ENDP06	FMC - 2013 Fire Safety	Completed	19 Mar 2013
260484	BILLINGS	Heidi	Ward 60	ENDP07	FMC - 2013 Fire Safety	Completed	10 Feb 2013
364341	BORGES	Leslie	Ward 60	RN0102	FMC - 2013 Fire Safety	Completed	19 Feb 2013
358743	BRIDGES	Tina	Ward 60	ENDP03	FMC - 2013 Fire Safety	Completed	9 Mar 2013
345566	CHAPMAN	Wendy	Ward 60	ENDP04	FMC - 2013 Fire Safety	Completed	27 Feb 2013

## Overall Reporting Tool (Administrators only)

## WWDaD Overall Moodle Reporting tool



**Logout**

**Search By:** Course

Course

Surname

**Final Grade**

All

Search

Clear Search

## Campus

## Division

Course Search

fire

All

Department

Discipline

Submit

[Download course CSV's](#)

Course Name



FMC - 2013 Fire Safety



RGH - 2013 Fire &amp; Emergency Awareness (Nursing)



RGH - 2013 Fire / Emergency Awareness (Non-Nursing)



2014 S - Emergency Awareness (previously fire safety)

### Date Selector

Start Date

End Date

2014-04-25

### Date Range Course CSV's

Mail to All user

Mail to Incomplete user


## User List

[Download current search results](#)

Username	First name	Surname	Campus	Division	Department	Discipline	Course	Final grade	Date completed

# Reports

## Course Reporting Tool (Report managers)



Southern Adelaide Local Health Network

# Education and Training

Home Courses by topic Courses by Location Applications Accreditations Help My courses

Home ► Blocks ► Course Report ► Courses

### Navigation


- Home
  - My home
  - My profile
  - My courses

### Administration

- My profile settings
- Site administration


### Courses

Short Name	Fullname
DASSA Fire & Equipment Training	DASSA Fire & Equipment Training
Fire and Emergency Response Procedures	Fire and Emergency Response Procedures
2012 NHS - Fire Safety	2012 NHS - Fire Safety
2013 FMC - Fire Safety	FMC - 2013 Fire Safety
2013 RGH - Fire (Nursing)	RGH - 2013 Fire & Emergency Awareness (Nursing)
2013 RGH - Fire (Non-Nursing)	RGH - 2013 Fire / Emergency Awareness (Non-Nursing)
2013 NHS - Fire Safety	2013 NHS - Fire Safety
2014 S - Emergency Awareness	2014 S - Emergency Awareness (previously fire safety)



This site is maintained and operated by the Centre for Nursing & Midwifery Education & Research.

For more information please [contact us](#)

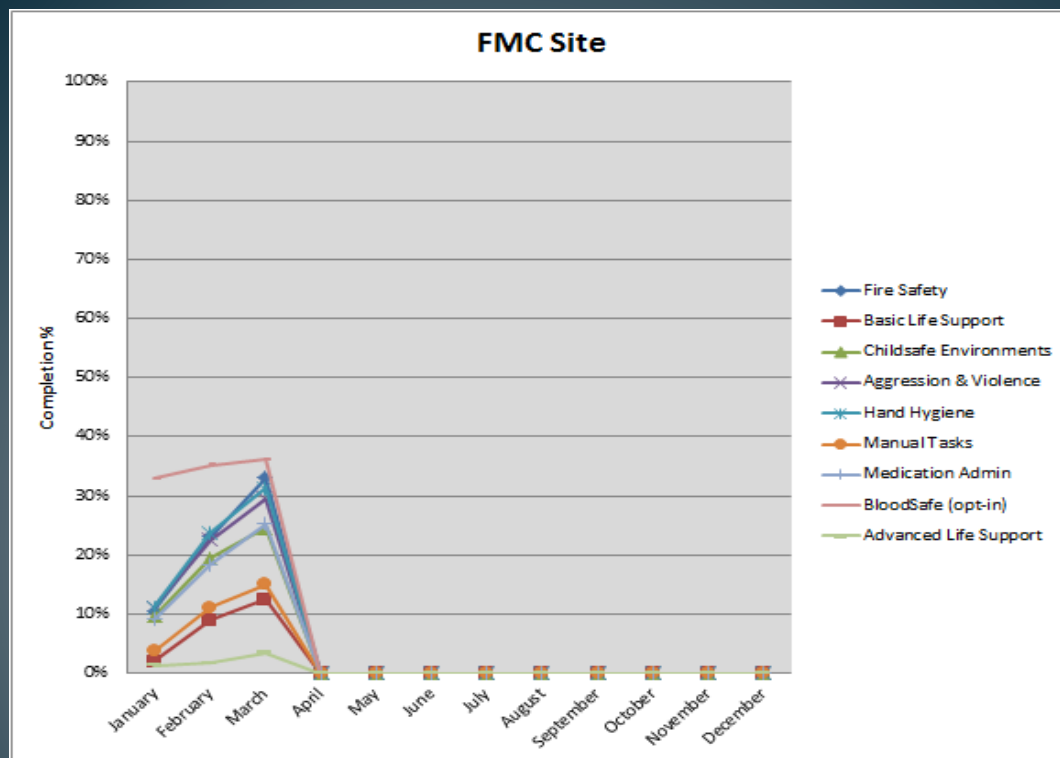


www.saheducation.com/moodle/block/course\_report/csv.php?course=611

overall\_report\_611.csv



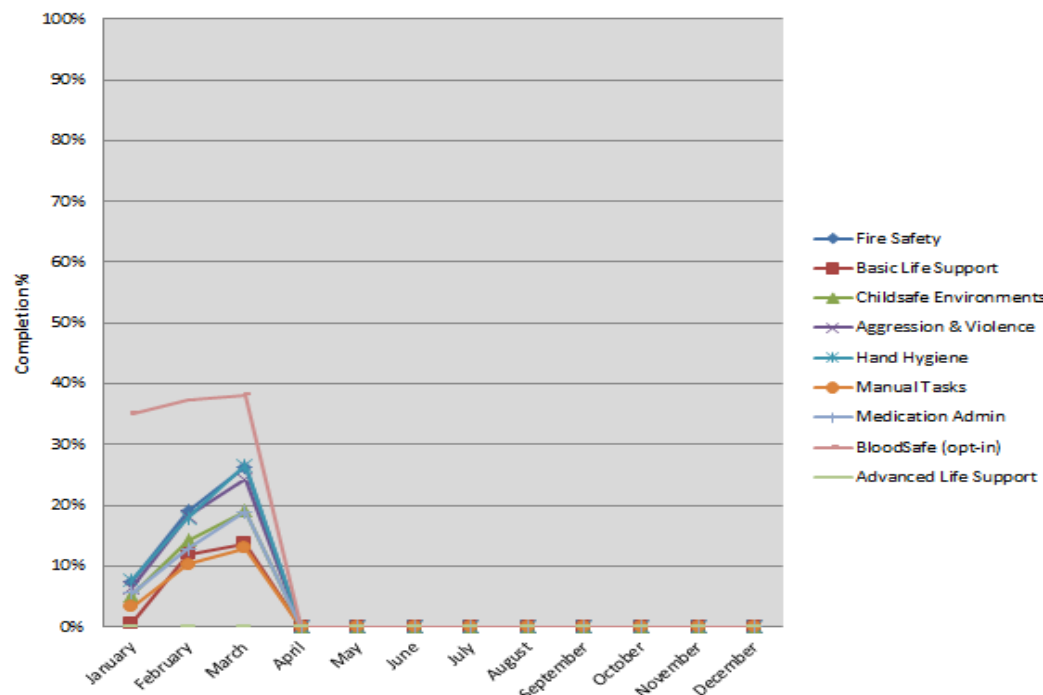
# Accreditation Progress Reports - site



Flinders Medical Centre		Emergency & Perioperative Services	Flinders Women & Children Division	Medicine, Cardiac & Critical Care Svcs	Nursing/Midwifery & Patient Services	SouthernMENTAL HEALTH Division	Surgical & Specialty Services Division
33.1%		43.9%	37.5%	32.5%	26.3%	19.6%	29.4%
Basic Life Support	12.4%	11.1%	16.2%	10.2%	13.7%	16.3%	12.9%
Child Safe Environ	24.5%	46.2%	29.8%	18.4%	19.1%	21.3%	19.1%
Aggression & Violence	29.6%	48.9%	33.8%	25.0%	24.2%	27.2%	23.9%
Hand Hygiene	31.3%	45.6%	32.4%	29.1%	26.6%	19.6%	28.7%
Manual Tasks	15.1%	21.0%	21.1%	12.1%	13.0%	8.7%	13.8%
Medication Admin	25.2%	37.5%	34.0%	23.2%	18.9%	14.4%	18.2%
BloodSafe (Opt-in) (Since 01/03/2012)	36.1%	47.0%	34.3%	32.6%	38.2%	18.9%	37.9%
Advanced Life Support (2013)	3.5%	Of total enrolled	6.4%	0.0%	2.2%	0.0%	0.0%

# Accreditation Progress Reports - Division

## Nursing/Midwifery & Patient Services



## Nursing/Midwifery & Patient Services

Fire Safety		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
323 Total		2	3	25	28	208	33	24
85 Complete		0	0	5	11	52	11	6
238 Incomplete		2	3	20	17	156	22	18
0 Not commenced		0	0	0	0	0	0	0
<b>26.3%</b>	%Completed	0.0%	0.0%	20.0%	39.3%	25.0%	33.3%	25.0%
Basic Life Support		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
322 Total		2	3	25	28	207	33	24
44 Complete		0	0	4	7	30	2	1
108 Incomplete		1	3	9	9	65	13	8
170 Not commenced		1	0	12	12	112	18	15
<b>13.7%</b>	%Completed	0.0%	0.0%	16.0%	25.0%	14.5%	6.1%	4.2%
Child Safe Environments		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
320 Total		2	3	25	28	205	33	24
61 Complete		0	0	2	8	35	12	4
47 Incomplete		1	1	2	5	35	3	0
212 Not commenced		1	2	21	15	135	18	20
<b>19.1%</b>	%Completed	0.0%	0.0%	8.0%	28.6%	17.1%	36.4%	16.7%
Aggression & Violence		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
322 Total		2	3	25	28	207	33	24
78 Complete		0	0	2	9	49	13	5
43 Incomplete		1	1	3	3	33	2	0
201 Not commenced		1	2	20	16	125	18	19
<b>24.2%</b>	%Completed	0.0%	0.0%	8.0%	32.1%	23.7%	39.4%	20.8%
Hand Hygiene		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
323 Total		2	3	25	28	208	33	24
86 Complete		0	0	4	10	54	11	7
46 Incomplete		1	1	2	6	32	3	1
191 Not commenced		1	2	19	12	122	19	16
<b>26.6%</b>	%Completed	0.0%	0.0%	16.0%	35.7%	26.0%	33.3%	29.2%
Manual Tasks		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
323 Total		2	3	25	28	208	33	24
42 Complete		0	0	1	3	29	5	4
91 Incomplete		1	1	7	9	59	9	5
190 Not commenced		1	2	17	16	120	19	15
<b>13.0%</b>	%Completed	0.0%	0.0%	4.0%	10.7%	13.9%	15.2%	16.7%
Medication Administration		RN5*	RN4*	RN3*	RN2*	RN0*	END*	EN0*
301 Total		2	3	25	28	208	33	2
57 Complete		1	0	3	7	38	8	0
11 Incomplete		0	0	1	1	10	2	0
233 Not commenced		1	3	21	20	169	23	2
<b>18.9%</b>	%Completed	0.0%	0.0%	4.0%	10.7%	13.9%	15.2%	16.7%

# Future

Perpetual course = “ongoing compliance reports”

Report Data – send to VetTrack or LARS



State-wide access to data  
(Transparent)

**Right Person**



**Right Course**



**Right Report**





**Government  
of South Australia**

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SA Health



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