

How to use your online pack

Login in

You will be able to access your online pack on your given start date of the course via a link sent from the Training Centre containing a login name and a password. Please change your password on your first login.

On your login you will be presented with a screen where you can choose which of your online courses you would like to view. If you are enrolled on more than one online course all will be available.

Your profile

You can update your profile by following the "My Account" link at the top of the page 

Contact Us

You can contact the PCTC directly by completing the online query form.

Your Dashboard

Your personal dashboard can be viewed by clicking the Home button . From your dashboard you can view where in the manual you have reached, you can contact the PCTC, you can view which assessments you have completed. You can also view your notes and bookmarks and this screen will also show you any alerts (marked in red) that your tutor thinks may be of importance to you.

The Manual

The online manual can be reached by clicking the "Document" icon . You will then be in "Learning Document". You can also reach this page by clicking the "Return to Document" link on the dashboard.

Here you will find links to the sections of the manual. The progress bar will show you where you are within a section. Clicking on the  icon will show each chapter within a section so you can go straight to it.

Please work through each section in turn. Each section is broken down into chapters. As you reach the bottom of a chapter you will see a downward arrow,  click this to go to the next chapter.

Upon finishing a complete section you can go back to "Learning Document" to select the next section, or click < at the left hand side of the screen to show the navigation menu.

Key Messages

On some courses there will be 'Key Messages'. These are highlighted in green. Amongst these you may find some activities to do. It is recommended that you work through each of these. You do not need to hand these in.

Assessments

As you progress through the pack some of the courses have self-assessments at the end of each section. These do not contribute to your overall mark but are designed to support your own learning needs. They identify what are your current strengths and weaknesses and areas where you need to improve. Once you have finished and clicked the submit button your results will appear. You can complete the assessment as many times as you wish. Your assessment score will be recorded on your dashboard.

Resources.

In the Resources section you will find information on any activities or coursework that is required for your course. (Please note not all courses have coursework and activities).

- Course Work

If your course requires you to do any unassessed coursework, information on this will be in the Introduction section but the forms or paperwork required can be printed out from the Resources section. You must submit your course work on day one of the 2-day workshop.

- Activities

Activities are optional and are there to support your learning within the clinical environment. They help you to apply knowledge to patient care and may be helpful when preparing your written assessed work.

- Declarations

Two copies of your written assessment need to be submitted and each needs to have completed copies of the Declarations attached to it. These can also be printed from Resources.

Notes and highlights

Text can be highlighted as you are working through the online pack by picking the pencil icon and highlighting the text you require which will then be highlighted in yellow.

If required, notes can be made by typing into the box that appears when you click the pencil icon. These notes can then be accessed from your dashboard.

Bookmarks

You can bookmark your page and this will be shown on your dashboard making it easy to revisit. Click the bookmark icon  to the top right of the page.

Amendments and updates

Any amendments to the content of the pack will be updated automatically and you will be alerted to this on your dashboard in the "Notifications" section and will be marked with a red dot.

Calendar

Any significant dates to be noted will be populated on your calendar by your tutor. Examples are study dates and submission dates.