



SA HEALTH

Understanding Covid-19 for Aged Care Workers Online Training Module User Guide

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1. Introduction

SA Health Directive

As part of South Australia's COVID response and under clause 6(1)(c) of the *Emergency Management (Residential Aged Care Facilities No 7)(COVID-19) Direction 2020*, all employees or contractors who provide personal care or nursing care to residents at a RACF must complete COVID-19 Infection Control Training of a kind, frequency and by a date determined by the Department for Health and Wellbeing.

To comply with the Direction, all relevant workers must complete the **Understanding COVID-19 for Aged Care Workers online training module** and complete by 30 September 2020.

This user guide helps users with steps to complete the **Understanding COVID-19 for Aged Care Workers online training module**.



Audience:

- **Personal Care Assistants**
All Enrolled/Registered Nurse roles
(inclusive of Coordinators, Managers & Head Office staff)

2. Completing the Covid-19 online training module

2.1. Pre-Requisites

- A computer/laptop/mobile device connected to the internet.
- An email account (personal or Resthaven email account)
- Approximately 60 minutes to complete the online training.

2.2. Registration

All Users must register and create an account with SA Health to access the Online Training Platform.



Note:

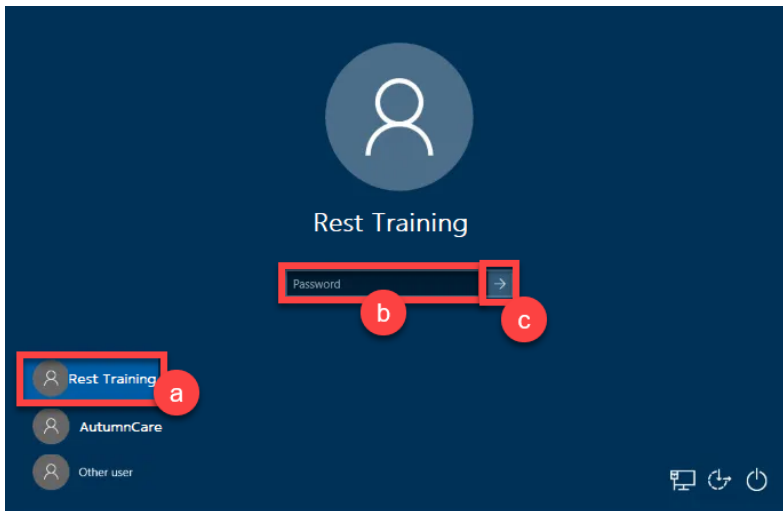
- 1) If you have already registered with SA health Online Course Platform, please go to [Section 2.3 Logging into SA health Training Platform](#)
- 2) If you have your own personal device, it is preferable that you complete the training in your own time.
- 3) If you elect to complete whilst at work and;
 - a) **don't have** a personal Resthaven log-in account, please refer to **Step 1** below, or
 - b) **do have** a personal Resthaven log-in account, please log-in to the device using **your** log-in details and complete the training using this method, skipping to **Step 3 Accessing the Internet** below.
- 4) If you do not have a Resthaven email address, we recommend using your own device or a browser-based email account to register with SA Health using your own email account. This is because, you must logon to your email account and validate a link to register before accessing the course. After you have validated, you may use a Resthaven Device to complete the course. Your Manager will guide you to which device to use.

Using Resthaven Device (Surface Pro/Computer) at Resthaven Site:

Step 1: Switch on Resthaven device.

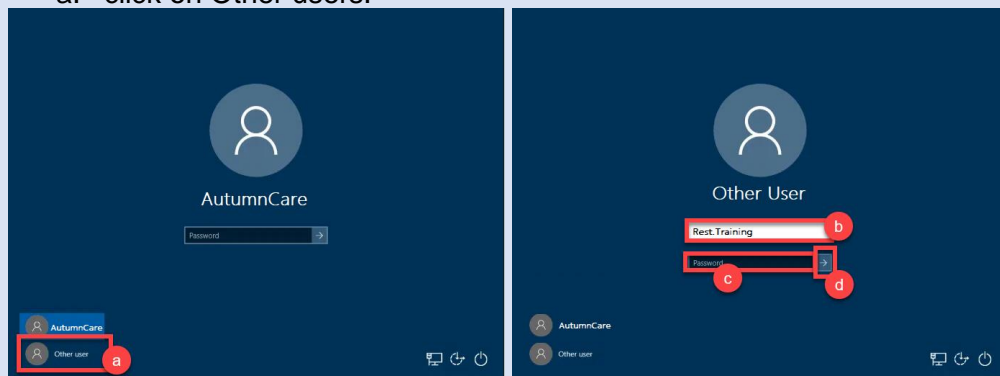
Step 2: On the login screen if you see Rest Training user on the bottom left

- a. Click on Rest Training
- b. Enter the password: **Sahealthtraining09**. (case sensitive)
- c. Click on the Arrow



Note: If you cannot see Rest Training on the list of users who have previously logged in then,

- a. click on Other users.



- b. Enter User Name: **Rest.Training**
(case sensitive, note there is a dot between Rest and Training)
- c. Enter Password: **Sahealthtraining09**
- d. Click the Arrow to proceed

Please wait patiently until the profile is downloaded which might take up to 3 minutes.

You have now successfully logged on to Rest.Training user profile on a Resthaven device.

Step 3: Accessing the Internet. Click on the Google Chrome or Internet Explorer icon on your desktop.

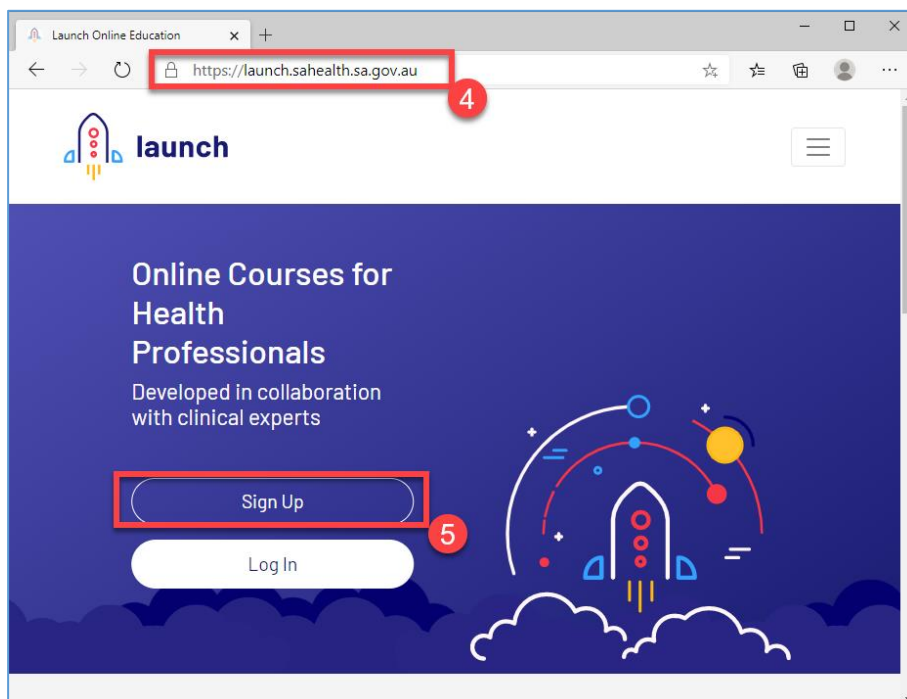


Note: You may come across the following pop up “Sorry, you don’t have access to this page. Ignore this message and continue

A screenshot of a web browser displaying an error message. On the left is a circular icon with a pencil and paper. The main text reads 'Sorry, you don't have access to this page'. Below this is a text input field with the placeholder text 'I'd like access, please.' and a 'Request Access' button in the bottom right corner.

Step 4: Accessing the Training Site. Enter the following link on the browser and press enter on your keyboard.

<https://launch.sahealth.sa.gov.au/>



The Launch SA Health Online Course Platform website opens

Step 5: Click Sign Up.

This will open Register a new account form. Fill the form:

- a. Given Name – Mandatory: Enter your First Name.
- b. Family Name – Mandatory: Enter your Last Name.
- c. Preferred name – Optional: Enter your Preferred Name.
- d. Email – Mandatory: Enter your email ID. (Personal or Resthaven – You must validate the link sent to your email id and hence use the email id which is easily accessible).
- e. Confirm Email: Entering the email ID again.
- f. Password: Enter password (make a note of the password – 8 characters required).
- g. Confirm Password: Re-enter password again.
- h. Click on Sign Up.

The screenshot shows a web browser window with the URL <https://launch.sahealth.sa.gov.au/register/self>. The page title is "Register a new account". The form contains the following fields:

- Given Name* (labeled 'a')
- Family Name* (labeled 'b')
- Preferred Name (optional) (labeled 'c')
- Email* (labeled 'd')
- Confirm Email* (labeled 'e')
- Password* (8 or more characters) (labeled 'f')
- Confirm Password* (labeled 'g')

Below the form is a section for "Do you have a course access key?" with a text input field labeled "Enter your key here".

At the bottom, there is a "Terms of Service" section with a scrollable text area containing the following text:

These terms of use ("Terms of Use") between you ("you" or "your") and the Women's and Children's Health Network Incorporated as represented by Digital Learning and Design ("we", "us" or "our") govern the use of this website and our eLearning programs.

We may revise these Terms of Use at any time and without notice by updating this page. We recommend that you carefully read the current Terms of Use on every visit to this website.

By using this website and/or eLearning program(s) you agree to the following

By creating an account you are agreeing to the Terms of Use above

A "Sign up" button (labeled 'h') is located at the bottom of the form.

Step 6: A Pop-up appears to save the user name and password which you have created. Click NEVER.



Caution/Warning:
You must always click Never when asked to save password on Resthaven Device. Clicking save will allow other Resthaven users logging on to the device to view your details.

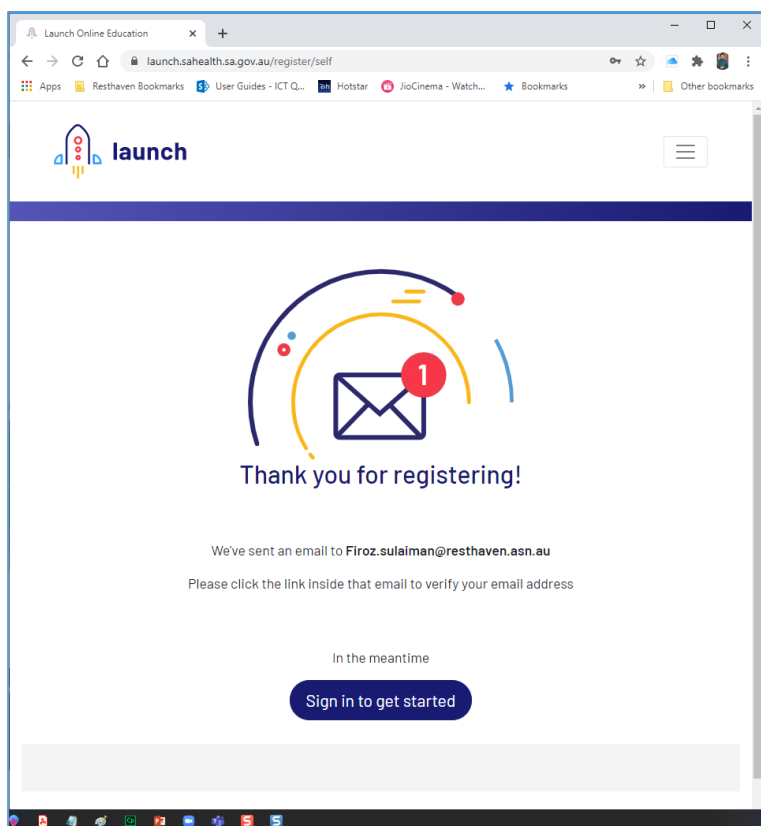
Save password?

Username

Password

Passwords are saved in your Google Account so you can use them on any device

Step 7: A confirmation page appears.

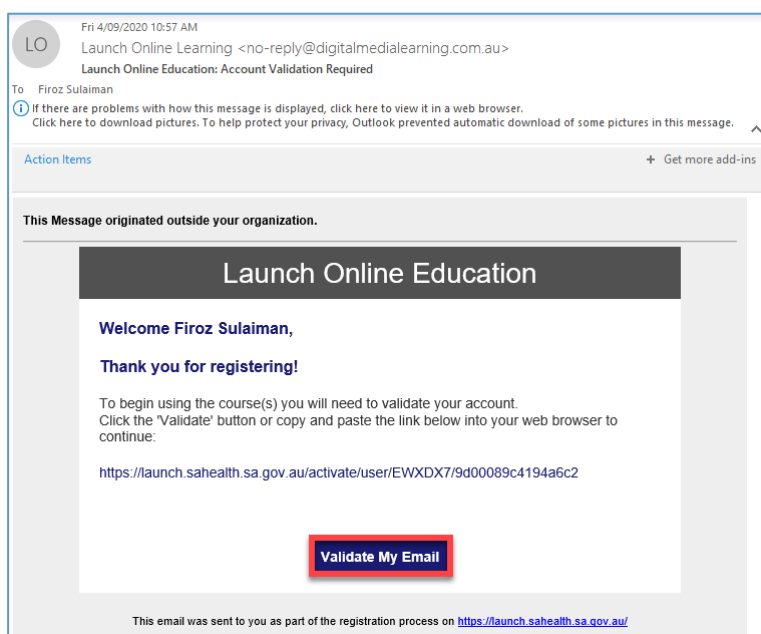


Step 8: An email has been sent to your registered email id. You must logon to your email account.

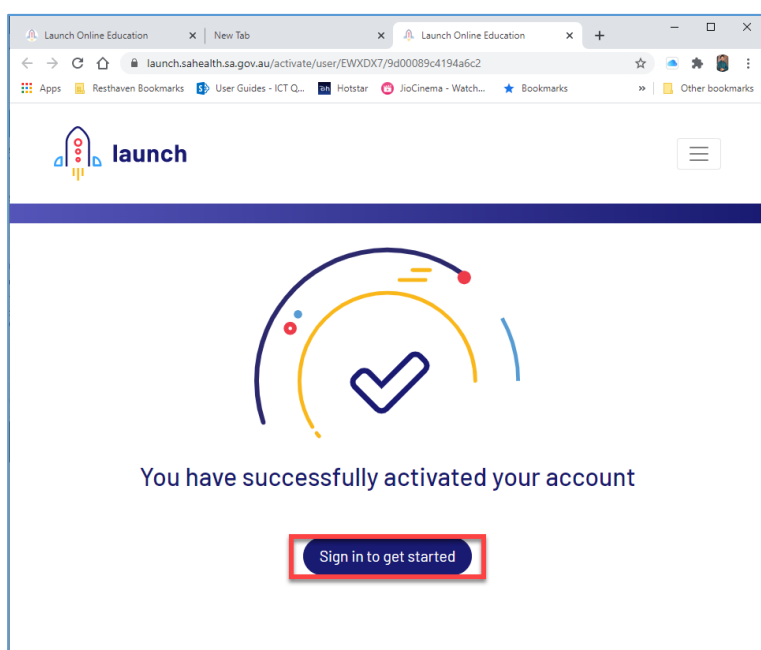
To logon to your email, click on the new tab and enter your email providers address (Gmail.com/Yahoo.com etc.) and enter you email account user name and password to logon.

Resthaven recommends you to logon to your email and validate your email using your mobile device.

Step 9: Open the email (Launch Online Learning) and click Validate my Email.



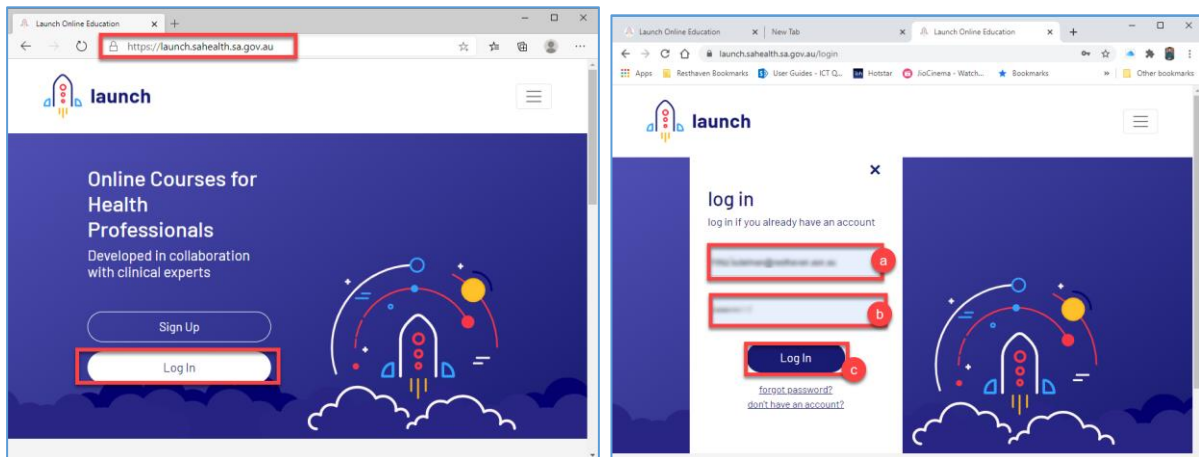
Step 10: A confirmation pops up on internet browser on your successful activation.



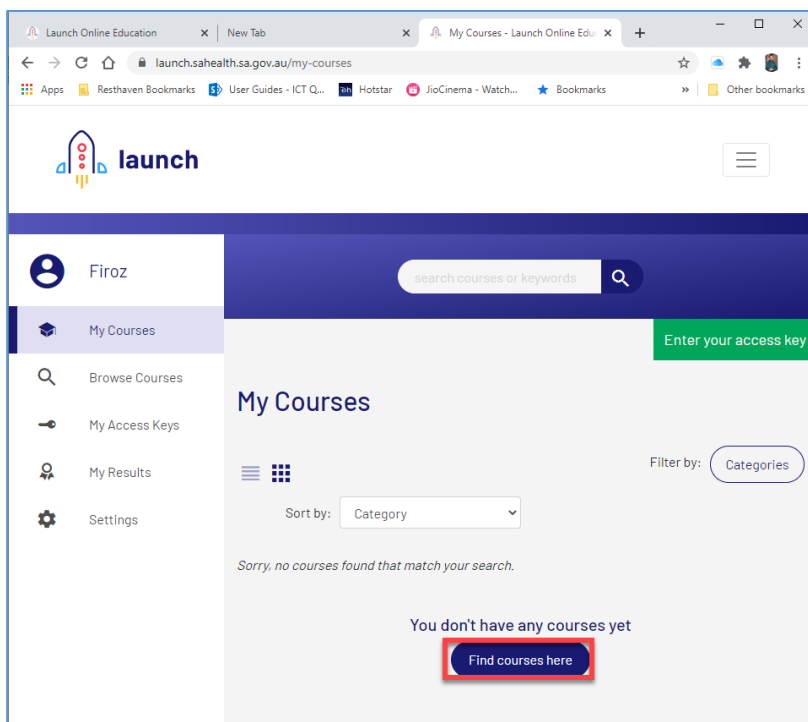
2.3. Logging on to SA Health Online Training Platform.

Step 1: If you are completing the Online Course on the same device after registration, click on Sign In to Get Started.

Note: Alternatively, if you want to complete it later or on another device, Open the browser, Enter the link <https://launch.sahealth.sa.gov.au/> And click on Login.



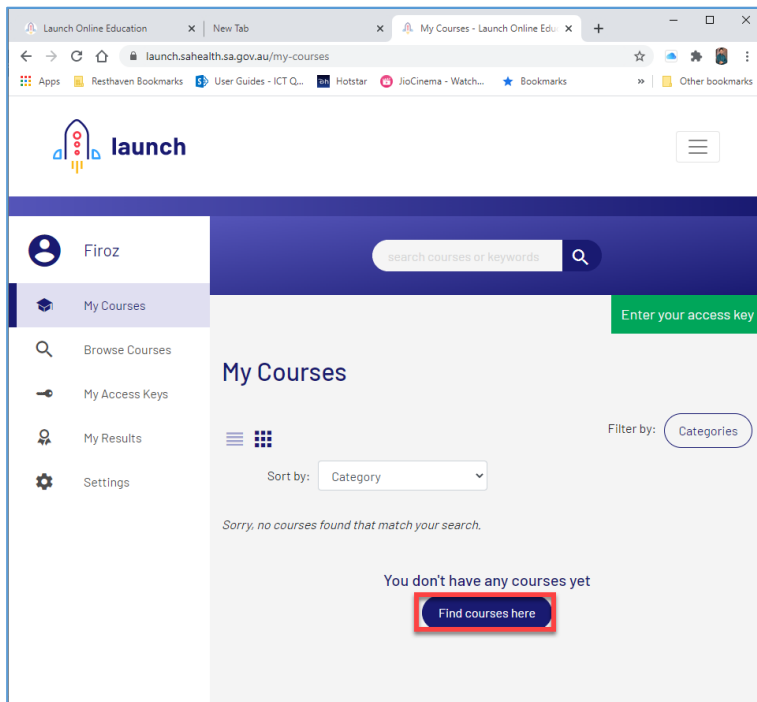
- a. Enter the email id you have registered.
- b. Enter the password.
- c. Click Login.



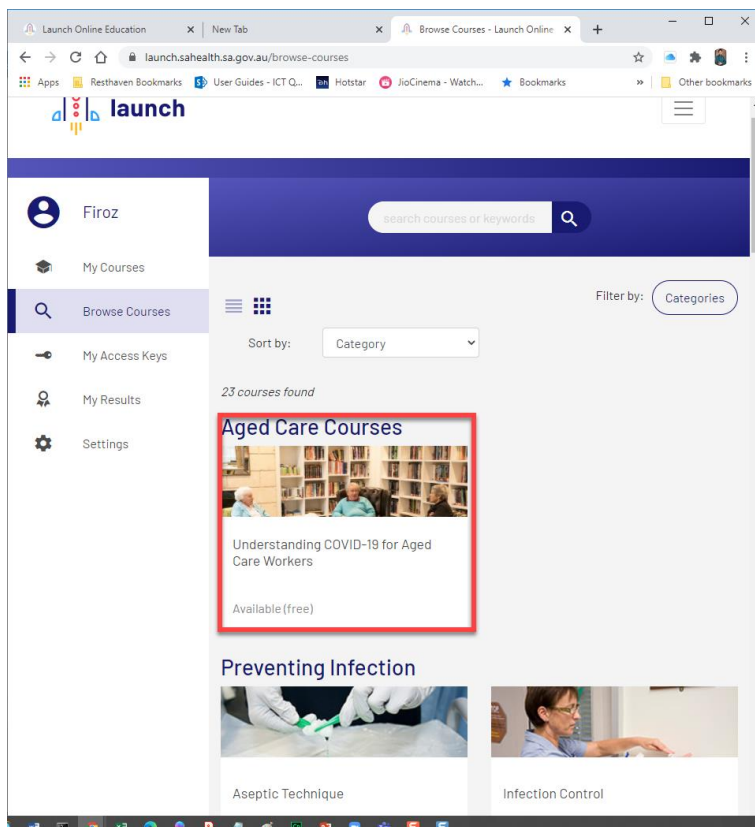
You have now successfully logged on to SA health Online Training Platform.

2.4. Navigating to Understanding Covid-19 for Aged care Workers Online Training Course.

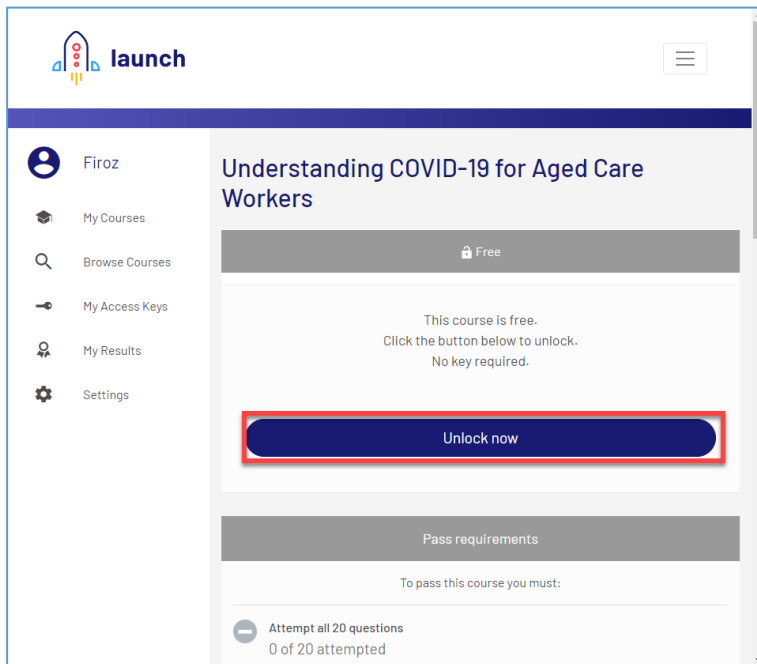
Step 1: After successful logon to SA online Training Platform. Click on Find Courses here.



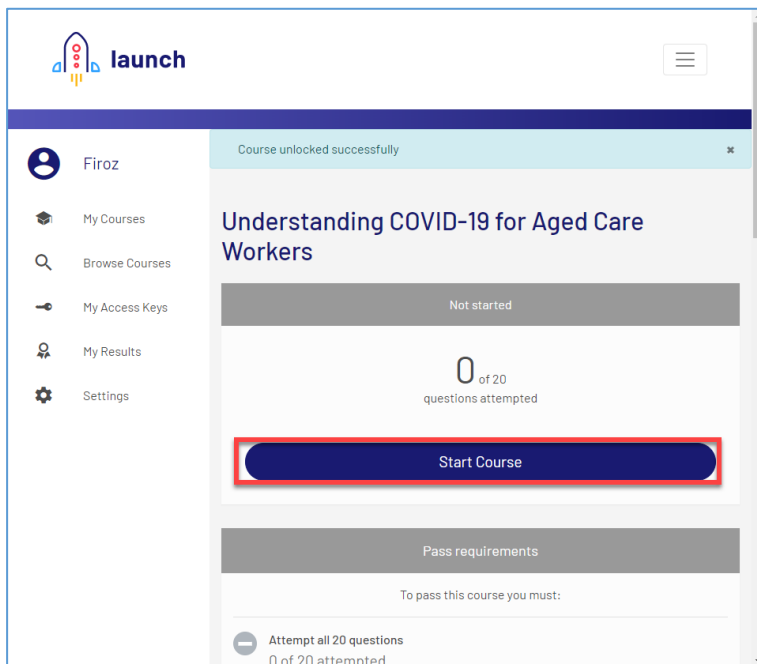
Step 2: Click on **Understanding Covid-19 for Aged Care Workers** under the Aged Care Courses Section.



Step 3: Click on Unlock now.



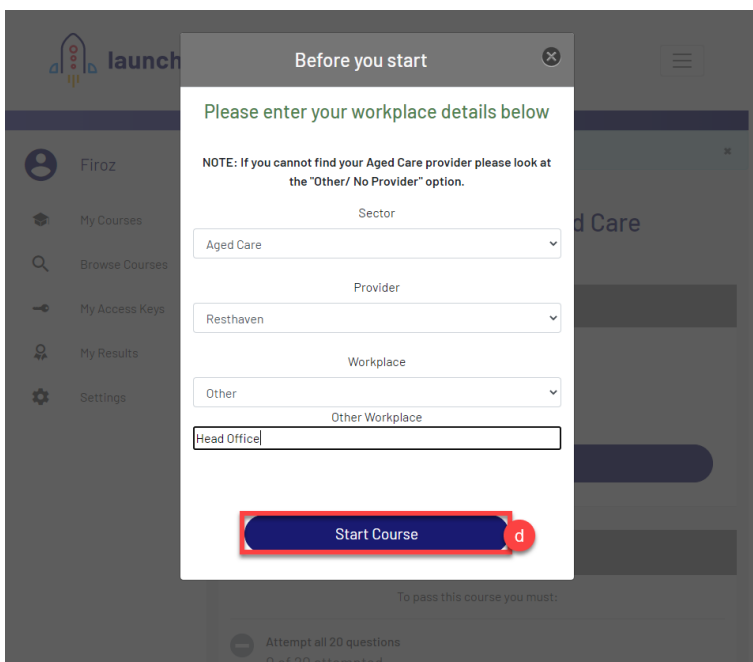
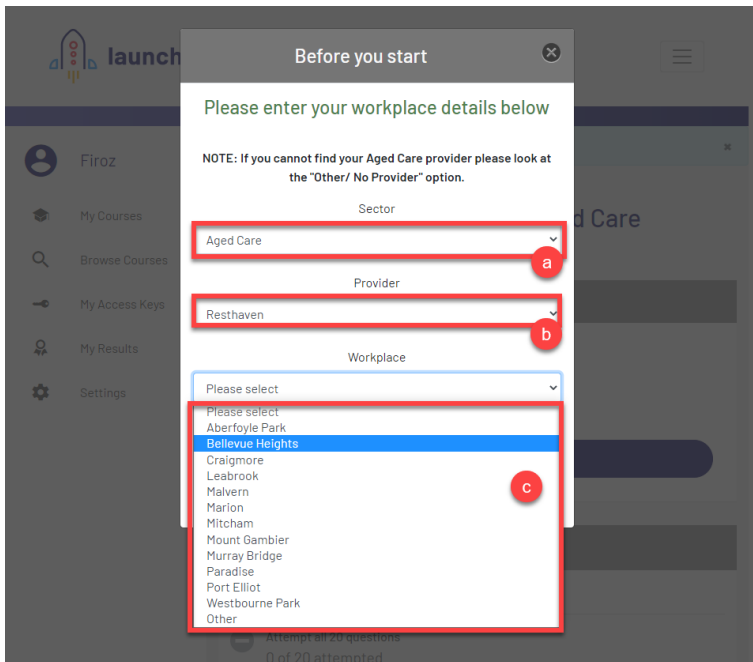
Step 4: Click Start Course.



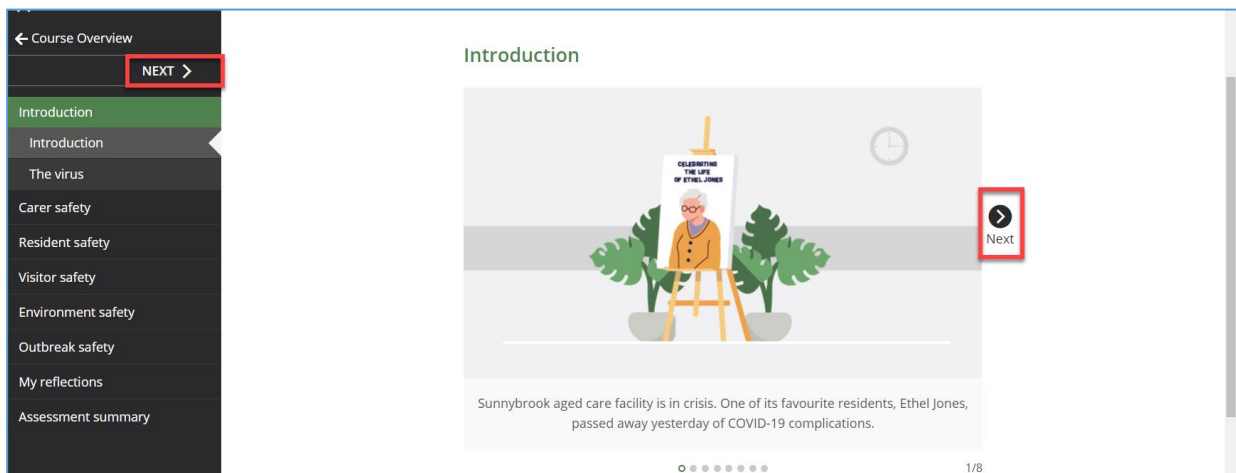
Step 5: Before you start pop-up appears:

Enter the details as described below:

- a. Select Aged Care from the drop-down list.
- b. Select Resthaven from the drop-down list.
- c. Select your site from the drop-down list. (If Other is selected, a box appears. Enter the details – e.g. Head Office)
- d. Click Start Course

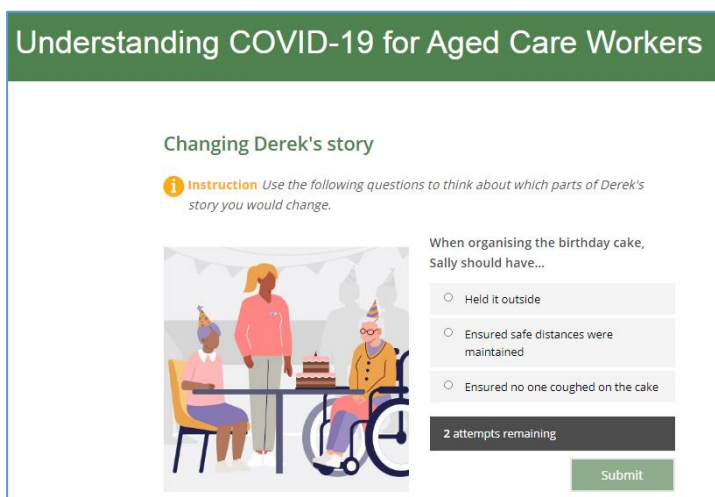


Step 6: Continue the course and work your way through the content using the Next arrows.

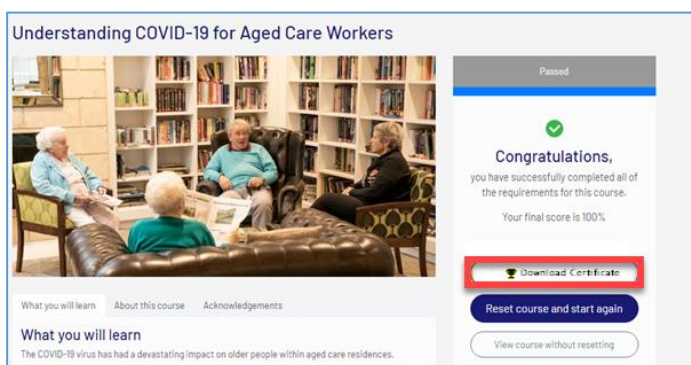


Continue the course till you have completed all the topics on the left.

Step 7: Continue to work your way through the course, completing the relevant quizzes and they appear



Step 8: After you have successfully completed the course you will be directed to the screen below. Click on download your certificate.



The certificate must be downloaded and emailed to your site using the email format site@resthaven.asn.au e.g. mitcham@resthaven.asn.au. Alternatively, you can print your certificate and hand in the print-out at your site.

Note: If you are unable to download or email, follow the instructions below to perform this on your mobile device.

Step 1: Open any browser and enter the address.

launch.sahealth.sa.gov.au/

Step 2: Login using your credentials.

Step 3: Click on My Results on the left menu.

Step 4: Click on the download certificate to download.

A screenshot of the 'launch' website's 'Course Transcripts' page. The page has a dark blue header with the 'launch' logo and navigation links: Home, Pricing, Store, About, Contact, and Logout. A left sidebar menu is visible with options: My Courses, Browse Courses, My Access Keys, My Results (highlighted), and Settings. The main content area is titled 'Course Transcripts' and 'Overview of your Assessment Results'. It includes a search bar and a table with columns: Course, Commencement Date, Completion Date, and Certificate. A single row is shown for the course 'Understanding COVID-19 for Aged Care Workers', with commencement and completion dates of 04/09/2020. A red box highlights the 'Download Certificate' button in the Certificate column. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Course	Commencement Date	Completion Date	Certificate
Understanding COVID-19 for Aged Care Workers	04/09/2020	04/09/2020	Download Certificate

You may now email or provide a print-out to your Site Manager.