

# How to enrol and sign up for a PDU Study Day

Step 1: Go to the PDU Calendar at <http://www.easternhealth.org.au/careers/pducalendar.aspx>

The screenshot shows the Eastern Health website's PDU Calendar page. The header includes the Eastern Health logo and navigation menus for STAFF, CAREERS, GP PORTAL, LOCATIONS, MAPS, and CONTACT US. Below the header is a secondary navigation bar with links for HOME, ABOUT US, RESEARCH & ETHICS, PUBLICATIONS, MEDIA & EVENTS, and SERVICE DIRECTORY, along with a search bar. A main navigation bar contains buttons for PATIENTS & VISITORS, CONTINUING CARE, MENTAL HEALTH SERVICES, MATERNITY SERVICES, AMBULATORY & COMMUNITY SERVICES, ALLIED HEALTH SERVICES, and IMAGING SERVICES.

The main content area features a green sidebar for 'Eastern Health Careers' with a list of career opportunities: General and specialist medicine and surgery, Obstetrics and gynaecology, Emergency services, Subacute and aged care, Community health, and Mental health services. To the right is a photo of a healthcare worker and a list of 50+ sites including Angles Hospital, Box Hill Hospital, Healesville & District Hospital, Maroondah Hospital, Peter James Centre, Wandima Health, Yarra Ranges Health, and Yarra Valley Community Health.

The central section is titled 'Practice Development Unit Education Events' and includes a list of events with details on course availability and registration. Below this is a 'Click on an event in the calendar to read more.' instruction and a 'Click here if the calendar below is not displaying.' link. The 'Eastern Health PDU Education Calendar' is displayed in a table view for Thursday, January 23, 2014, with options to view by Week, Month, or Agency.

The right sidebar contains a 'Media Centre' section with a 'Highest honour' announcement: 'Eastern Health has been named the Premier's Metropolitan Health Service of the Year at the 2013 Victorian Public Healthcare Awards.' It also includes a 'Subscribe to News' button and a 'MORE NEWS ARTICLES' link.

Today	Thursday, January 23, 2014	Print	Week	Month	Agency
	Mental Health - Mandatory Training for EH Mental Health Staff				
	<b>Thursday, January 23, 2014</b>				
	8:45am Mental Health - Mandatory Training for EH Mental Health Staff				
	<b>Wednesday, January 29, 2014</b>				
	8:00am Renal Study Day				
	<b>Tuesday, February 4, 2014</b>				
	8:45am Mental Health - Recovery Focused Care				
	<b>Wednesday, February 5, 2014</b>				
	8:00am Teaching on the Run / Preceptorship				
	8:45am Mental Health - Mandatory Training for EH Mental Health Staff				
	<b>Thursday, February 6, 2014</b>				
	8:30am [COURSE FULL] Central Venous Access Device (CVAD) Course				
	<b>Thursday, February 13, 2014</b>				
	8:45am Mental Health - CRAM Workshop (Clinical Risk Assessment & M				
	<b>Wednesday, February 19, 2014</b>				
	8:45am Mental Health - Recovery Focused Care				
	<b>Thursday, February 20, 2014</b>				
	8:45am Mental Health - Mandatory Training for EH Mental Health Staff				

Step 2: Select the Event you wish to sign up to. Click on the link to be taken to the iLearn system


HOME | ABOUT US | RESEARCH & ETHICS | PUBLICATIONS | MEDIA & EVENTS | SERVICE DIRECTORY | SEARCH [ ] GO!

PATIENTS & VISITORS | CONTINUING CARE | MENTAL HEALTH SERVICES | MATERNITY SERVICES | AMBULATORY & COMMUNITY SERVICES | ALLIED HEALTH SERVICES | IMAGING SERVICES

### Eastern Health Careers

View career opportunities in:

- General and specialist medicine and surgery
- Obstetrics and gynaecology
- Emergency services
- Subacute and aged care
- Community health
- Mental health services



We have over 50 sites. Our main locations include:

- Angliss Hospital
- Box Hill Hospital
- Healesville & District Hospital
- Maroondah Hospital
- Peter James Centre
- Wantirna Health
- Yarra Ranges Health
- Yarra Valley Community Health

- ▣ CAREERS
- ▣ WHY WORK WITH US?
- ▣ MEDICAL RECRUITMENT 2014
- ▣ GRADUATE NURSES AND MIDWIVES 2014
- ▣ NURSING & MIDWIFERY
  - CAREER DEVELOPMENT
  - POST GRADUATE STUDY
  - PDU CALENDAR
- ▣ MEDICAL TRAINING AND EDUCATION

**CAREERS** →

**GP PORTAL** →

**PATHOLOGY** →

**IMAGING** →

### Practice Development Unit Education Events

- ⦿ Courses are currently open to Eastern Health Staff only.
- ⦿ Brochures including registration forms are usually available 12 weeks prior to course commencement. No registrations can be taken prior to brochure issue
- ⦿ Registration is required no less than one week prior to course commencement

Click on an event in the calendar to read more.

Click on **registration forms** to download and print the forms to enrol in courses displayed in the education calendar.

Click **here** if the calendar below is not displaying.

#### Eastern Health PDU Education Calendar

Today | < | > | Thursday, January 23, 2014 | Print | Week | Month | Agen

Mental Health - Mandatory Training for EH Mental Health Staff

**Thursday, January 23, 2014**

8:45am Mental Health - Mandatory Training for EH Mental Health Staff

**Wednesday, January 29, 2014**

8:00am Renal Study Day

**Tuesday, February 4, 2014**

8:45am **Mental Health - Recovery Focused Care**

**When** Tue, February 4, 2014, 8:45am – 4:30pm

**Where** Maroondah Hospital ([map](#))

**Description** On-line bookings have now commenced via iLearn.

Please click on the link below to take you to the relevant course page; then register into the session date of your choice.  
 Link: <https://ilearn.easternhealth.org.au/course/view.php?id=649>

Open to Eastern Health Staff Only  
 Registrations and Enquiries to:  
 Maroondah Hospital PDU  
 Velda Mason / Sharon Filshie (03) 9871 3173  
 velda.mason@easternhealth.org.au  
 sharon.filshie@easternhealth.org.au  
 (If you use the email link, please provide your contact number & email address for reply.)  
[more details»](#) [copy to my calendar](#)

**Wednesday, February 5, 2014**

### Media Centre

Highest honour

Eastern Health has been named the Premier's Metropolitan Health Service of the Year at the 2013 Victorian Public Healthcare Awards.

[Read More](#) ☺

Subscribe to News 1 / 37 ☺

[MORE NEWS ARTICLES](#)

Step 3: Sign in to iLearn using your Eastern Health network id and log in (please contact IT support on 9092 6700 if you need help with your login details)

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Please use your network username (ie. smithb or ts12) and password to log in.

If you do not know your network computer username please contact the ICT service desk on 9092 6700.

Login

ehusername  
Username

\*\*\*\*\*  
Password

Login

A great place  
**to learn**  
**and work!**

easternhealth  
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Step 4: Once you have signed in, you should be taken to the course page (if you are not taken there immediately, re-click on the link inside the PDU calendar. Now that you are logged in it should take you directly to the page). A description of the course will be available. Click on the Enrol Me button to enrol in the course

The screenshot displays the Eastern Health website interface. At the top left is the Eastern Health logo with the tagline "GREAT HEALTH AND WELLBEING". A navigation bar includes "Home", "My Learning", "Catalogue", and "Calendar". The user is logged in as "Matt Carson" with a "Logout" link. The breadcrumb trail reads: "Home > Courses > Nursing > Courses > MH - Recovery Focused Care > Enrol me in this course > Enrolment options".

The main content area is titled "Enrolment options". It contains a "Please note" warning about signing up for study days, a list of workshop sessions (Recovery Principles, Engagement by Working Collaboratively, Trauma Informed Care, Advanced Statements, Gender Sensitive Practice), and a note that the training workshop is for mental health staff only. Below this, it states that users must sign up and attend a study day to receive a certificate. At the bottom of the main content area, there is a section for "Self enrolment (Learner)" with the text "No enrolment key required." and an "Enrol me" button.

The footer includes the Eastern Health logo and the text "Terms and Conditions | Privacy Information | Copyright © 2013."

Step 5: You are now enrolled in the course, however you must still sign up for the appropriate study session. Click on the tile Face to Face Session (note some courses may also have a pre-reading requirement – this will be visible inside an appropriately named tile)

The screenshot displays the Eastern Health LMS interface. At the top left is the Eastern Health logo with the tagline 'GREAT HEALTH AND WELLBEING'. A navigation bar includes 'Home', 'My Learning', 'Catalogue', and 'Calendar'. The user is logged in as 'Matt Carson'. The breadcrumb trail shows the path: Home > Courses > Nursing > Courses > MH - Recovery Focused Care. A left-hand navigation menu contains sections for 'Navigation' (Home, My Learning, Site pages, My profile, My courses, Courses) and 'Settings' (Course administration, Unenrol me from MH - Recovery Focused Care, Grades, My profile settings). The main content area features a blue header for the course 'Recovery Focused Care - Mental Health'. Below the header, it states that sessions are developed in accordance with the Framework for Recovery-Orientated Practice and lists topics: Recovery Principles, Engagement by Working Collaboratively, Trauma Informed Care, Advanced Statements, and Gender Sensitive Practice. A note specifies that the training workshop is open to Mental Health Staff only. A completion instruction states: 'To complete this course, you must sign up and attend one of the study days, AND complete and submit the feedback for this course. Only then will your certificate become available. You will see the words COURSE COMPLETED in the title section and in the certificate section once you have successfully completed all required aspects of the course'. Below this, three tiles represent course components: 'Face to Face Session' (1), 'Evaluation' (2), and 'Certificate' (3), each with a corresponding image of a group of people. On the right side, there are utility widgets: 'Search forums' with a search box and 'Go' button; 'Upcoming events' listing 'Nursing Grad study day' on Sunday, 12 January, 09:35 AM to 04:35 PM; and 'Recent activity' showing activity since Sunday, 29 December 2013, 01:43 PM. The footer contains the Eastern Health logo and links for 'Terms and Conditions', 'Privacy Information', and 'Copyright © 2013'.

# Step 6: Choose the session for which you wish to sign up for by clicking on it

The screenshot displays the Eastern Health website interface. At the top left is the Eastern Health logo with the tagline 'GREAT HEALTH AND WELLBEING'. The navigation bar includes 'Home', 'My Learning', 'Catalogue', and 'Calendar'. A breadcrumb trail shows the path: Home > Courses > Nursing > Courses > MH - Recovery Focused Care > Face to Face Session. A 'Your progress' indicator shows three steps, with the first step 'Face to Face Session' highlighted in orange.

The main content area is titled 'Face to Face Session' and features a sub-section 'Recovery Focused Care' with a 'Sign-up for an available upcoming session' link. Below this, there is a table of sessions:

Location	Date	Time
Maroondah Hospital	4 February 2014	09:00 AM - 04:30 PM
Maroondah Hospital	19 February 2014	09:00 AM - 04:30 PM
Maroondah Hospital	12 March 2014	09:00 AM - 04:30 PM
Maroondah Hospital	20 March 2014	09:00 AM - 04:30 PM
Maroondah Hospital	27 March 2014	09:00 AM - 04:30 PM
Maroondah Hospital	1 May 2014	09:00 AM - 04:30 PM
Box Hill	13 May 2014	09:00 AM - 04:30 PM
Maroondah	4 June 2014	09:00 AM - 04:30 PM

Below the table, there are links for 'View all sessions', 'Maroondah map', and 'Box Hill map'. On the right side of the page, there are three utility boxes: 'Search forums' with a search input and 'Go' button; 'Upcoming events' listing 'Nursing Grad study day' on Sunday, 12 January, 09:35 AM to 04:35 PM, with 'Go to calendar...' and 'New event...' links; and 'Recent activity' showing activity since Sunday, 29 December 2013, 01:43 PM, with a 'Full report of recent activity...' link.

Step 7: Click on the Sign Up button. You will receive an email confirmation. (Please note: Eastern Health reserves the right to add or remove employees from sessions. Please contact [ilearn@easternhealth.org.au](mailto:ilearn@easternhealth.org.au) for further information)

The screenshot displays the Eastern Health iLearn interface. At the top left is the Eastern Health logo with the tagline 'GREAT HEALTH AND WELLBEING'. A navigation bar includes 'Home', 'My Learning', 'Catalogue', and 'Calendar'. The user is logged in as 'Matt Carson'. The breadcrumb trail is: Home > My courses > MH - Recovery Focused Care > Face to Face Session > Recovery Focused Care.

The main content area is titled 'Sign-up for Recovery Focused Care'. It contains a table with the following details:

Session Name	Recovery Focused Care
Location	Maroondah Hospital
Venue	Education Precinct, Lower Ground Floor
Room	Tutorial Room 4
Session date/time	4 February 2014, 09:00 AM - 04:30 PM Australia/Melbourne
Seats available	25
Duration	7 hours 30 minutes

Below the table, there is a 'Notification Type' dropdown menu set to 'Email Notification and iCalendar Appointment'. At the bottom of the form are 'Sign-up' and 'Cancel' buttons. A note at the bottom right of the form states: 'There are required fields in this form marked \*.'

The footer of the page includes the Eastern Health logo and the text: 'Terms and Conditions | Privacy Information | Copyright © 2013.'