Help guide for completing the Metro North mandatory training via a mobile device

(Note: you must have active Queensland Health Novell/Email details)

#1: How to access your TMS account via a mobile device

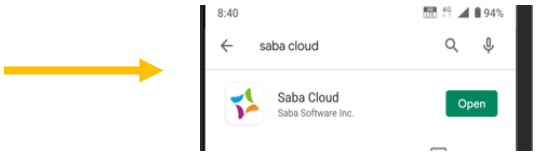
To access your TMS account via a mobile device:

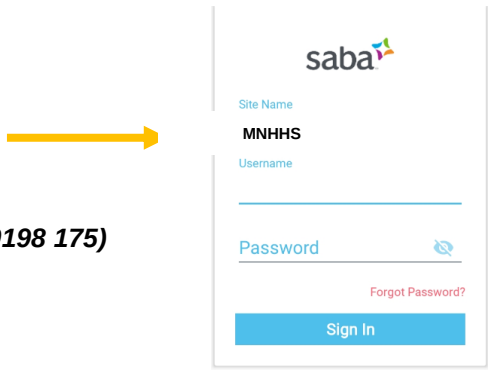
1. Go into the Google play or Apple App store on your mobile device and install / download the free Saba Cloud app
2. Open the app
3. Enter 'mnhhs' as the site name
4. Username:
   type in your QH email address

   Password:

   type in your Novell password

   (Note: your Novell details need to be active, if not call 1800198 175)
5. Click the SIGN IN button





#2: How to complete your allocated online training via a mobile device

1. The **General Evacuation Instructions** training will be completed by a Metro North Fire Safety representative when you are on site. All other training will be available via web-based courses within the TMS.

2. You are required to complete the following eleven web-based courses within 30 days from being assigned to your account:

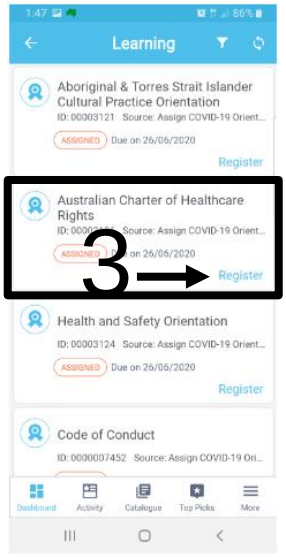
   a. Australian Charter of Healthcare Rights (8mins)
   b. SaFE Child Safety Awareness – non-clinical (15mins)
   c. Code of Conduct (25mins) – ***currently not compatible with mobile***
   d. Fraud Control Awareness (25mins) - ***currently not compatible with mobile***
   e. Infection Control Awareness – non-clinical (25 mins)
   f. Public Interest Disclosure (25 mins) – ***currently not compatible with mobile***
   g. First Response Evacuation Instructions (25mins)
   h. COVID-19 Cultural Orientation (25mins)
   i. Health and Safety Orientation (30mins)
   j. Healthcare Ergonomics Theory (30mins)
   k. Aboriginal & Torres Strait Islander Cultural Practice Orientation (40mins)

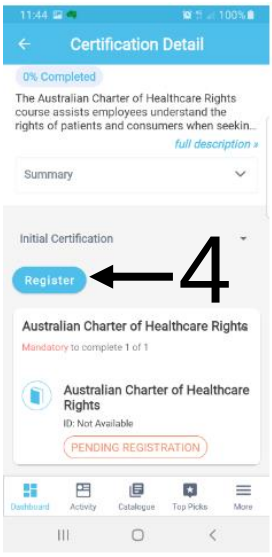
Queensland Government

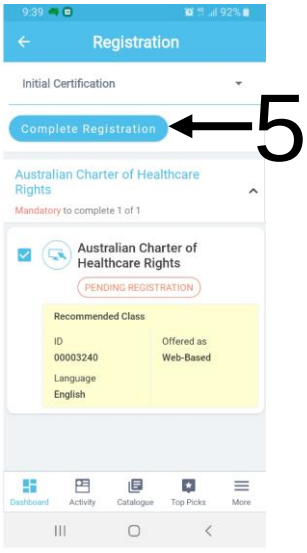
3. Upon launching a course you must complete it within the allocated time as any delays in timing (i.e. leaving the course open while you go to lunch) can cause the connection between the course module and results module to disconnect and your course completion will not be recorded.

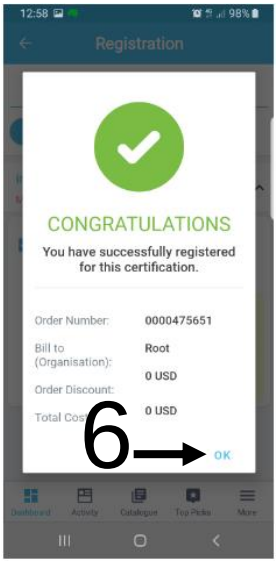
Follow the steps below to enrol into each course to complete the online training via a mobile

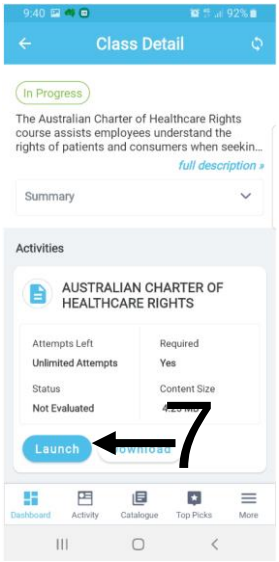
Australian Charter of Healthcare Rights:



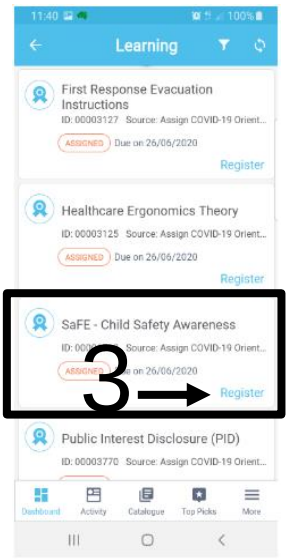


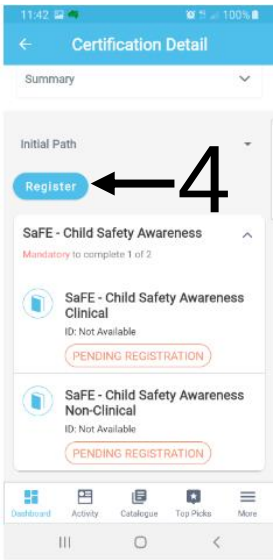


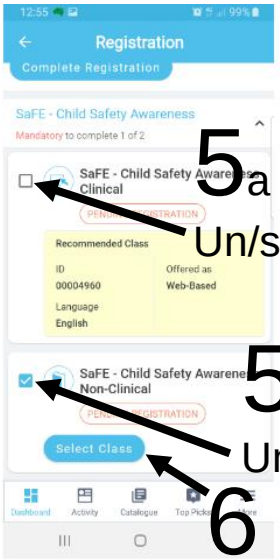




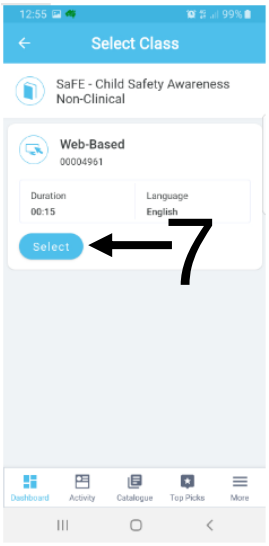
SaFE Child Safety Awareness:

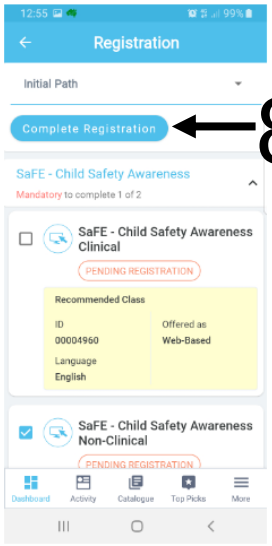


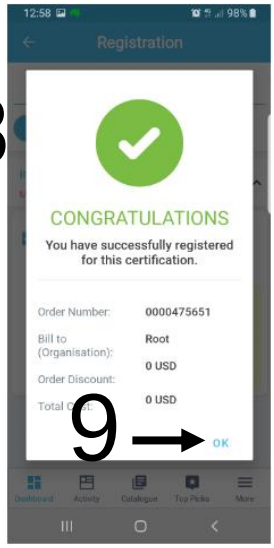


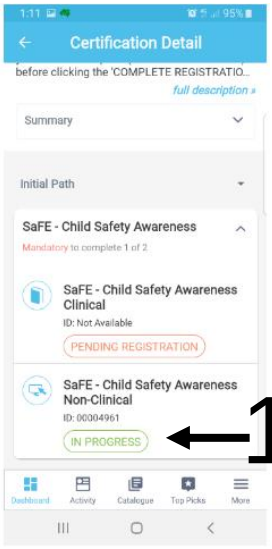


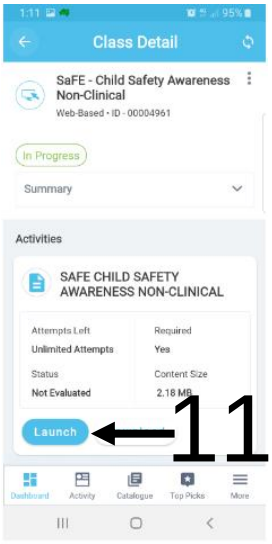
NOTE: unselect / select depending on your training: clinical or non-clinical staff



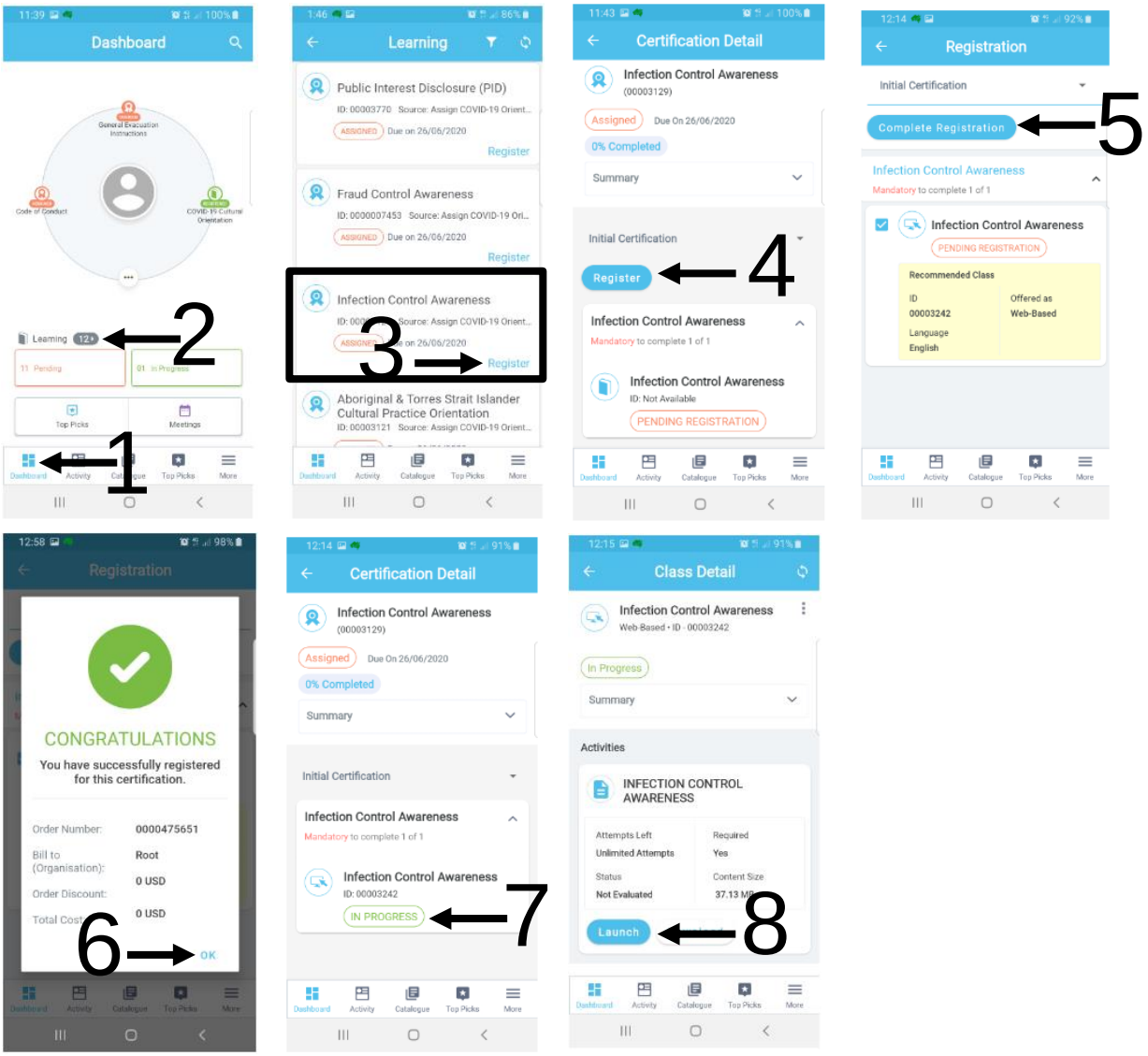




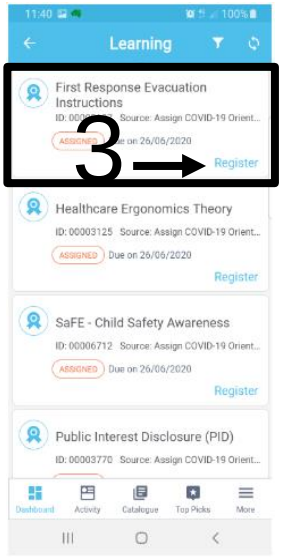


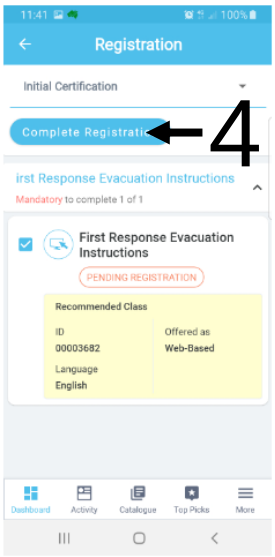


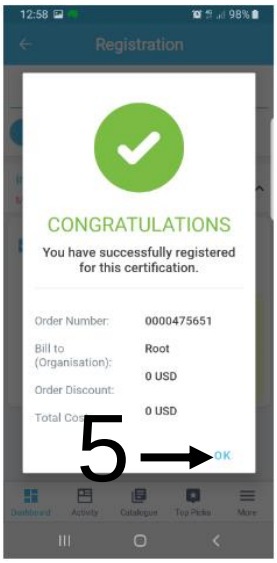
Infection Control Awareness:

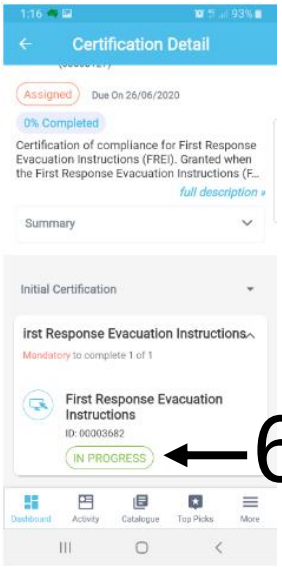


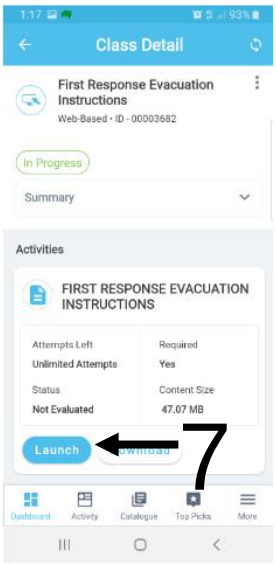
First Response Evacuation Instructions (FREI):



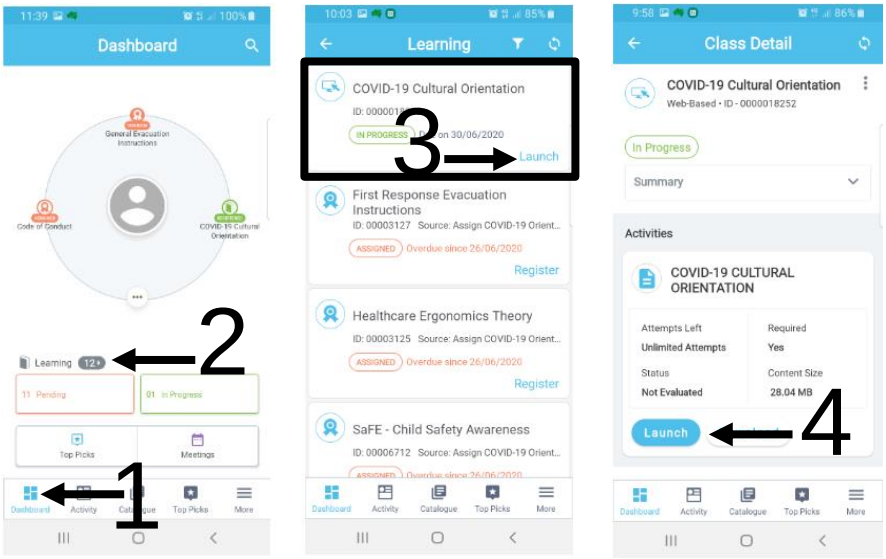




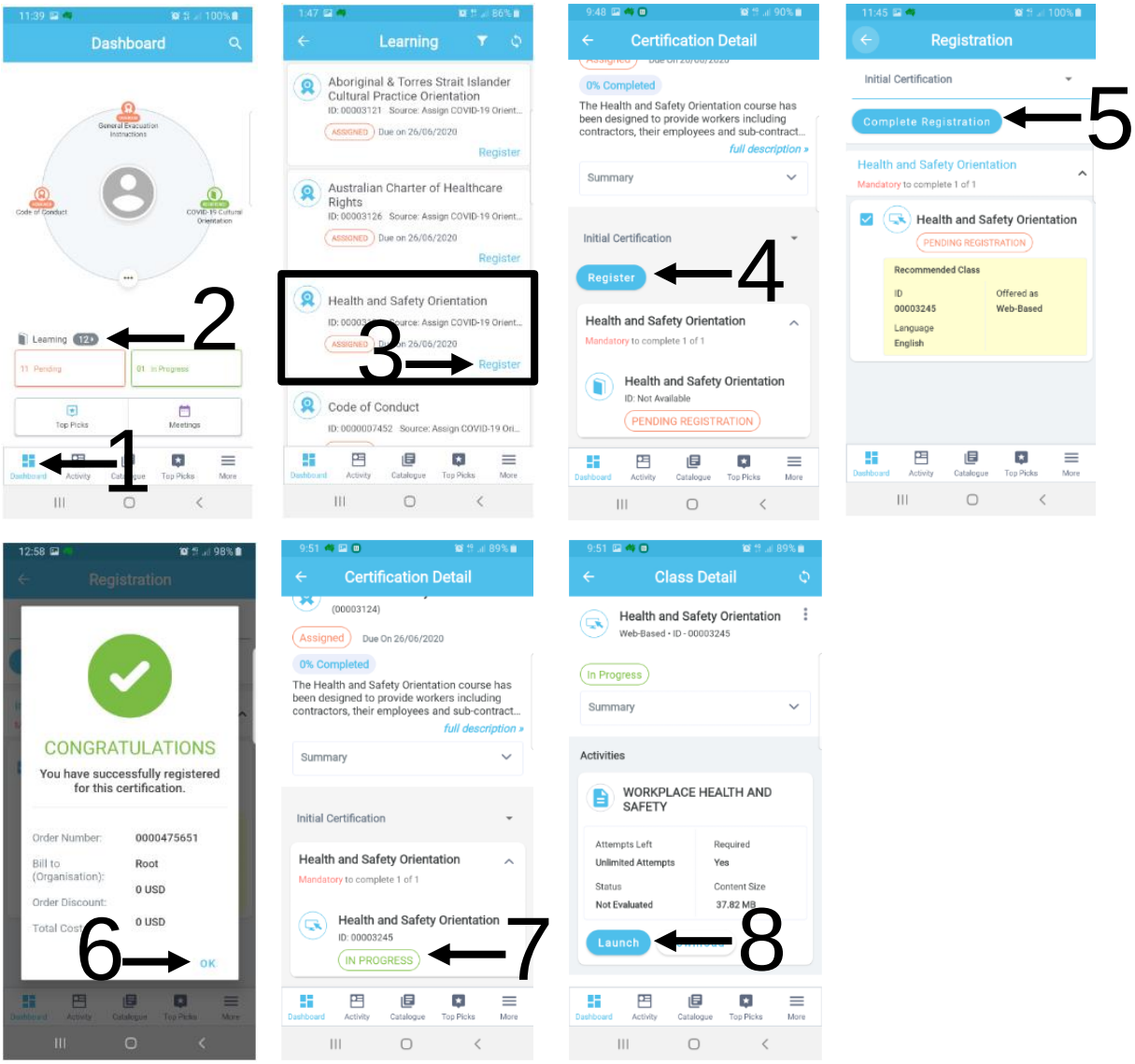




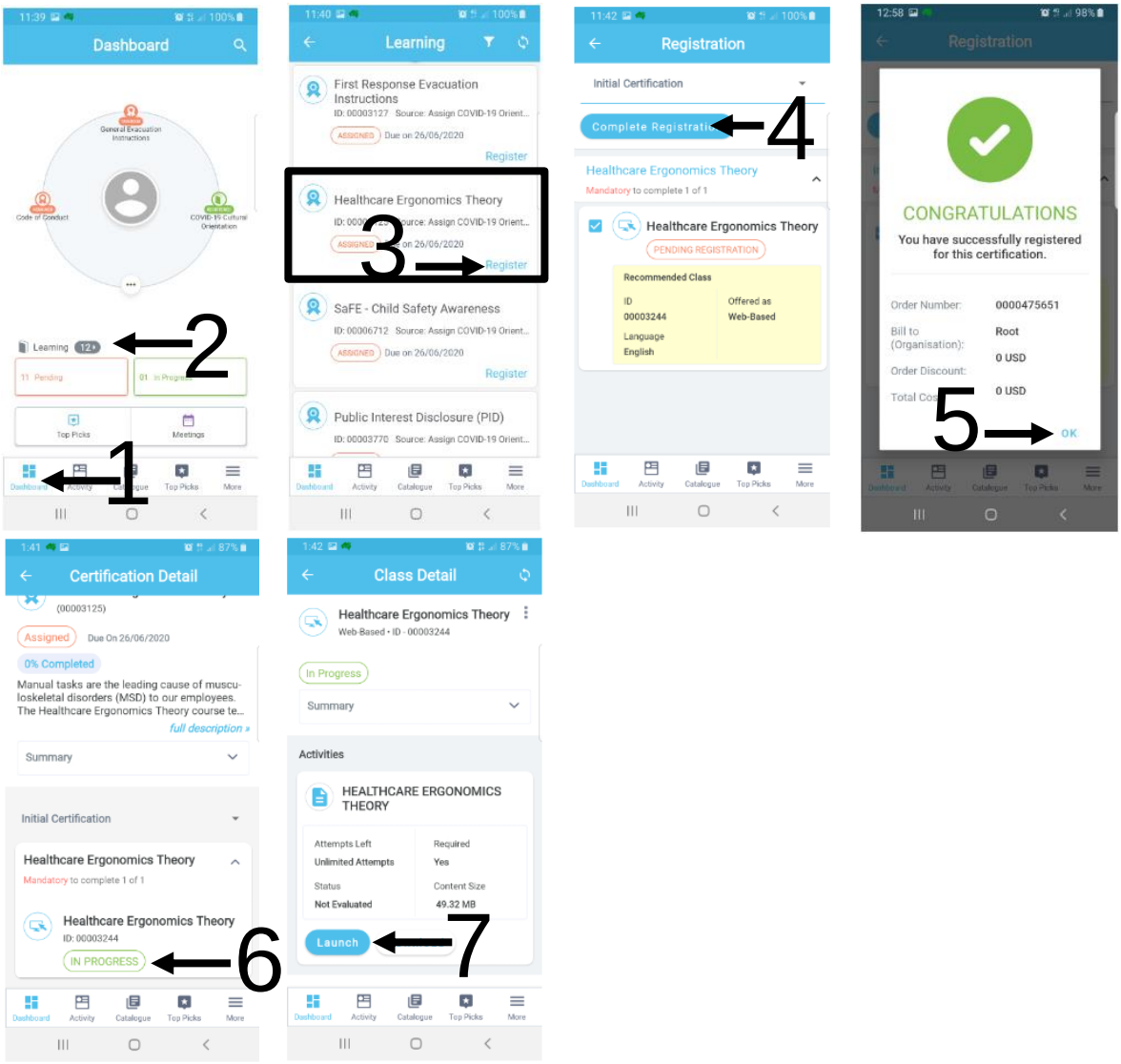
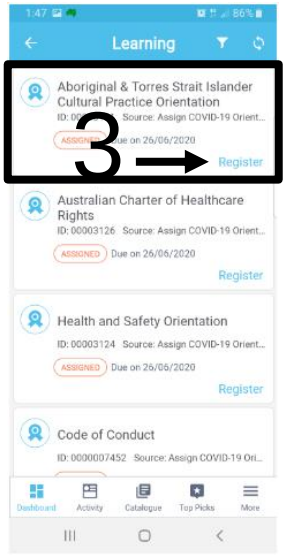
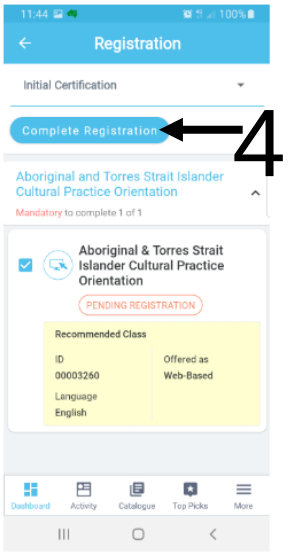
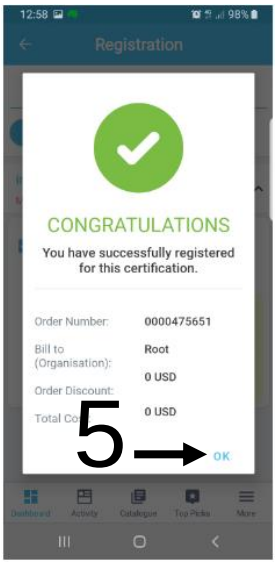
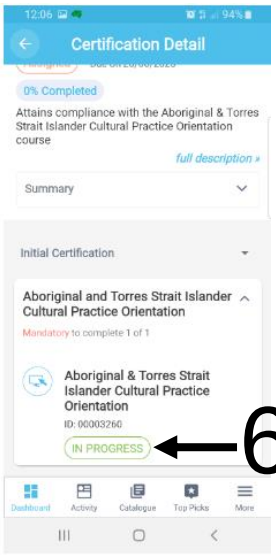
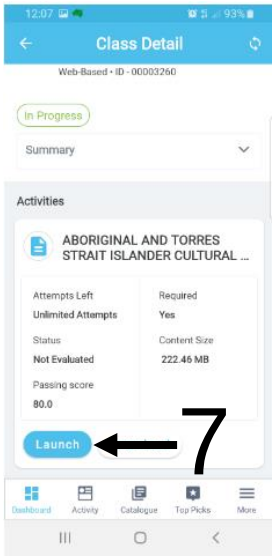
COVID-19 Cultural Orientation:



Health and Safety Orientation:



Healthcare Ergonomics Theory:



Aboriginal & Torres Strait Islander Cultural Practice Orientation: