

# USER GUIDE

Making the most of your subscription



# Contents

Already a subscriber or registered user?.....	3
How to access Nursing Times Learning .....	3
How to manage your account settings.....	4
Accessing the Nursing Times Learning system .....	4
Learning Passport.....	5
Adding evidence to your Learning Passport .....	5
Online learning units.....	7
How to search the clinical archive.....	8
Need help?.....	8



# How to access Nursing Times

In order to take advantage of all the features available through your subscription, you first need to activate your account on [nursingtimes.net](http://nursingtimes.net).

## 1. Go to [www.nursingtimes.net](http://www.nursingtimes.net) and click SIGN IN



## 2. Activate your account by entering your sign-in details

**Sign in** ×

Email Address

Password

[Forgotten password?](#)

Remember me

**SIGN IN**

Already a Subscriber and need to create an online account for unlimited access to website content?  
Go to [Create Account](#) to activate your subscription

**REGISTER**

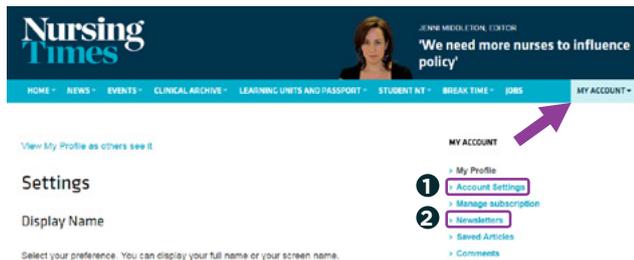
These have been sent to you via email from the Nursing Times team – if you haven't received them contact our customer services team on **020 3033 2626** or email [customerservices@nursingtimes.net](mailto:customerservices@nursingtimes.net) or click on [Forgotten password](#)

If you are not using a shared device you can click **Remember me** so you don't have to sign in every time. **If you are using a shared device remember to sign out each time you finish a session.**

**Bookmark or add your homepage to your favourites so you can access it easily.**

# How to manage your account settings

There are a number of things you can manage within your account settings:



## 1. Changing your password

Click on **MY ACCOUNT** and go to **Account Settings**, enter your new password twice and click **SAVE CHANGES**.

## 2. Changing your email address

If you'd prefer to receive updates at a different one, you can change your email address in Account Settings as above after activating your account.

## 3. Sign up to receive Newsletters

Click on **Newsletters** and choose the ones you wish to receive. We recommend **On the Pulse**, a popular weekly newsletter providing a weekly analysis of a key nursing issue, written by a member of the Nursing Times team.

After choosing your newsletters click **SUBMIT**

# Accessing the Nursing Times Learning system

1. Click **LEARNING UNITS AND PASSPORT** on the menu bar



1

## NMC revalidation: Your learning and CPD resources

Where would you like to go?

LEARNING UNITS	CLINICAL ARCHIVE	LEARNING PASSPORT	MANAGER DASHBOARD
 <p>Online learning units</p>	 <p>Clinical archive</p>	 <p>Your online portfolio</p>	 <p>Manager dashboard</p>
<b>Pick and explore</b> double-blind peer reviewed learning units	<b>Browse 5,000 double-blind</b> peer reviewed articles to support your practice	<b>Start logging your CPD</b> and revalidation activity in your online portfolio	<b>Track your team's progress</b> via the Manager Dashboard

# Learning Passport

Your Learning Passport is a private, transferrable online portfolio to record evidence of all your professional development, as well as all the activities and other evidence required for revalidation:

- **35 hours of CPD** (15 individual and 20 participatory hours)
- **5 pieces of practice-related feedback**
- **5 reflective accounts**
- **450 practice hours** (900 if you have dual registration as a nurse and midwife)
- **A reflective discussion on your CPD, reflective accounts or practice-related feedback**
- **Evidence of professional indemnity** (if not provided by your employer)
- **Confirmation that you have met your revalidation requirements**

The Learning Passport displays evidence relating to your current three-year registration period, so the first time you visit you'll need to insert your NMC registration renewal date.

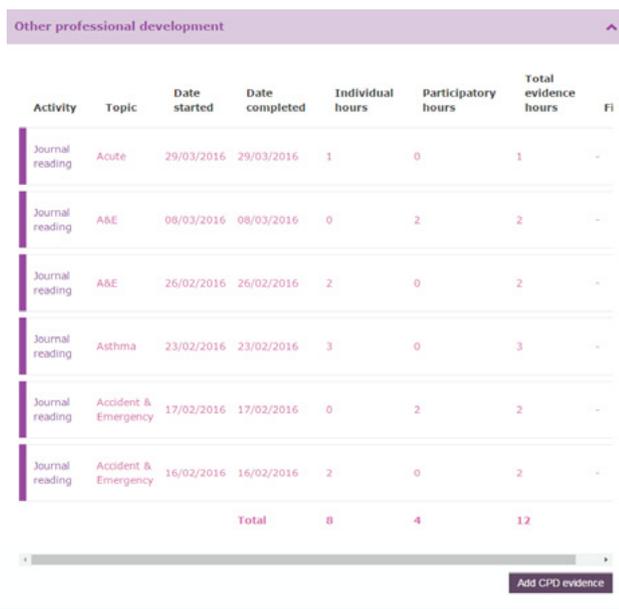
When you enter a new registration period your CPD and revalidation evidence from the previous one will be archived and your Learning Passport will automatically create a new one. However, you can easily retrieve archived evidence by selecting the previous period in the drop-down menu.

You can download your Learning Passport as a PDF to take to appraisals and confirmation meetings.

## Adding evidence to your Learning Passport

### Professional development

Completed Nursing Times Learning units are automatically recorded in your Learning Passport and count as individual CPD. To log other CPD activities:



Activity	Topic	Date started	Date completed	Individual hours	Participatory hours	Total evidence hours	FI
Journal reading	Acute	29/03/2016	29/03/2016	1	0	1	-
Journal reading	A&E	08/03/2016	08/03/2016	0	2	2	-
Journal reading	A&E	26/02/2016	26/02/2016	2	0	2	-
Journal reading	Asthma	23/02/2016	23/02/2016	3	0	3	-
Journal reading	Accident & Emergency	17/02/2016	17/02/2016	0	2	2	-
Journal reading	Accident & Emergency	16/02/2016	16/02/2016	2	0	2	-
Total				8	4	12	

At the bottom of the table is a scroll bar and a button labeled "Add CPD evidence".

1. Select **Other professional development**
2. Click **Add CPD evidence**
3. Select the CPD method from the drop-down list, enter the topic and a brief explanation of how the activity was relevant to your practice. Choose the date you started and completed the activity and the number of individual and/or participatory hours. Finally, choose the relevant NMC code category from the drop down list.
4. You can also upload up to three documents such as certificates of attendance or written work undertaken if you wish.
5. When you have completed your evidence, click **Save changes** at the bottom of the page.

# Adding evidence to your Learning Passport

## Practice-related feedback

1. Select **Practice-related feedback**
2. Click **Add feedback evidence**
3. Choose the source from the drop-down list and complete the information in the relevant boxes provided. If your feedback was written you can upload the document. When you have completed your evidence, click **Save changes** at the bottom of the page.

## Reflective accounts

1. Select **Reflective accounts**
2. Click **Add reflective account evidence**
3. Enter the topic and date; all four sections of the reflective account form are mandatory and must be completed. If you prefer you can use the NMC form, available in the **Templates** section of your passport, and upload it.
4. When you have completed your evidence, click **Save changes** at the bottom of the page.

## Professional indemnity

1. Select **Professional indemnity**
2. Choose **Indemnity provider** from the drop-down list
3. Most nurses and midwives have professional indemnity provided by their employer, and simply need to select **Employer** from the drop-down list. If you have purchased your own indemnity, for example if you are self-employed, you can upload a copy of your documentation if you need to demonstrate this to your confirmer. When you have completed your evidence, click **Save changes** at the bottom of the page.

## Practice hours

Most people do not need to keep a detailed log of their practice hours as their manager will undertake their confirmation and will know whether they have completed their required hours; if this applies to you, simply tick the relevant box confirming you have completed your required hours.

If your confirmer needs to see evidence that you have completed the required hours, for example if you are self-employed or work for more than one employer, you can log your hours in the Excel document available to download from the **Templates** section of your Learning Passport. When you have completed your required hours you can upload the document to your passport. If you have dual registration, please use separate documents to log hours for each registration. When you have completed your evidence, click **Save Changes** at the bottom of the page.

## Reflective discussion and Confirmation

The NMC requires you to complete mandatory forms for your reflective discussion and confirmation. These are available to download from the **Templates** section of your Learning Passport, and can be uploaded into the relevant sections of the passport. When you have completed your evidence, click **Save changes** at the bottom of the page.

# Online learning units

Nursing Times Learning units help you to update and extend your knowledge on fundamental aspects of nursing care, and can be used as reference resources. Every unit completed counts as 2 hours of individual CPD, which is automatically added to your Learning Passport; you can gain participatory hours by discussing learning units with colleagues and adding this activity as **Other professional development**.

**You can pause and save your work, so you don't need to complete a learning unit in a single sitting.**

Search units:  [Go](#)

**Adverse Drug Reactions: Yellow Card Reporting Scheme**

 All medicines can cause adverse reactions, which can range from minor discomfort to serious harm. The Yellow Card Scheme is a system for reporting these reactions so the information can be used to monitor the safety of drugs. This learning unit, developed in association with the Medicines and Healthcare products Regulatory Agency, will teach you when and how to use the Yellow Card Scheme to report suspected adverse drug reactions. [GO >>](#)

**Catheter Care: Managing Indwelling Urinary Catheters in Adults**

 Indwelling urinary catheters are important aspects of care for many patients, but are associated with a range of potentially serious complications. This unit, created in association with the Association for Continence Advice, discusses the care needed to minimise patients' risk of catheter-associated complications. [GO >>](#)

## Units consist of:

**Baseline assessment:** a test of your current knowledge on the topic.

**Learning unit:** Learning units start with a review of the latest evidence on the topic, with live links giving you direct access to references and national guidance. Case scenarios with multiple-choice questions and feedback then help you to apply your learning to practice.

**Final assessment:** this repeats the baseline assessment to demonstrate how much you have learned. In order to pass you must achieve 80% in your final assessment (100% for Drug Calculations in Practice). If you score less than 80% or want to improve your score you can retake the unit but must wait at least 48 hours.

# How to search the clinical archive

There are two ways to search for relevant articles in our archive:



1. Select **Clinical archive** on the menu bar, and select a topic from Roles and settings or Clinical subjects. These pages display the most recent articles on your chosen subject. To see all relevant articles, scroll down and click the link for more articles.
2. Enter the subject you're searching for in the search box in the top right-hand corner of the page then click the search icon. You can then filter your results, for example to include only practice articles or a particular date range; you can also choose whether to display them by relevance, newest first or oldest first. If you want to save any articles to read later, simply click the bookmark icon and it will be saved to your account.

## Need help?

If you need any further assistance with your Nursing Times subscription please email our customer service team on [customerservices@nursingtimes.net](mailto:customerservices@nursingtimes.net) or call **+44(0)203 033 2626** (Monday to- Friday 9:00-17:30).