



November 2010

Devon Partnership Trust Online Course Programme Improvements

Two new functions are now available on the Online Course Programme following recent requests from Clinical Managers:

- Viewing all staff supervisions and PDRs in one calendar
- Delegating Manager responsibility in the Devon learning Network website

Instructions on how to do this are below.

Viewing all staff supervisions and PDRs in one calendar

Managers/supervisors can now see all of their staffs' previous and future booked supervision and PDR sessions on one calendar.

To access this now function:

1. Log-on to the Devon Learning Network Website
(<http://www.devonlearning.net/jointlearningprogramme/>)
2. On the left hand tool bar click on "Setup Supervision Plan(s)"
3. Select one of your supervised staff from the drop-down list, how many months you wish to see and from when and then click **Go>**

The screen will now display a calendar for that member of staff and beneath the **Go>** button an option to display all staff in one planner will appear.

4. Click on "**A complete overview of all of your staff on one planner can be seen here**"
5. The next screen will show a calendar with all your staff's booked supervisions and PDR's in one.

You can view supervision sessions that have already occurred by adjusting the dates of the calendar at the top.

Delegating management responsibility

Managers can now 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
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!)

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.

If you have any difficulties with these functions or other aspects of the Online course Programme, please email or phone Workforce Planning and Development :

Tel: 01392 674949
Email: dpn-tr.trn@nhs.net