

USER GUIDE

Free non-clinical interactive

Palliative Care Online Training



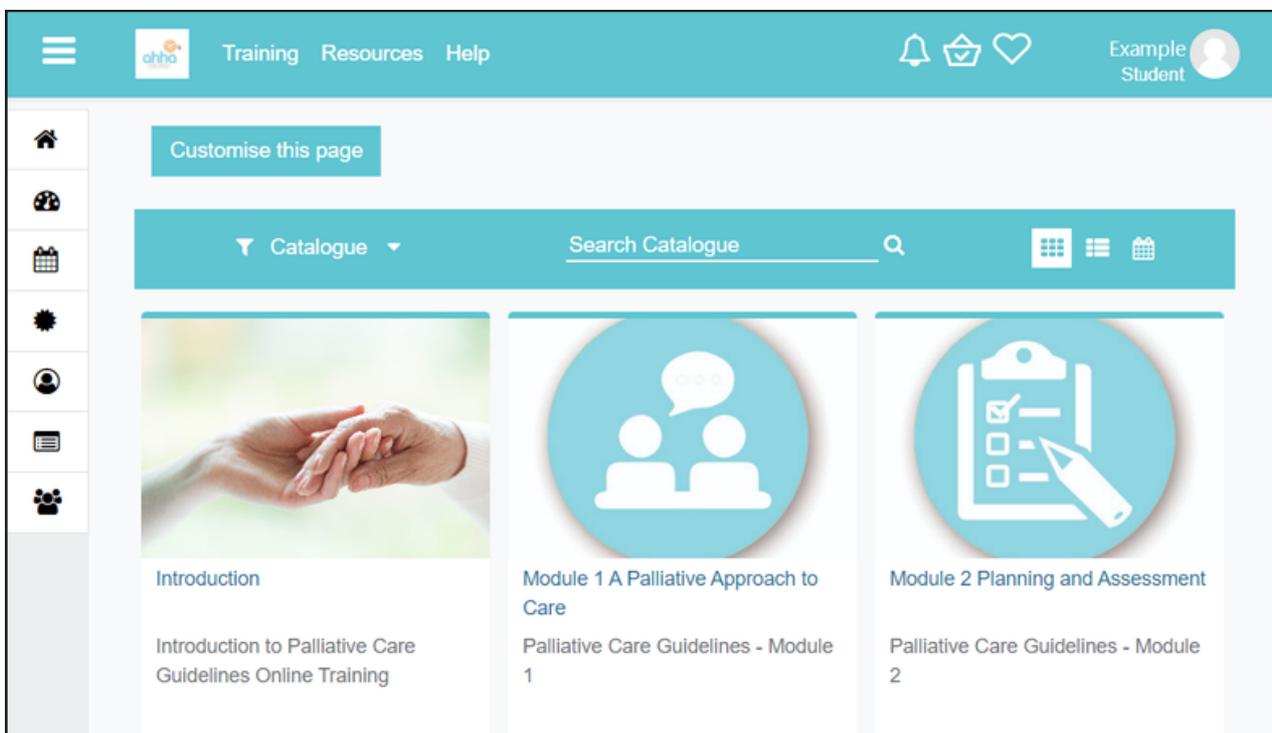
www.pallcaretraining.com.au

training@ahha.asn.au
02 6162 0780

ABOUT THE PORTAL

Developed by the Australian Healthcare and Hospitals Association (AHHA), the Palliative Care Online Training Portal offers free, interactive training for carers, community and aged care workers, students, volunteers, family members and clinicians to build their skills in caring for someone with a life-limiting illness.

The Portal is funded by the Australian Government Department of Health as part of the National Palliative Care Projects initiatives, with over 71,000 people having registered for a training account to date.



The Portal recently migrated to a new learning management system (LMS), which delivers a stable, streamlined experience for users across a broad range of devices and operating systems.

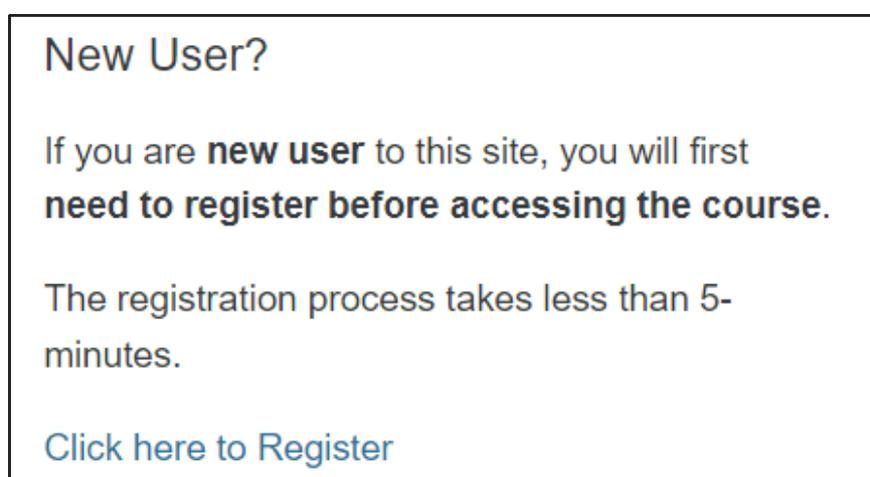
Users can login to the Portal to complete the training at any time, with no time-limits on completion. At the end of each module, users are presented with a certificate of completion which summarises their learning outcomes.

ENROLLING IN THE TRAINING

The training modules can be accessed by creating a free training account at <https://www.pallcaretraining.com.au/>. Please follow the step-by-step guide below to access the modules.

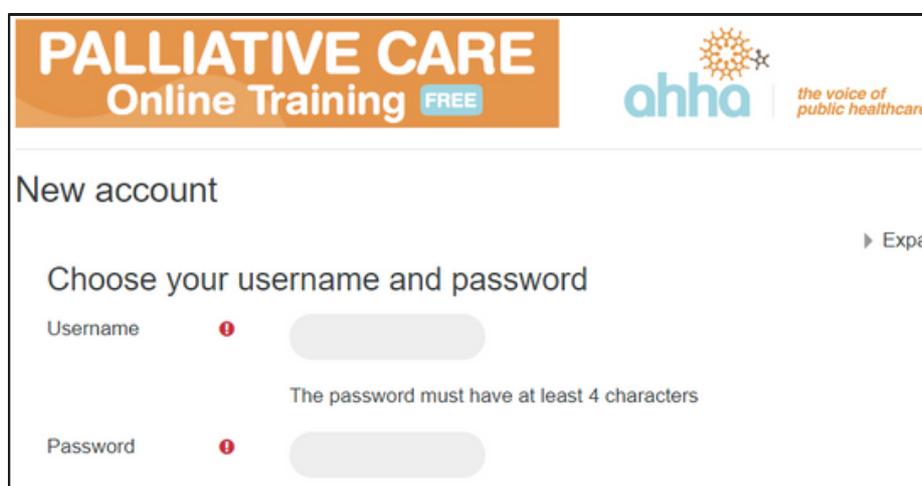
Step one

Go to the homepage at <https://www.pallcaretraining.com.au/>. On the right-hand side of the homepage is the [new user registration link](#) (refer to image).



Step two

After accessing the new user registration link, you will be asked to complete a [sign-up form](#) (refer to image). A unique email address is required.



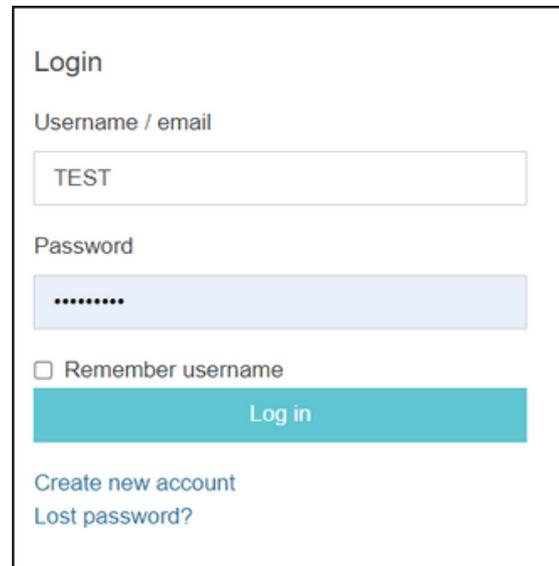
A screenshot of the "New account" sign-up form. At the top left, it says "PALLIATIVE CARE Online Training FREE". At the top right is the "ahha" logo with the tagline "the voice of public healthcare". The form title is "New account" with a "► Expa" link. The main heading is "Choose your username and password". There are two input fields: "Username" and "Password", each with a red information icon to its left. Below the "Password" field, there is a note: "The password must have at least 4 characters".

Step three

After completing the sign-up form, a verification email will be sent to your registered email address. This automatic email may take up to 15-minutes to arrive, and may be directed to your junk inbox.

Step four

Your account will be activated after verifying your email address. Returning to the homepage, you will now be able to login using your account information (you have created these details in the sign-up form). The login section is located on the right-hand side of the homepage (refer to image).

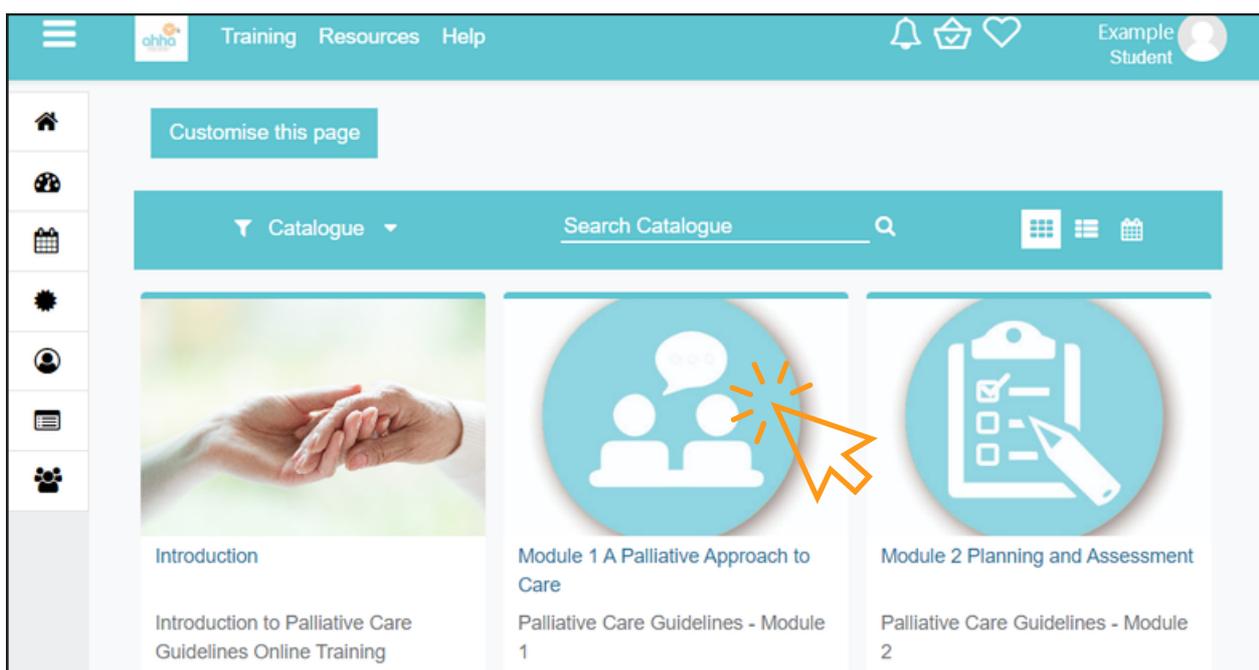


The image shows a login form titled "Login". It contains the following elements:

- A label "Username / email" above a text input field containing the text "TEST".
- A label "Password" above a password input field with masked characters ".....".
- A checkbox labeled "Remember username" which is currently unchecked.
- A teal "Log in" button.
- Two links below the button: "Create new account" and "Lost password?".

Step five

After logging in to your account, you will be taken to the Portal dashboard. The dashboard will display all of the available training modules. To begin a module, click on the corresponding tile on the dashboard (refer to image).



USING THE PORTAL

Saving your progress

Your progress is continuously recorded, so you may logout of the training at any time and return to complete the module at a later date (please note that you should submit the answers to any in-progress quizzes before logging out).

Starting the training

Although we encourage users to progress through the modules in order, you can complete the modules in any order. The [home icon](#) on the left-hand side bar will take you to the dashboard menu, which displays all of your enrolled modules. If you are having difficulty finding a specific module, the [training link](#) at the top of the page provides direct links to each module in the course.

Navigating within a module

You can easily progress through a module by clicking on the blue hyperlinks located at the bottom of each module page. The blue hyperlink at the bottom left of the page will return you to the previous component, whilst the blue hyperlink at the bottom right of the page will move you to the next component.

Continuing a module after a break

To return to your previous position, open the module (e.g., Module 1) and look to the right hand side of the module page. Components that have been completed will be marked with a blue tick. Click on the next "un-ticked" item to return to your previous position.

Need assistance?

Contact our team at training@ahha.asn.au or call 02 6162 0780.



AHHA acknowledge the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. AHHA also pays our respect to their Elders past, present, and emerging as the custodians of knowledge and lore