

# USER GUIDE

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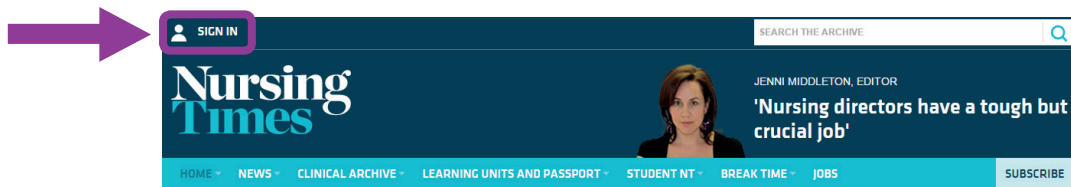


# How to access Nursing Times

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

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

Instructions on how to log into your Nursing Times account have been sent to you via email. If you haven't received them contact our customer services team on **+44(0)203 953 2000**, email [customerservices@nursingtimes.net](mailto:customerservices@nursingtimes.net) or click on the "Forgotten password" button.

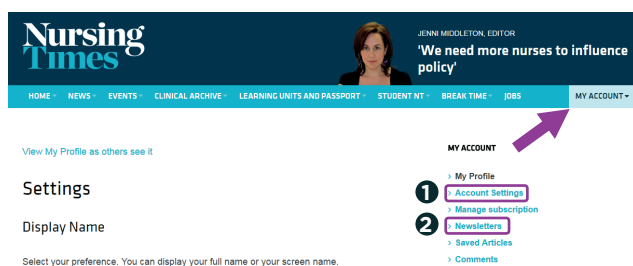
A screenshot of the 'Sign in' form on the Nursing Times website. The form has a title bar with a close button (X). It contains two input fields: 'Email Address' and 'Password', each with a red asterisk indicating a required field. Below the password field is a link for 'Forgotten password?' and a checkbox for 'Remember me'. A 'SIGN IN' button is located below the form. At the bottom of the form, there is a message: 'Already a Subscriber and need to create an online account for unlimited access to website content? Go to [Create Account](#) to activate your subscription'. A 'REGISTER' button is located at the bottom left of the form.

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 Nursing Times 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

You can change your email address in Account Settings as above after activating your account.

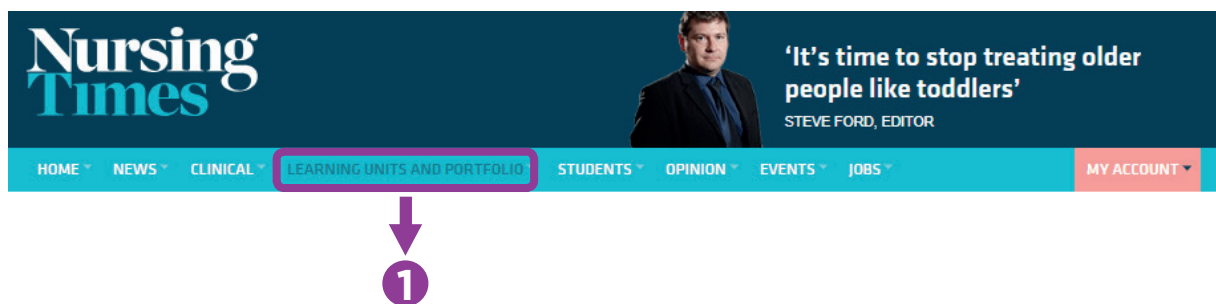
## 3. Sign up to receive Newsletters

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**

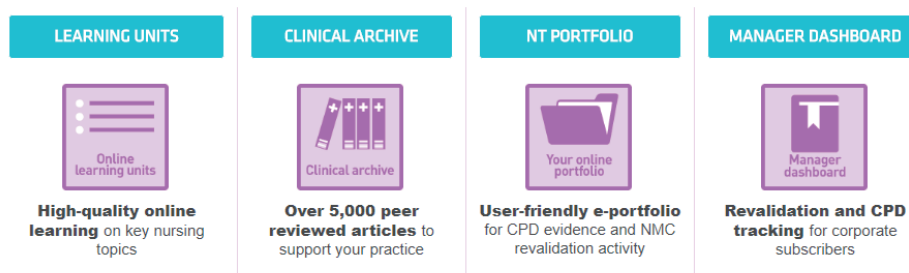
# Accessing the Nursing Times Learning system

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



## Nursing Times Learning: support for CPD and NMC revalidation

Where would you like to go?



# NT Portfolio

Your NT Portfolio 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 NT Portfolio 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 NT Portfolio 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 NT Portfolio as a PDF to take to appraisals and confirmation meetings.

## Adding evidence to your NT Portfolio

### Professional development

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

| Other professional development |                      |              |                |                  |                     |                      |    |
|--------------------------------|----------------------|--------------|----------------|------------------|---------------------|----------------------|----|
| 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                   |    |
| 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 NT Portfolio

## 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 NT Portfolio; 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.**

The screenshot shows the Nursing Times Learning website. At the top, there is a purple header with the 'Nursing Times Learning' logo on the left and navigation links for 'Learning Passport', 'Learning Units', 'Dashboard', and 'Exit' on the right. Below the header, there is a 'Manage courses' button. A search bar with the text 'Search units:' and a 'Go' button is present. Two learning unit cards are displayed below the search bar. The first card is titled 'Adverse Drug Reactions: Yellow Card Reporting Scheme' and features the MHRA logo. The second card is titled 'Catheter Care: Managing Indwelling Urinary Catheters in Adults' and features the Association for Continence Advice logo. Both cards include a brief description of the unit and a 'GO >>' link.

## Units consist of:

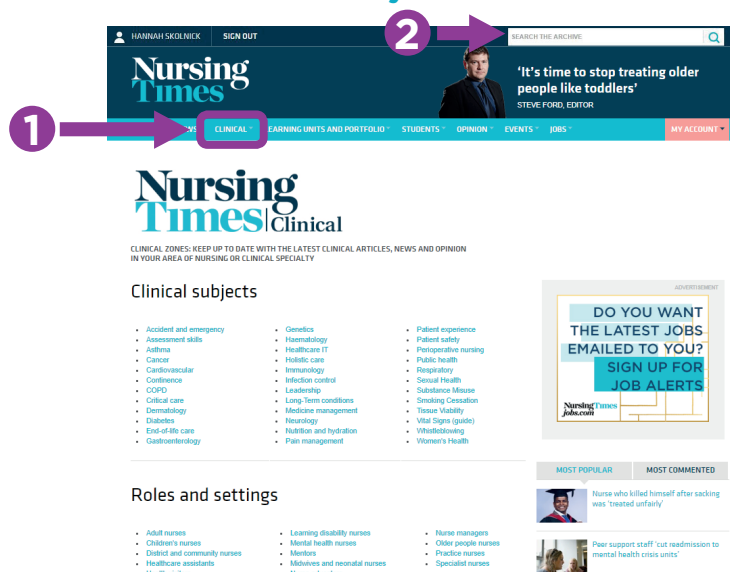
**Baseline assessment:** a test of your current knowledge on the topic

**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 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 clinical archive

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



1. Select **Clinical** the right-hand column of your organisation's homepage, 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)203 953 2000** (Monday to- Friday 9:00-17:30).