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How to access Nursing Times Learning

In order to take advantage of all the features available through Nursing Times Learning, you first need to create your account on the Nursing Times website.

Have an existing individual subscription to Nursing Times or already a registered user?

If you have a current individual subscription but your employer has taken out an organisational subscription, please contact our subscriptions department on 01604 828 705 or email help@subscribe.nursingtimes.net quoting either your 10 digit subscription number, or your postcode so your record can be found. We will be able to discuss a possible refund of your most recent payment and move all your details over to your corporate account.

If you are a registered user of nursingtimes.net and have completed learning units please contact customerservices@nursingtimes.net so that we can move all your details over to your corporate account.

1. Go to www.nursingtimes.net and click SIGN IN

2. Enter your log-in details

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

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.
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. Sign up to receive Newsletters
   Click on Newsletters and choose the one you wish to receive. A popular newsletter that we recommend is On the Pulse, which provides a weekly analysis of a key nursing issue or a roundup of what is happening in nursing.
   After choosing your newsletters click SUBMIT

Accessing the Nursing Times Learning system

1. Click LEARNING UNITS AND PASSPORT on the menu bar

Welcome to Nursing Times Learning

Where would you like to go now?

- Learning Passport: Start logging your CPD and revalidation activity in your online portfolio
- Learning units: Pick and explore double-blind peer reviewed learning units
- Clinical archive: 5,000 double-blind peer reviewed articles to support your practice
- Manage a team?: Track your team’s progress via the Manager Dashboard
Learning Passport

Your Learning Passport is an 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 of 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**

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:

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’ 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.

Units consist of:

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

**Learning unit:** a learning unit starts with an evidence review, which is a summary of the current situation. We also provide links to references such as national guidance and research evidence. The unit then provides you with a number of case scenarios with multiple-choice questions and feedback to help you to apply your learning to practice.

**Final assessment:** this repeats the baseline assessment to demonstrate how much you have learnt. 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 Nursing Times clinical archive

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

1. Click clinical archive on the menu bar and select a topic from the Roles and settings or Clinical subjects lists.
2. Click Search the archive then enter the subject you are searching for in the search box. You can also use the Search the archive box at the top of every page.

Need help?

If you need any further assistance in using Nursing Times Learning please email our customer service team on customerservices@nursingtimes.net or call +44(0)203 033 2626 (Monday to Friday 9:00-17:30).