

Dear bank/agency/locum colleague,

South London and Maudsley (SLaM) is implementing an electronic prescribing and medication administration (ePMA) system. You could be caring for patients whose medication charts are on ePMA, so you need to complete ePMA training and get your ePMA login: this document shows you how.

**STOP – Do you have access to LEAP as a SLaM employee?**

If yes, complete the ePMA training on LEAP and not DLS.

If you do not have access to LEAP, continue reading this guide.



If you are **booked to work a shift starting at least 2 working days away** (Mon-Fri), please do the following before your shift:

1. Register for DLS, our e-learning system
  - Registrations from outside SLaM's network require approval, so you'll need to wait up to 1 working day for email confirmation that your DLS account is active
2. Enrol and complete your training
  - Training takes between **60 and 75 minutes**
3. Access to ePMA
  - If you have a SLaM network account, ePMA access will be added to your account
  - If you don't have a SLaM network account, request a temporary network/ePMA login from the ward team when on shift

If you are **booked to work a shift starting within the next 2 working days** (Mon-Fri), please do the following before your shift:

1. Report for duty at least 1 hour before your shift starts
2. Register for DLS and complete e-learning from a Trust computer (registrations from a SLaM site do not require approval)
3. Request a temporary network/ePMA login from the ward team

To complete training, you will need:

- A computer or tablet with audio (the e-learning will work on a phone, but you may find it hard to see enough detail on the screen to answer competency questions)
- Access to the internet

We look forward to welcoming you on shift,  
*The team at SLaM*

1. Go to [Welcome - Digital Learning Solutions \(dls.nhs.uk\)](https://www.dls.nhs.uk)

2. Click the Register button



*Note: If you have an existing DLS account, potentially from another employer, log in first, go to My account, Select Switch centre and Register at a new centre. Search for South London and Maudsley NHS Foundation Trust under Find your centre and submit. Then skip to step 11 of this document. Otherwise continue to step 3.*

## Register

Please select your centre to start the registration process to access all Digital Learning Solutions services.

Centre

South London and Maudsley NHS Foundation Trust

3. Choose *South London and Maudsley NHS Foundation Trust* as the Centre and enter your personal details

- Please use First name and Last name as registered with your employer
- Your email address will be used by SLaM staff to communicate with you about your training and access to ePMA

## Register

Please select your centre to start the registration process to access all Digital Learning Solutions services.

Centre

Visit the [Find your centre](#) page for help locating your DLS centre.

South London and Maudsley NHS Foundation Trust

Now enter your personal details.

First name

Last name

Primary email

This will be used for logging into the system. All communications will be sent to this email by default.

Centre email (optional)

If you supply a centre email, all notifications relating to your activity at this centre will be sent to this email address. Your primary email address will still be used for logging in and notifications for managing your account.

Next

4. Complete the Learner information
  - **Select *Bank or Agency (incl. NHSP)* as the Group**
  - **Use your *bank or agency payroll number* as your Assignment / employee number**
  - **Use the agency name if you haven't got a payroll number yet**

### Learner information

Job Group

Do you have a Professional Registration Number?  
 You should have a professional registration number if you are a health professional registered with a professional body such as the NMC, GMC or GDC. If you don't have it to hand, you can provide it later by visiting My account / Edit details.

No  
 Yes

Professional Registration Number

Group

Job title

Assignment / employee number

5. Create password

### Create password

Password  
 Your new password should have a minimum of 8 characters with at least 1 uppercase and 1 lowercase letter, 1 number and 1 symbol.

Re-type password

6. Confirm the information you have submitted is correct and click submit

### Summary

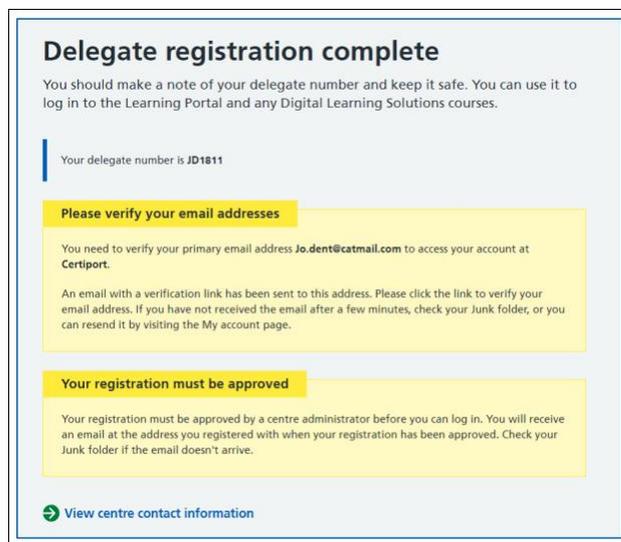
Centre	South London and Maudsley NHS Foundation Trust	<a href="#">Change</a>
First name	Khoosh	<a href="#">Change</a>
Last name	Test	<a href="#">Change</a>
Primary email	khoosh@test.com	<a href="#">Change</a>
Centre email		<a href="#">Change</a>
Job group	Nursing / midwifery	<a href="#">Change</a>
Professional registration number	KS123456	<a href="#">Change</a>
Group	Bank or Agency (incl. NHSP)	<a href="#">Change</a>
Job title	Registered Nurse (non-prescribing)	<a href="#">Change</a>
Assignment / employee number	123456789	<a href="#">Change</a>
Password set	Yes	<a href="#">Change</a>

**Terms and Conditions**

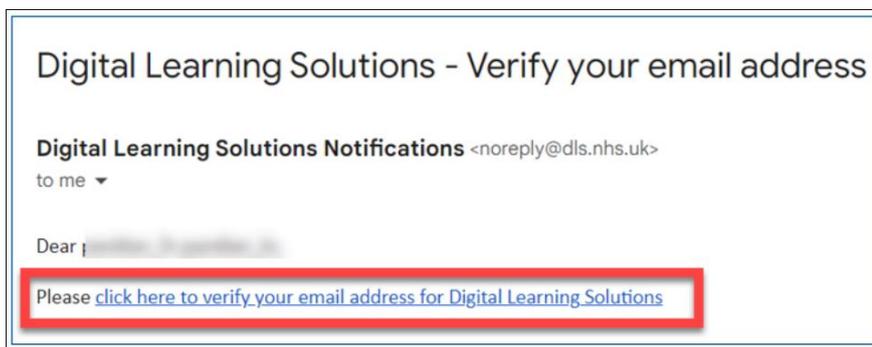
I have read, understood and agree to abide by the Digital Learning Solutions [Terms and Conditions](#).

7. An on-screen message is displayed informing you that an email has been sent to your primary email address

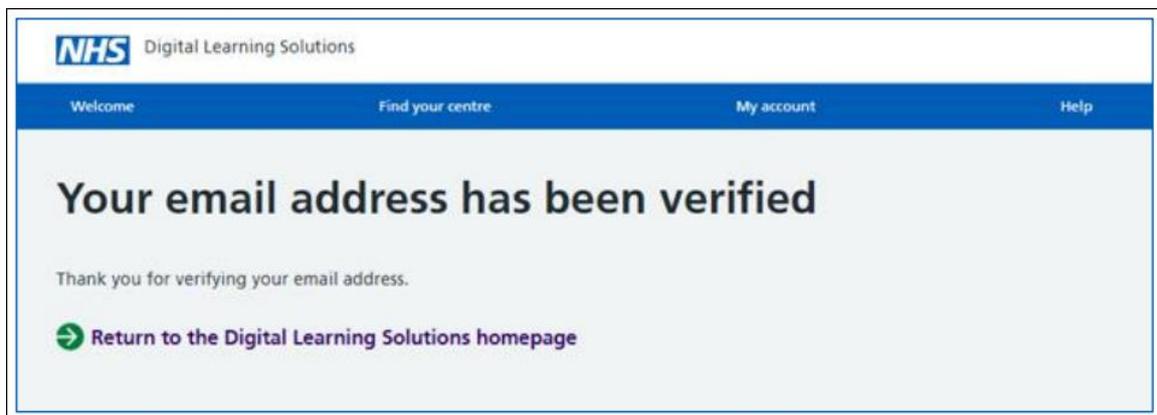
If you don't receive the email within a few minutes check your Junk folder. The link is valid for 14 days, if it expires you can resend the link from My account. There is no requirement to log in to access My account



8. You will receive an email to verify your email address. Go to your email and select the link



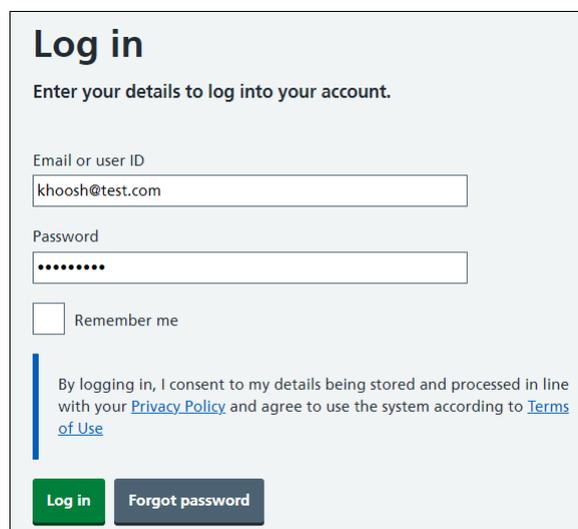
9. An on screen message will be displayed to confirm that your email address has been verified.



Select the link to return to the DLS homepage

10. Log back in to DLS

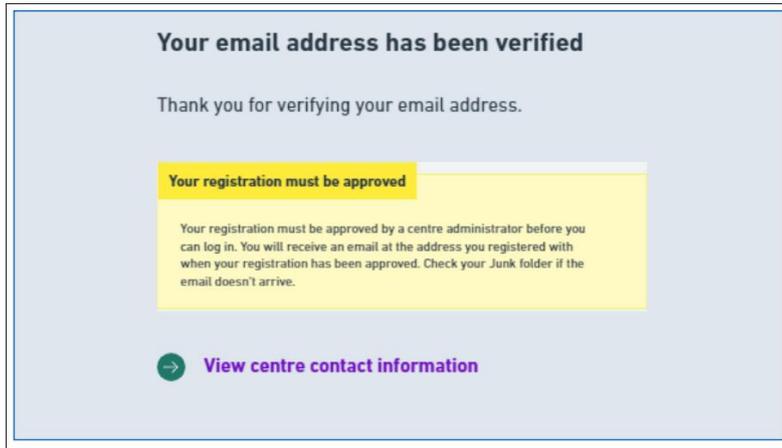
[Log in - Digital Learning Solutions \(dls.nhs.uk\)](#)



11. If you registered from a non-Trust location, you will see the below message

**Your registration must be approved**

You will have to wait until you receive an email confirmation that your DLS account has been approved (within 1 working day) before you can access the learning portal

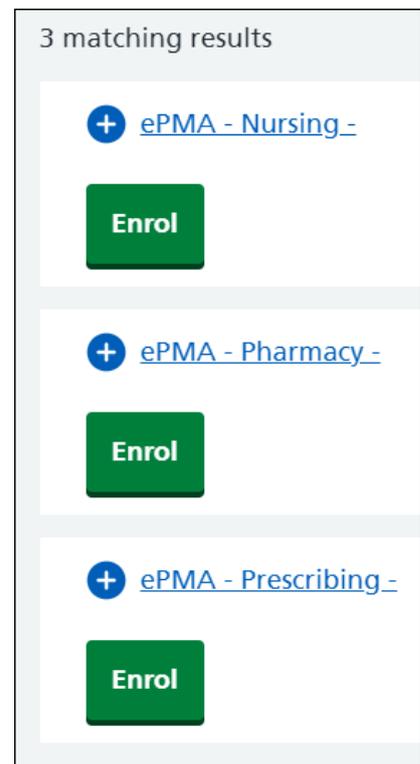


12. Click **Available activities** and search for 'epma'



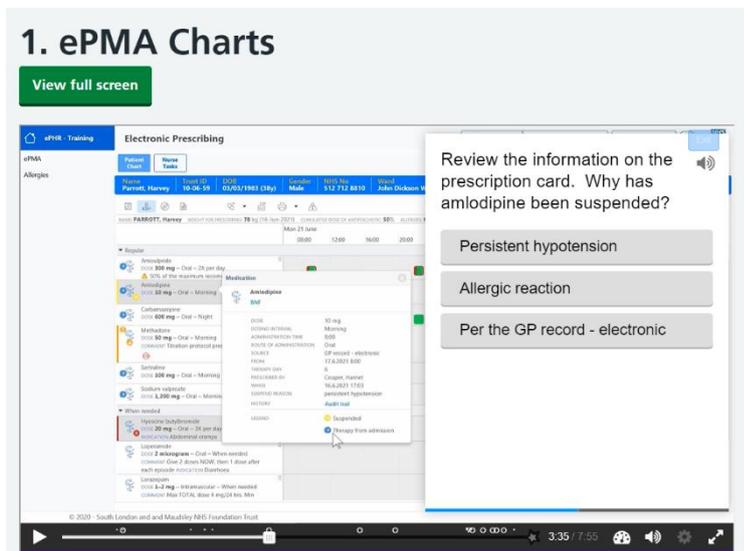
13. Click the green **Enrol** button for the course appropriate to your role:

- *Non-prescribing Nurses and Student Nurses can enrol in ePMA – Nursing*
- *Pharmacists and Pharmacy Technicians can enrol in ePMA - Pharmacy*
- *Doctors and Nurse Prescribers can enrol in ePMA – Prescribing*

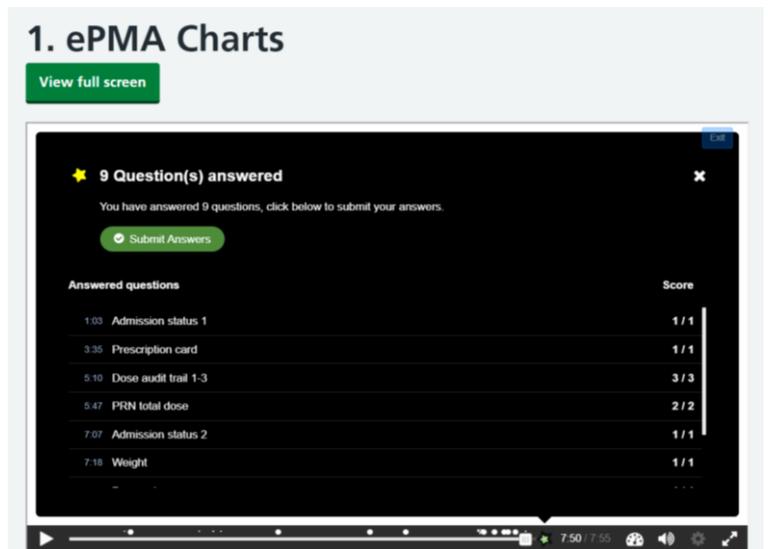


14. Work through each module in your course. As you go, you will be asked to click through certain activities on the screen, as if you were really using ePMA. Multiple choice competency questions are embedded within each module:

- *To view in full screen, use the diagonal arrows (bottom right) rather than the green button (which can distort the screen)*



15. At the end of each module, click the green **Submit Answers** button to mark the module as completed:



16. You will receive an email confirmation after completing all the modules in the course. Please keep this as a record of your learning and have it available when on shift. You will be asked for this evidence to be granted a temporary network/ePMA login.

17. If you already have a login for ePJS, the Trust's electronic patient record system, you will be notified when ePMA access has been added to your existing login.