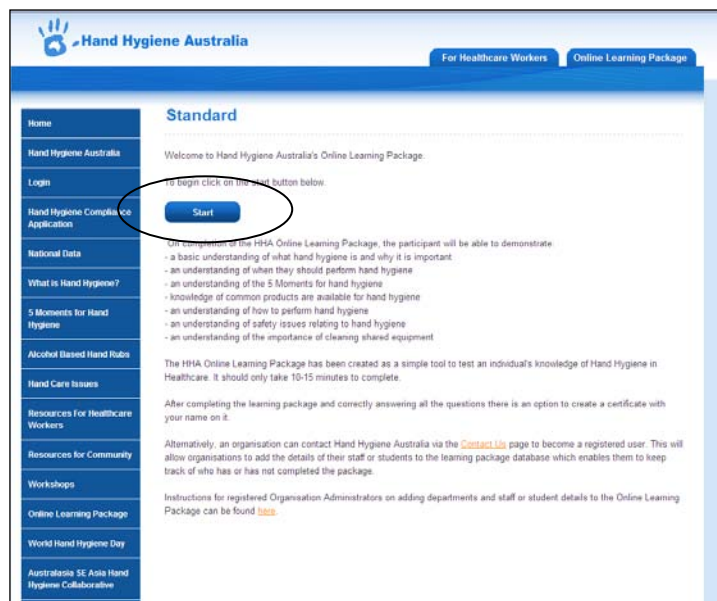


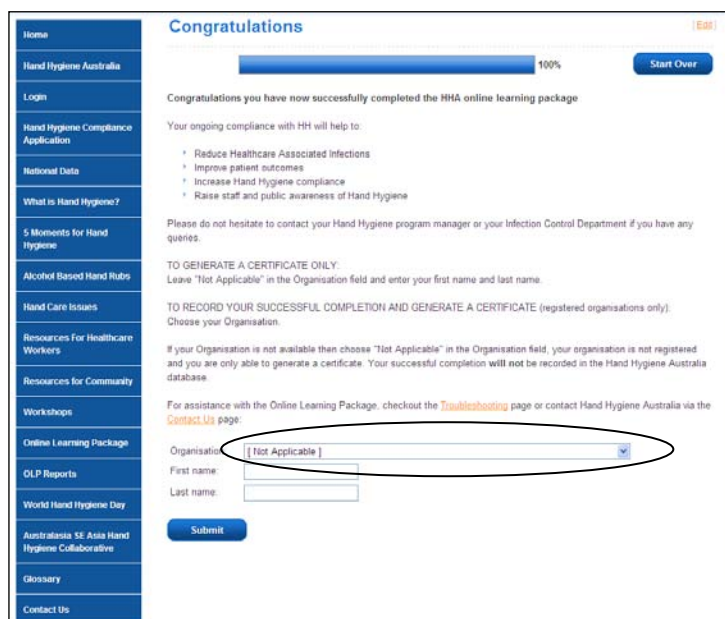
SCHOOL OF COMMUNITY HEALTH
COMPULSORY PRECLINICAL SESSIONS
Hand Hygiene Online Training Session

Date: To be completed by dates indicated in online training handout

1. Navigate to the website: <http://www.hha.org.au/LearningPackage.aspx>
2. You will see the following screen:



3. Click on the button that says “Start”
4. Complete the training and the assessment at the end of the training. When you have successfully completed the course the following screen will appear:



5. Select Charles Sturt University as your organisation
6. Select your discipline of study ie. Occupational Therapy, Podiatry etc

Organisation: Charles Sturt University

Select your Department.
If a Department is not available from the list, change the Organisation back to "Not Applicable" in the Organisation field.

Department: Occupational Therapy

To have your student record for this department, try entering your Payroll Number or Employee/Student ID.

If you are not a student, please enter your name and last name and click the submit button. Your successful completion will still be recorded:

Employee ID: FIND

First name:

Last name:

7. Enter your Student number and click on FIND, you then need to enter your First and Last name and click the submit button to continue.

Employee ID: 99919378 FIND

First name: Dianne

Last name: Plunkett

Unable to locate employee record. Please check your details and try again.
Otherwise, enter your name to continue.

Submit

8. You will then be able to view your certificate and print it for your records.
9. Email a copy of this certificate to your workplace learning officer.

Note: If you have already completed this session please provide evidence to your discipline workplace learning officer.