

## Quick tips for getting started

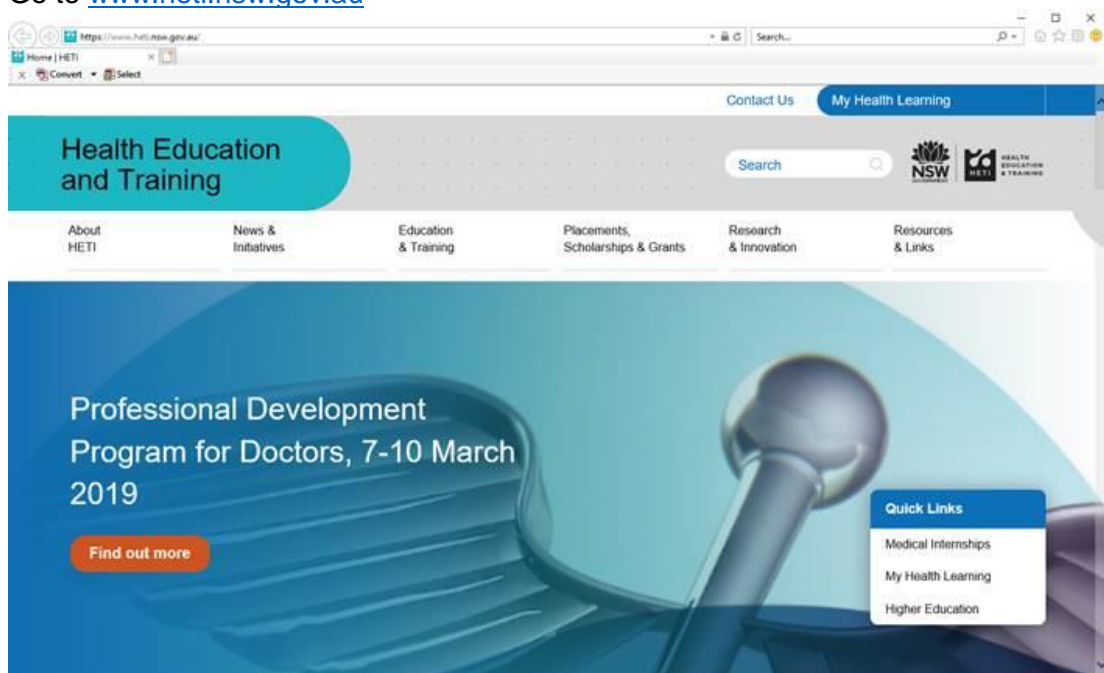
1. The internet browser that works best is Google Chrome. Safari, Firefox and Internet Explorer aren't recommended.

If you are working on an Apple computer or iPad, you may experience some glitches in the user navigation.

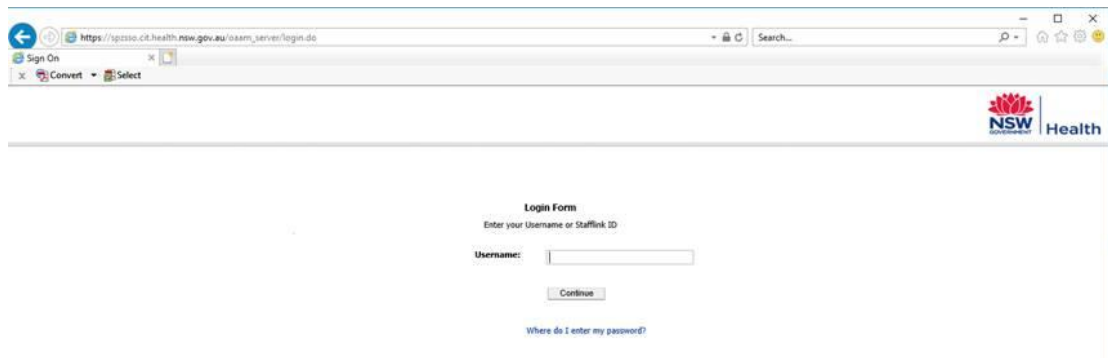
2. To access the modules and assessments:
  - Go to HETI's website
  - Log in to "My Health Learning" in the upper right corner using your StaffLink number
  - Search the catalogue for "Nursing and Midwifery Council"
  - Select "Nursing and Midwifery Council of NSW Hearing Members Professional Development"

## Accessing HETI and the online learning modules

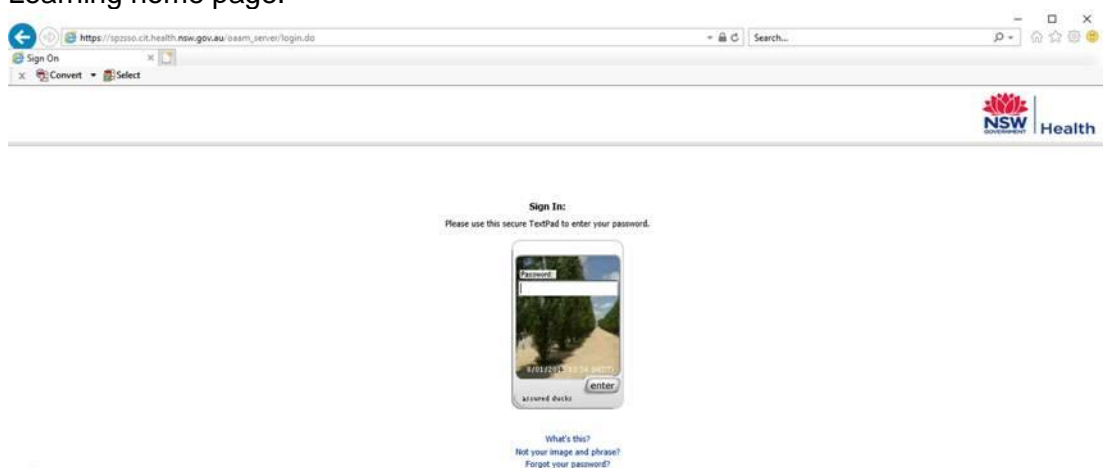
1. Go to [www.heti.nsw.gov.au](http://www.heti.nsw.gov.au)



2. Click on My Health Learning (top right corner). This will take you to Stafflink login page through the Ministry of Health.  
Enter you Username / Stafflink number and click continue.



3. Enter your password and click enter. This should take you to your My Health Learning home page.



4. Using the Search Catalogue bar in the upper right corner, search for “Nursing and Midwifery Council”.

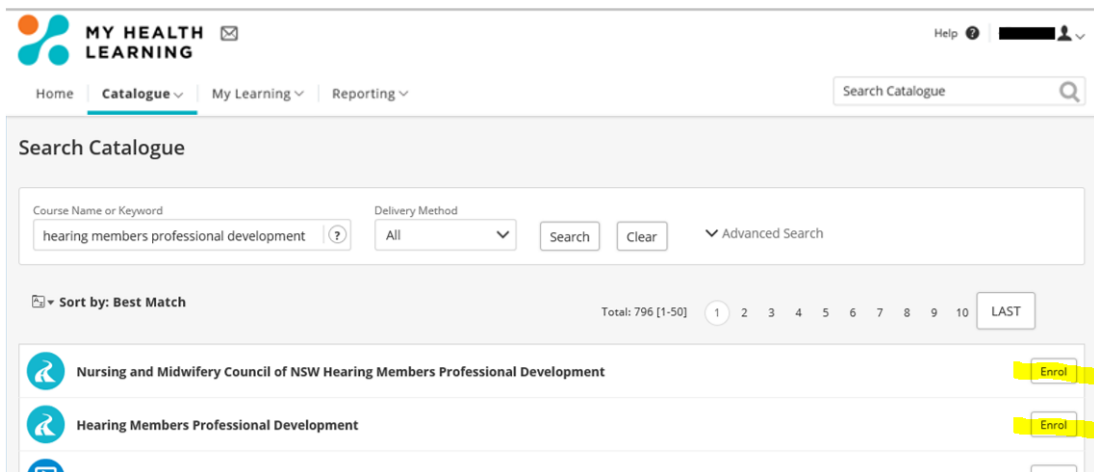


From the search results list, select the learning pathway called **Nursing and Midwifery Council of NSW Hearing Members Professional Development**.

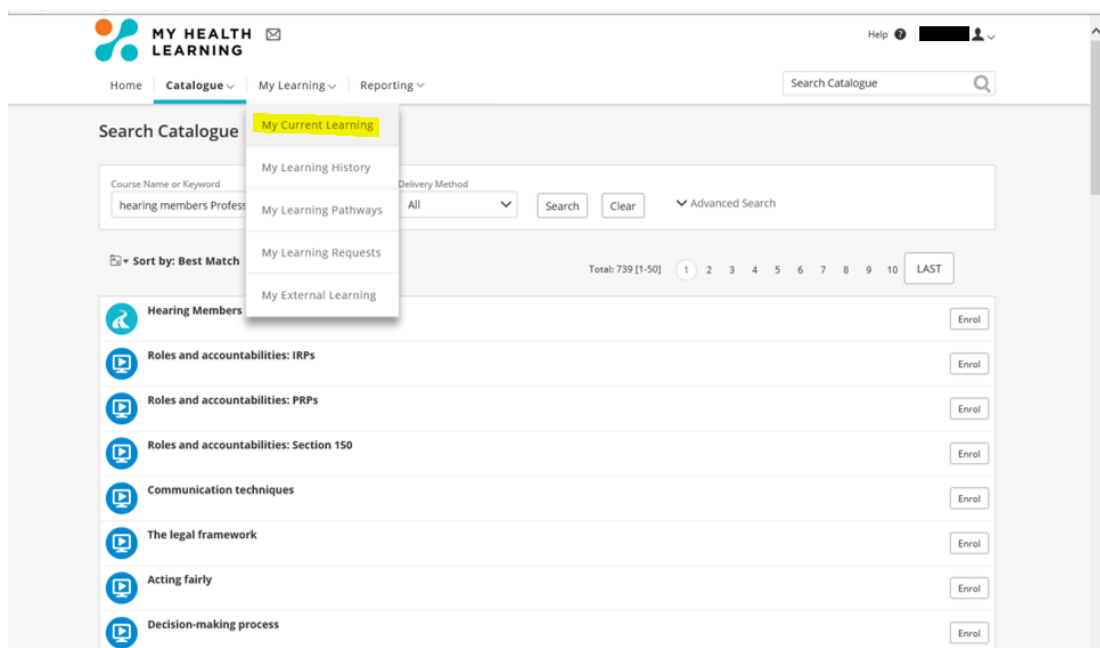
There are 7 modules in this Learning Pathway:

- Roles and accountabilities: IRPs
- Roles and accountabilities: PRPs
- Roles and accountabilities: Section 150
- Communication techniques
- The legal framework
- Acting fairly
- Decision-making process

*\*It is important to enrol into this particular Learning Pathway. There are 2 possible Learning Pathways that include the same modules but **only the pathway called Nursing and Midwifery Council of NSW Hearing Members Professional Development** includes the assessment components. The assessment component is mandatory for all NMC Decision-makers (refer to the NMC Learning and Development Policy).*



5. To read a description of an individual module (or course), click on the title. Otherwise you can select to complete the module by clicking on the Enrol button on the right.
6. Once you have enrolled, you can complete the module by clicking Play. At any time, you can find all the courses you have enrolled into by hovering over My Learning > My Current Learning.

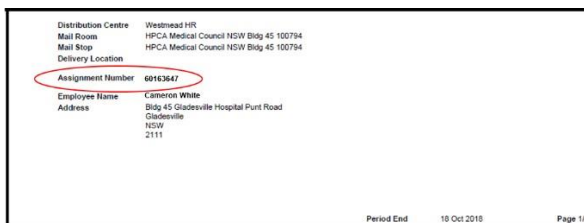


7. Once you have completed a module, the course will be marked as complete and you will be able to print a Certificate of Achievement.

For any technical support, please contact State Wide Service Desk by calling 1300 285 533. This phone number is provided in the description section of each module.

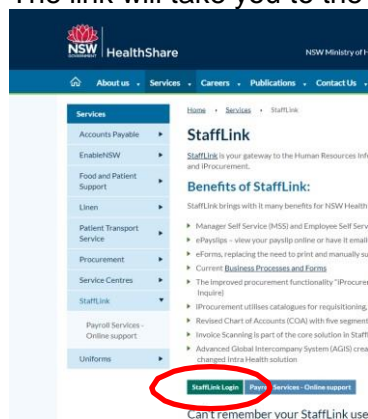
## Accessing Stafflink

1. You will need your Stafflink ID number and password. To find your Stafflink number, look at your payslip and find "Assignment Number" - this is actually your Stafflink number.



(If you do not have a Stafflink number, please contact HPCA staff to organise one for you through the Ministry.)

2. Call the state wide service desk on **1300 285 533** (operates 24 hours per day, 7 days per week) to set up your password.
3. Once you have a password click this link:  
<http://www.healthshare.nsw.gov.au/services/stafflink>
4. The link will take you to the HealthShare page. Click on the Stafflink log in.



5. Enter your username (Stafflink number) and click continue.

Login Form

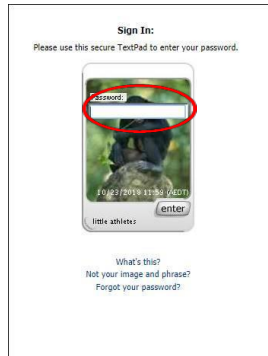
Enter your Username or Stafflink ID

Username:

Continue

Where do I enter my password?

6. Enter your password and click enter.



Call the state wide service desk on **1300 285 533** if you experience any technical difficulties or have any questions.