

Delegating Management Responsibility

Managers can delegate some viewing and booking responsibilities to a “Delegated Responsible Person”. For example this could be a deputy, or an administrator or secretarial member of the team. This function allows the “Delegated Responsible Person” to view and book supervision/PDR and training courses on behalf of the manager for all of the team members. For example a ward clerk, if delegated could book all of the Physical Intervention Training for the whole team throughout the coming year on behalf of the manager.

To access this function:

1. Log-on to the Devon Learning Network Website
<http://www.devonlearning.net/jointlearningprogramme/>
2. If you are a manager, on the left hand tool bar you will see an icon: **“Your Delegated Responsible Person”** – click on this

Devon Partnership Trust
Online Course Programme

Devon Partnership NHS Trust

OCP Home Courses Skills PDR / Supervision Contact

Logged in as:
Test2 Test2
Edit Your Details
Your Delegated Responsible Person
Login as a Delegated Responsible Person
Skills Audit
Logout

Online Course Programme

Welcome to the new joint training programme for staff in the Adult and Community Services in Devon and Devon Partnership NHS Trust.

This new website allows you to view the courses currently available to staff in these organisations and apply online. We hope that you find the site easy to use and also find that it speeds up the process of applying and having your course confirmed.

However, we would greatly appreciate any comments you have to make about the new system for course applications – please contact us

3. On the next screen select from the drop-down menu the member of staff you want to delegate this responsibility to (be careful on your selection as this drop-down list will show everyone registered with the website!)

Devon Learning Network
Making Links across organisational boundaries

Home Register Groups Mentoring eLearning Links Contact

Logged in as:
[Blank]
Edit Your Details
Your Delegated Responsible Person
Login as a Delegated Responsible Person
Skills Audit
Logout

Edit Your Delegated Responsible Person

You currently don't have a delegated responsible person. Please use the form below to select a member of staff then click the 'Update' button. The selected member of staff will be able to access and edit your supervision planner.

Please Note: This can be changed / edited at any time in the future

Please use the form below to select the member of staff

- Please Select - submit

Once you have made your delegated selection this person will automatically receive an email letting them know this has happened and that next time they log-on they will see a new icon on the left-hand menu “Login as a Delegated Responsible Person”. They will not have full access to the information in the manager’s account and will only be able to undertake certain duties.

The screenshot shows the Devon Partnership Trust Online Course Programme interface. At the top, there are three colored squares (red, green, blue) and the text 'Devon Partnership Trust Online Course Programme' and 'Devon Partnership NHS NHS Trust'. Below this is a navigation bar with 'OCP Home', 'Courses', 'Skills', 'PDR / Supervision', and 'Contact'. On the left, a 'Logged in as:' menu lists: 'Test2 Test2', 'Edit Your Details', 'Your Delegated Responsible Person', 'Login as a Delegated Responsible Person', 'Skills Audit', and 'Logout'. The main content area is titled 'Online Course Programme' and contains a welcome message: 'Welcome to the new joint training programme for staff in the Adult and Community Services in Devon and Devon Partnership NHS Trust. This new website allows you to view the courses currently available to staff in these organisations and apply online. We hope that you find the site easy to use and also find that it speeds up the process of applying and having your course confirmed.' To the right of this text is a 3D illustration of two white figures, one holding a yellow folder and the other a laptop. Below the welcome message, there is a section for 'Course Diary & Portfolio' with links for 'Your Course Diary', 'Your Staff Course Diary', and 'Your eLearning Portfolio'. Further down is a 'New Periodical Details Checker' section with the text: 'The Online Course Programme now has a new feature which will ensure that your personal details are kept up to date. Every 3 months, you will be prompted to visit your profile update page automatically after logging in. Please take a few moments to review all of the details stored against your profile and update anything that has changed.'

If you have any difficulties with these functions or other aspects of the Online course Programme, please email dpn-tr.training@nhs.net or phone Workforce Planning and Development **01392 674949**