

Help guide for completing the Metro North corporate mandatory training via a PC

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

#1: How to access your TMS account via a web browser using your Queensland Health (QH) Novell/email details

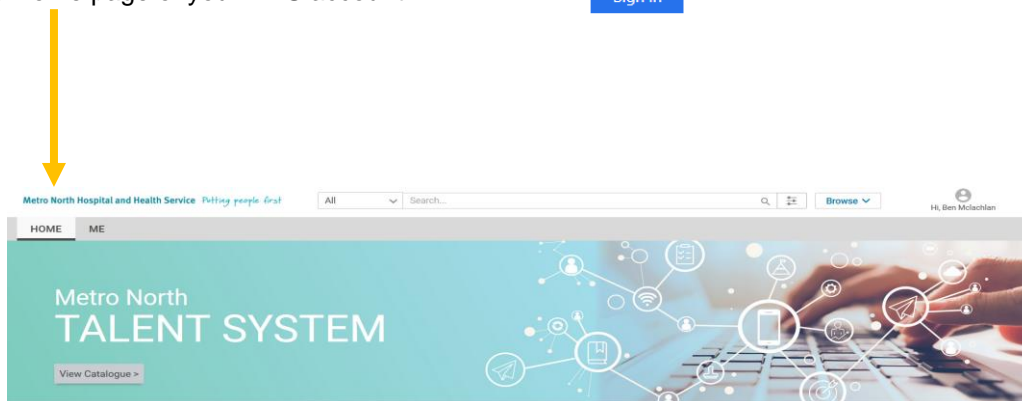
To log into your TMS account via a web browser:

1. Open any web browser except Internet Explorer 11 e.g. Firefox, Edge or Chrome
2. Type the URL address: <https://mnhhs.sabacloud.com> <enter>
3. Username:
Type in your QH email address
4. Password:
type in your Novell password
5. Click the SIGN IN button and you will be presented With the Home page of your TMS account



Welcome to the QH Federation Service.
Sign on using your primary email address and password

Sign in



To log out of your TMS account, click on the X in the top right of the screen



#2: How to complete your allocated online training via a web browser

1. Click on the ME tab in the top menu bar to find your list of allocated training under the heading Learning & Certifications

The screenshot shows the Metro North Talent System (TMS) interface. At the top, there is a navigation bar with 'HOME' and 'ME' tabs. Below this is a large banner for 'Metro North TALENT SYSTEM' with a 'View Catalogue >' button. The main content area is titled 'My Plan' and includes a 'Learning & Certifications' section. This section features a progress indicator showing 2 items 'In Progress' and 11 'Pending action'. Below this is a table of training items:

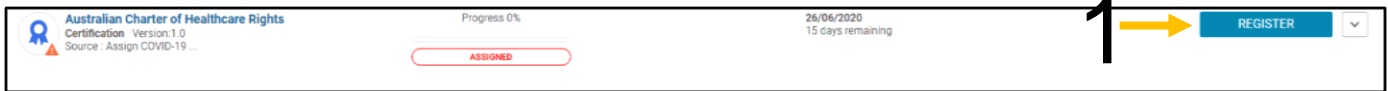
NAME	PROGRESS	DUE	ACTIONS
General Evacuation Instructions Certification - Version: 1.0 Source: Assign GES to Co...	Progress 0% OVERDUE	29/05/2020 12 days past due	REGISTER
Code of Conduct Certification - Version: 1.0 Source: Assign COVID-19 ...	Progress 0% ASSIGNED	26/06/2020 16 days remaining	REGISTER

2. 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.
3. You are required to complete the following eleven web-based courses within 30 days from your commencement: (**Note:** some training may take place during your orientation)
 - 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)
4. 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.

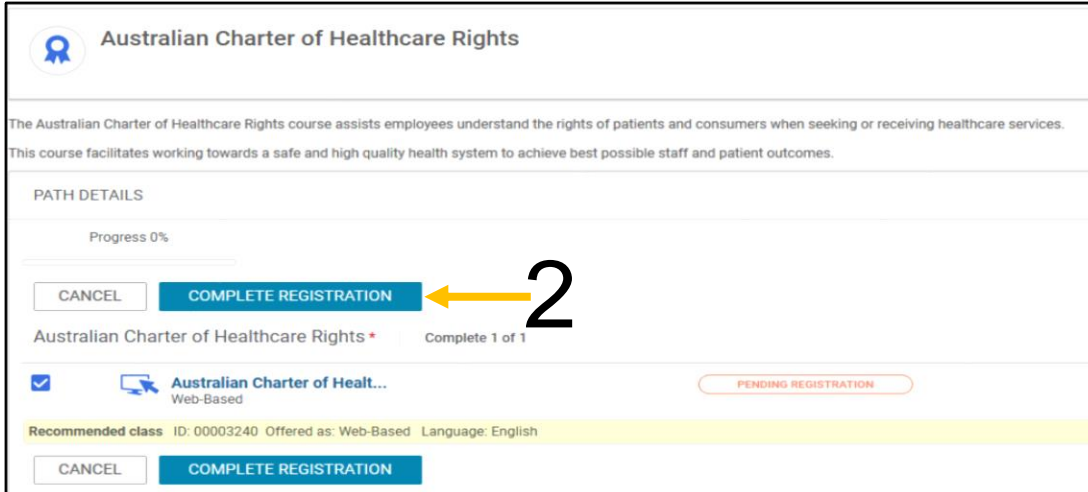
Follow the steps below to enrol into each course to complete the online training via a PC

Australian Charter of Healthcare Rights

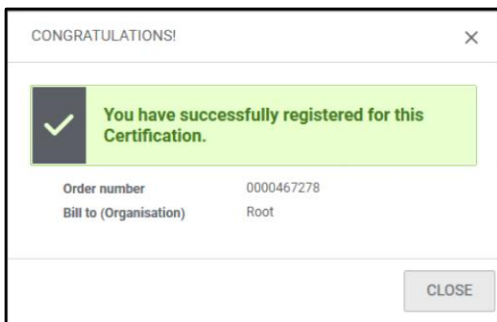
From your Learning & Certifications (ME) page:



This screenshot shows the top section of the course overview page. It includes the course title, version (1.0), source (Assign COVID-19...), progress (0%), and a deadline (26/06/2020, 15 days remaining). A red 'ASSIGNED' badge is visible. A yellow arrow labeled '1' points to a blue 'REGISTER' button in the top right corner.



This screenshot shows the course details page. It includes a description of the course, path details, and progress (0%). A yellow arrow labeled '2' points to a blue 'COMPLETE REGISTRATION' button. Below this, there is a list of available classes with a 'PENDING REGISTRATION' badge. A yellow arrow labeled '3' points to a 'COMPLETE REGISTRATION' button for the recommended class (ID: 00003240, Web-Based, English).



This screenshot shows a 'CONGRATULATIONS!' pop-up message. It contains a green checkmark icon and the text: 'You have successfully registered for this Certification.' Below this, it displays the order number (0000467278) and the bill-to organisation (Root). A yellow arrow labeled '3' points to a 'CLOSE' button in the bottom right corner.



This screenshot shows the course details page again, but now the course is in progress. A green 'IN PROGRESS' badge is visible. A yellow arrow labeled '4' points to a blue 'LAUNCH' button in the bottom right corner.

SaFE Child Safety Awareness – non-clinical

From your Learning & Certifications (ME) page:

SaFE - Child Safety Awareness
Certification Version 1.0
Source: Assign COVID-19 ...

Progress 0%

26/06/2020
15 days remaining

ASSIGNED

1 → REGISTER

COURSE: SAFE - CHILD SAFETY AWARENESS NON-CLINICAL

Narrow your results:

Start date: [calendar icon]

Delivery type: [dropdown]

Location: Search... [magnifying glass icon]

APPLY Clear

Class ID: 00004961
Web-Based
Language: English
Duration: 00:15
View detail Attachments >

< 1 - 1 of 1 >

2 → ENROL

SaFE - Child Safety Awareness

Change the check box below to the course you want to complete (clinical or non-clinical) before clicking the 'COMPLETE REGISTRATION' button.

NOTE: Clinical staff only complete the 'clinical' course and non-clinical staff only compl ... more...

PATH DETAILS

Path: Initial Path

Un/select Un/select

3a 3b

NOTE: Hover over the course name to identify the clinical or non-clinical training, then unselect / select depending on your training

Child Safety Awareness * Complete any 1 out of 2

SaFE - Child Safety Awarene... Web-Based PENDING REGISTRATION

Recommended classes ID: 00004960 Offered as: Web-Based Language: English

SaFE - Child Safety Awarene... Web-Based PENDING REGISTRATION

Selected Class ID: 00004961 Offered as: Web-Based Language: English

CANCEL COMPLETE REGISTRATION

4

CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000467375
Bill to (Organisation) Root

CLOSE

5

SaFE - Child Safety Awareness

Change the check box below to the course you want to complete (clinical or non-clinical) before clicking the 'COMPLETE REGISTRATION' button.

NOTE: Clinical staff only complete the 'clinical' course and non-clinical staff only compl ... more...

PATH DETAILS

Progress 0%

SaFE - Child Safety Awareness * Complete any 1 out of 2

SaFE - Child Safety Awarene... Course PENDING REGISTRATION VIEW CLASSES

SaFE - Child Safety Awarene... Web-Based IN PROGRESS LAUNCH

6 → LAUNCH

Code of Conduct:

From your Learning & Certifications (ME) page:

Code of Conduct Certification Version: 1.0 Source: Assign COVID-19 ... Progress 0% 26/06/2020 16 days remaining REGISTER

ASSIGNED

1

Code of Conduct

Certification for Code of Conduct Metro North mandatory training requirement.

You only need to complete one of the items below. The RPL assessment can only be attempted once.

If you do not get 100% on the ... more...

PATH DETAILS

Path: Initial Progress 0%

CANCEL COMPLETE REGISTRATION

Code of Conduct * Complete any 1 out of 2

Code of Conduct Web-Based PENDING REGISTRATION

Recommended class ID: 0000019092 Offered as: Web-Based Language: English

RPL Assessment Code Of Conduct Course PENDING REGISTRATION SELECT CLASS

CANCEL COMPLETE REGISTRATION

2

CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000465518
Bill to (Organisation) Root

CLOSE

3

Code of Conduct

Certification for Code of Conduct Metro North mandatory training requirement.

You only need to complete one of the items below. The RPL assessment can only be attempted once.

If you do not get 100% on the ... more...

PATH DETAILS

Progress 0%

Code of Conduct * Complete any 1 out of 2

Code of Conduct Web-Based IN PROGRESS LAUNCH

RPL Assessment Code Of Conduct Course PENDING REGISTRATION VIEW CLASSES

4

Fraud Control Awareness:

From your Learning & Certifications (ME) page:

This screenshot shows a certification card for 'Fraud Control Awareness'. It includes a progress bar at 0%, a date of 26/06/2020 with 11 days remaining, and a red 'ASSIGNED' label. A yellow arrow labeled '1' points to a blue 'REGISTER' button.

This screenshot shows the details page for the 'Fraud Control Awareness' certification. It lists two courses: 'RPL Assessment Fraud' (Pending Registration) and 'Fraud Control Awareness' (Pending Registration). A yellow arrow labeled '2' points to the 'COMPLETE REGISTRATION' button for the 'Fraud Control Awareness' course.

This screenshot shows a 'CONGRATULATIONS!' message box. It contains a green checkmark icon and the text 'You have successfully registered for this Certification.' Below this, it displays the order number '0000473173' and the bill to 'Root'. A yellow arrow labeled '3' points to a 'CLOSE' button.

This screenshot shows the details page for the 'Fraud Control Awareness' certification. The 'Fraud Control Awareness' course is now marked as 'IN PROGRESS'. A yellow arrow labeled '4' points to a blue 'LAUNCH' button.

Infection Control Awareness – non-clinical:

From your Learning & Certifications (ME) page:

Infection Control Awareness
Certification Version 2.0
Source : Assign COVID-19 ...

Progress 0%

26/06/2020
11 days remaining

REGISTER

1

Infection Control Awareness

PATH DETAILS

Path: Initial Certification Progress 0%

CANCEL COMPLETE REGISTRATION

Infection Control Awareness * Complete 1 of 1

INFORMATION

Infection Control Awareness
Web-Based

PENDING REGISTRATION

Recommended class ID: 00003242 Offered as: Web-Based Language: English

CANCEL COMPLETE REGISTRATION

2

CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000473228
Bill to (Organisation) Root

CLOSE

3

Infection Control Awareness

PATH DETAILS

Progress 0%

Infection Control Awareness * Complete 1 of 1

INFORMATION

Infection Control Awareness
Web-Based

IN PROGRESS

LAUNCH

4

Public Interest Disclosure:

From your Learning & Certifications (ME) page:

Public Interest Disclosure (PID)
Certification - Version 1.0
Source: Assign COVID-19 ...
Progress 0%
26/06/2020
11 days remaining
REGISTER

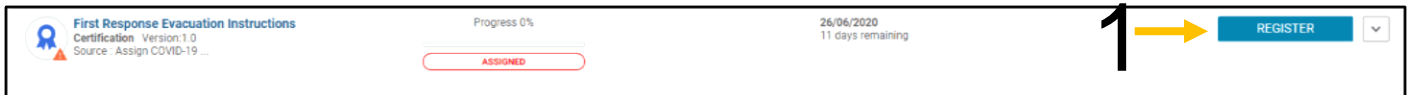
Public Interest Disclosure (PID)
Certification for Public Interest Disclosure Metro North mandatory training requirement.
You only need to complete one of the items below. The RPL Assessment can only be attempted once.
If you do not get ... more...
PATH DETAILS
Path: Initial Certification Progress 0%
CANCEL COMPLETE REGISTRATION
Public Interest Disclosure (PID) * Complete any 1 out of 2
Public Interest Disclosure ... Web-Based PENDING REGISTRATION
Recommended class ID: 0000019095 Offered as: Web-Based Language: English
RPL Assessment Public Inter... Course PENDING REGISTRATION SELECT CLASS
CANCEL COMPLETE REGISTRATION

CONGRATULATIONS!
You have successfully registered for this Certification.
Order number 0000473240
Bill to (Organisation) Root
CLOSE

Public Interest Disclosure (PID)
Certification for Public Interest Disclosure Metro North mandatory training requirement.
You only need to complete one of the items below. The RPL Assessment can only be attempted once.
If you do not get ... more...
PATH DETAILS
Progress 0%
Public Interest Disclosure (PID) * Complete any 1 out of 2
Public Interest Disclosure ... Web-Based IN PROGRESS LAUNCH
RPL Assessment Public Inter... Course PENDING REGISTRATION VIEW CLASSES

First Response Evacuation Instructions (FREI):

From your Learning & Certifications (ME) page:

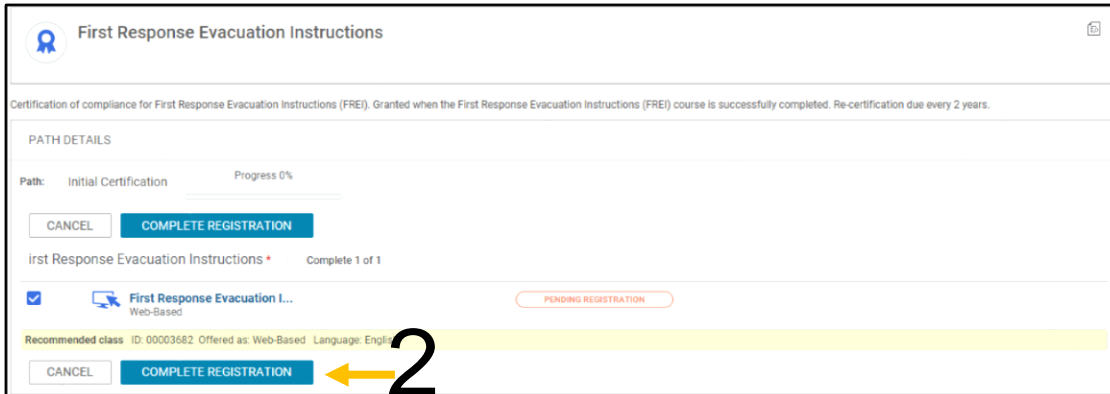


First Response Evacuation Instructions
Certification Version: 1.0
Source: Assign COVID-19 ...

Progress 0%

26/06/2020
11 days remaining

REGISTER



First Response Evacuation Instructions

Certification of compliance for First Response Evacuation Instructions (FREI). Granted when the First Response Evacuation Instructions (FREI) course is successfully completed. Re-certification due every 2 years.

PATH DETAILS

Path: Initial Certification Progress 0%

CANCEL COMPLETE REGISTRATION

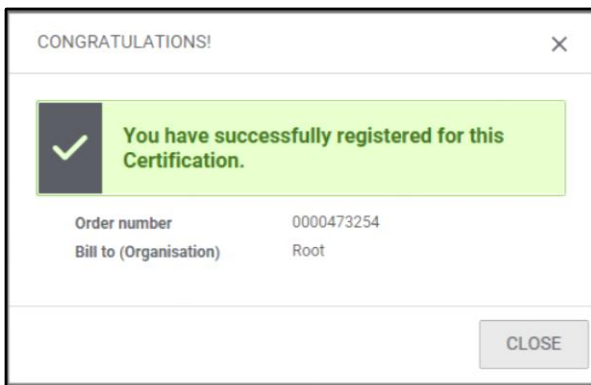
First Response Evacuation Instructions * Complete 1 of 1

First Response Evacuation I...
Web-Based

PENDING REGISTRATION

Recommended class ID: 00003562 Offered as: Web-Based Language: English

CANCEL COMPLETE REGISTRATION

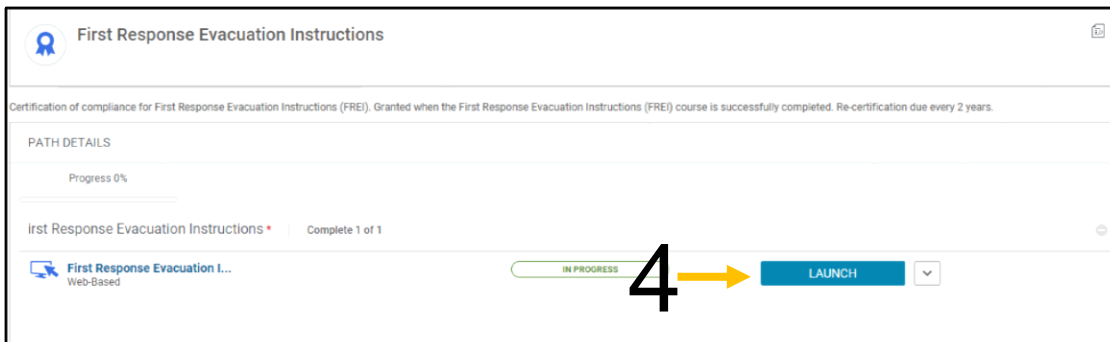


CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000473254
Bill to (Organisation) Root

CLOSE



First Response Evacuation Instructions

Certification of compliance for First Response Evacuation Instructions (FREI). Granted when the First Response Evacuation Instructions (FREI) course is successfully completed. Re-certification due every 2 years.

PATH DETAILS

Progress 0%

First Response Evacuation Instructions * Complete 1 of 1

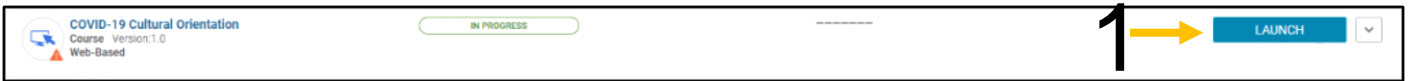
First Response Evacuation I...
Web-Based

IN PROGRESS

LAUNCH

COVID-19 Cultural Orientation:

From your Learning & Certifications (ME) page:



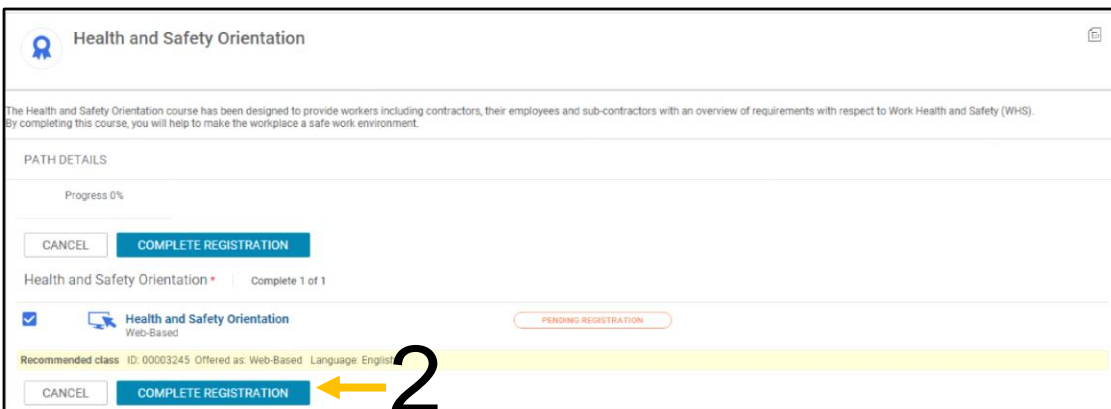
A screenshot of a course card for 'COVID-19 Cultural Orientation'. The card shows the course title, version (1.0), and type (Web-Based). A progress bar indicates 'IN PROGRESS' at 0%. A yellow arrow labeled '1' points to a blue 'LAUNCH' button on the right side of the card.

Health and Safety Orientation:

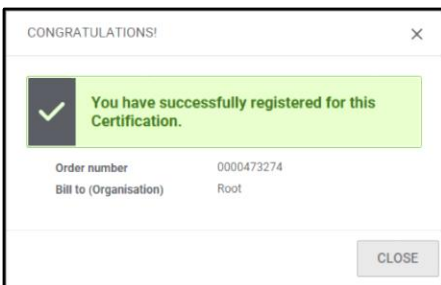
From your Learning & Certifications (ME) page:



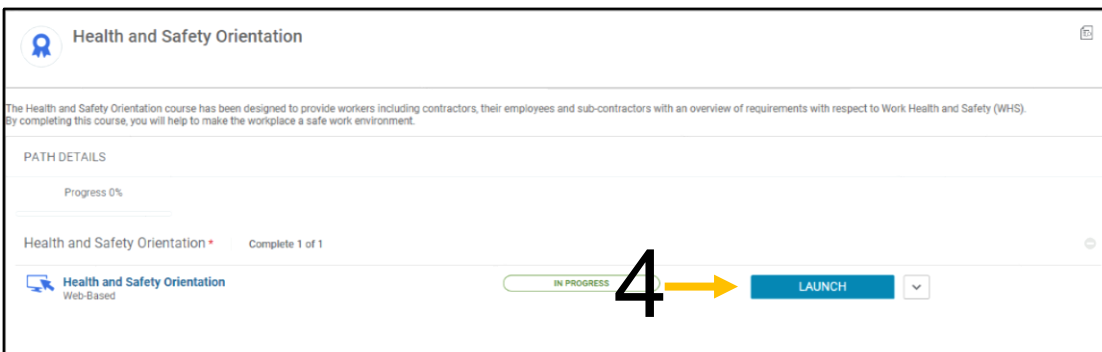
A screenshot of a course card for 'Health and Safety Orientation'. The card shows the course title, version (1.0), and source (Assign COVID-19...). A progress bar indicates 'ASSIGNED' at 0%. The date '26/06/2020' and '11 days remaining' are shown. A yellow arrow labeled '1' points to a blue 'REGISTER' button on the right side of the card.



A screenshot of the course details page for 'Health and Safety Orientation'. The page includes a description of the course, path details, and a progress bar showing 0%. There are two 'COMPLETE REGISTRATION' buttons. A yellow arrow labeled '2' points to the second 'COMPLETE REGISTRATION' button. Below the buttons, there is a section for 'Recommended class' with details: ID: 00003245, Offered as: Web-Based, Language: English. A 'PENDING REGISTRATION' status is also visible.



A screenshot of a 'CONGRATULATIONS!' dialog box. The message reads: 'You have successfully registered for this Certification.' Below the message, the 'Order number' is 0000473274 and the 'Bill to (Organisation)' is Root. A yellow arrow labeled '3' points to a 'CLOSE' button at the bottom right of the dialog box.



A screenshot of the course card for 'Health and Safety Orientation' after registration. The card shows the course title, version (1.0), and type (Web-Based). A progress bar indicates 'IN PROGRESS' at 0%. A yellow arrow labeled '4' points to a blue 'LAUNCH' button on the right side of the card.

Healthcare Ergonomics Theory:

From your Learning & Certifications (ME) page:

Healthcare Ergonomics Theory Certification Version: 1.0 Source: Assign COVID-19 ... Progress 0% 26/06/2020 11 days remaining REGISTER

ASSIGNED

1

Healthcare Ergonomics Theory

Manual tasks are the leading cause of musculoskeletal disorders (MSD) to our employees. The Healthcare Ergonomics Theory course teaches evidence-based strategies to prevent and manage MSDs in Queensland Health. Learning Objectives include:
- Understanding MSDs and how to manage MSDs
- Preventing MSDs using Risk Management
- Prevent MSD disorde ...
more...

PATH DETAILS

Progress 0%

CANCEL COMPLETE REGISTRATION

Healthcare Ergonomics Theory * Complete 1 of 1

Healthcare Ergonomics Theory Web-Based PENDING REGISTRATION

Recommended class ID: 00003244 Offered as: Web-Based Language: English

CANCEL COMPLETE REGISTRATION

2

CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000473290
Bill to (Organisation) Root

CLOSE

3

Healthcare Ergonomics Theory

Manual tasks are the leading cause of musculoskeletal disorders (MSD) to our employees. The Healthcare Ergonomics Theory course teaches evidence-based strategies to prevent and manage MSDs in Queensland Health. Learning Objectives include:
- Understanding MSDs and how to manage MSDs
- Preventing MSDs using Risk Management
- Prevent MSD disorde ...
more...

PATH DETAILS

Progress 0%

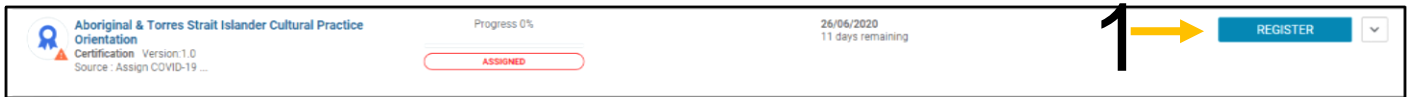
Healthcare Ergonomics Theory * Complete 1 of 1

Healthcare Ergonomics Theory Web-Based IN PROGRESS LAUNCH

4

Aboriginal & Torres Strait Islander Cultural Practice Orientation:

From your Learning & Certifications (ME) page:



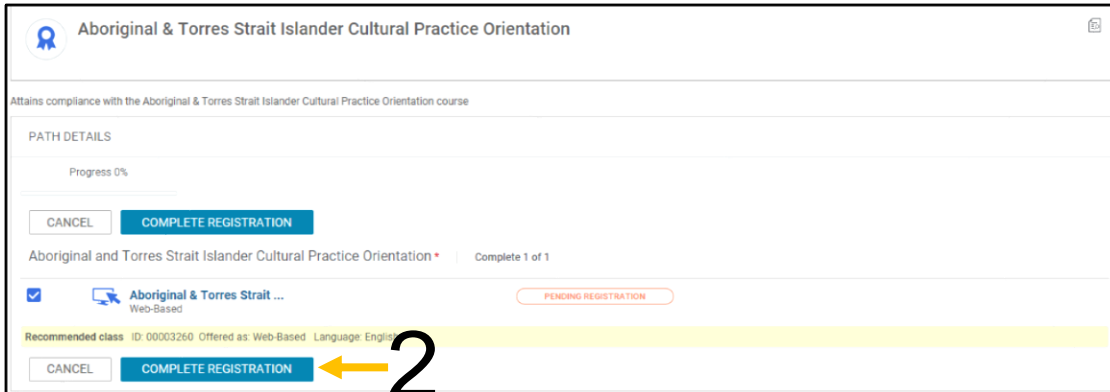
Aboriginal & Torres Strait Islander Cultural Practice Orientation
Certification Version 1.0
Source: Assign COVID-19 ...

Progress 0%

26/06/2020
11 days remaining

ASSIGNED

REGISTER



Aboriginal & Torres Strait Islander Cultural Practice Orientation

Attains compliance with the Aboriginal & Torres Strait Islander Cultural Practice Orientation course

PATH DETAILS

Progress 0%

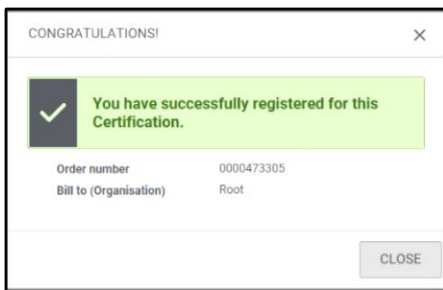
CANCEL COMPLETE REGISTRATION

Aboriginal and Torres Strait Islander Cultural Practice Orientation * | Complete 1 of 1

Aboriginal & Torres Strait ...
Web-Based PENDING REGISTRATION

Recommended class ID: 00003260 Offered as: Web-Based Language: English

CANCEL COMPLETE REGISTRATION

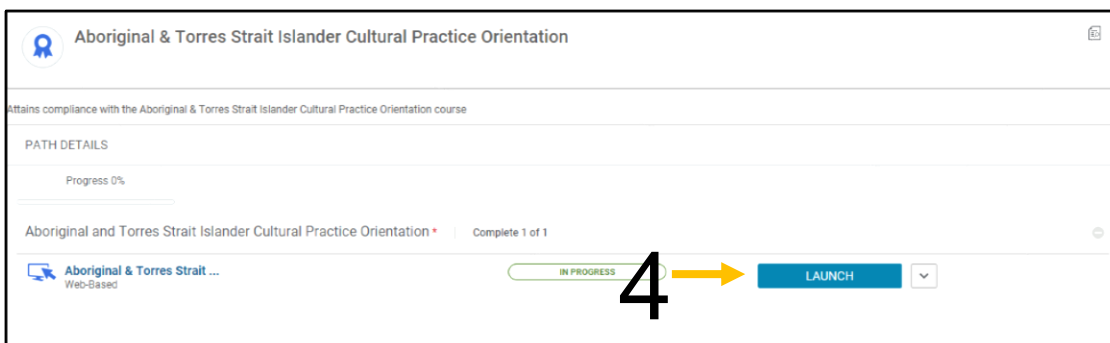


CONGRATULATIONS!

You have successfully registered for this Certification.

Order number 0000473305
Bill to (Organisation) Root

CLOSE



Aboriginal & Torres Strait Islander Cultural Practice Orientation

Attains compliance with the Aboriginal & Torres Strait Islander Cultural Practice Orientation course

PATH DETAILS

Progress 0%

Aboriginal and Torres Strait Islander Cultural Practice Orientation * | Complete 1 of 1

Aboriginal & Torres Strait ...
Web-Based IN PROGRESS LAUNCH