

# Admin User Guide

[www.npalearn.co.uk](http://www.npalearn.co.uk)



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# About

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**NPA Learn** is available to you **FREE** as part of your NPA membership subscription.

NPA Learn contains a **library of high-quality educational e-learning modules, videos and articles** to support the ongoing learning of NPA members. There is training suitable for **all abilities** ensuring your staff can **keep up to date and develop their skills and knowledge** to positively influence patient outcomes and customer experiences.

All registered staff get a secure, individual **learning log** to document their learning. Pharmacists and pharmacy technicians also have the ability to add their own **revalidation entries** to their record in line with GPhC requirements.

**Management dashboards** allow head office, company and branch managers to manage the learning of their staff colleagues.

# Admin register/login

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## Register

1. Go to [npa.co.uk/training](https://npa.co.uk/training) or log onto the NPA My Account page and click on the links to NPA Learn or go directly to [www.npalearn.co.uk](https://www.npalearn.co.uk)
2. Click on the "Admin Register" button.
3. Enter the email address associated with your NPA member account. Only entering this email address will enable you to complete your registration. Not sure what your NPA member account email is? Contact NPA Member Services.
4. Create your unique password (must be at least 8 characters long).
5. Next tell us your job role and country of practice so we can tailor the NPA Learn experience for you.
6. Agree to our Terms & Conditions and click on "Submit".
7. Congratulations you have now created your Admin account on NPA Learn and can view your "My Pharmacy" dashboard and start your own learning.

# Staff register/login

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**Register. Ensure all staff complete the below:**

1. Go to [npa.co.uk/training](https://npa.co.uk/training) or log onto the NPA My Account page and click on the links to NPA Learn or go directly to [www.npalearn.co.uk](https://www.npalearn.co.uk)
2. Click on the "Staff Register" button. Registration takes less than 1 minute to complete.
3. Enter their branch postcode or NPA Member ID so we can associate them with their pharmacy.
4. Create your unique password (must be at least 8 characters long).
5. Next tell us their job role, country of practice and topics of interest so we can tailor the NPA Learn experience for you.
6. Agree to our Terms & Conditions and click on "Submit".
7. Congratulations they have now created their learning account on NPA Learn. Before they can login and start learning they will see a message that they need you, as their branch admin to approve their registration.

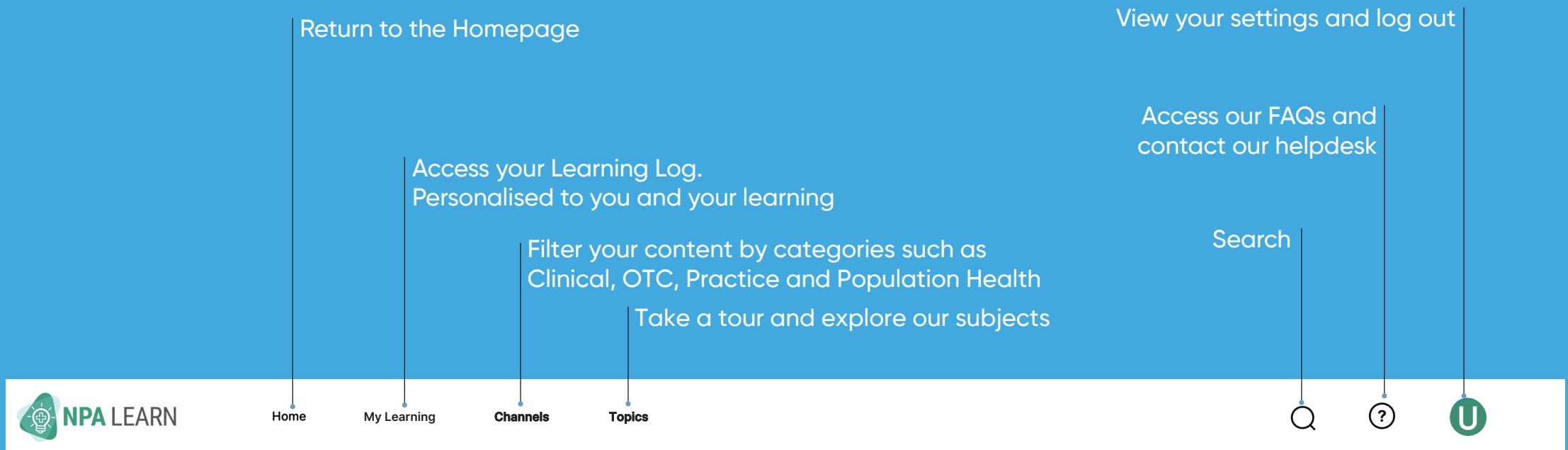
You will receive an automated email alert informing you that you have new staff members to approve incl. list of staff names. You will need to log into your NPA Learn account, go to your "My Pharmacy Staff Dashboard" and either approve or reject each staff profile (for example if you don't recognise them) . Once approved, staff member gets an automated email telling them their NPA Learn account login is now activated.

## **Login**

Next time you login enter either your NPA member number or email address and unique password. If you forget your password, click on the "forgotten password" link.

# Navigation: Menu

Use the navigation bar at the top to access the Homepage, My Learning dashboard and Explore tab.



# Homepage

Your homepage will evolve with you, based on your searches and the content you consume.

It will also be personalised to you, based on your job role and topics you selected as part of the registration process.

## Learning

CH 2022 >



### ... a grip on opioid usage

... comes to tackling the over-prescribing of ...s, growing NHS waiting lists may be undoing ...ood work. ...in Article



### Clinical ... Chronic pain

Improve your understanding of chronic pain and its management. 5 Min Article

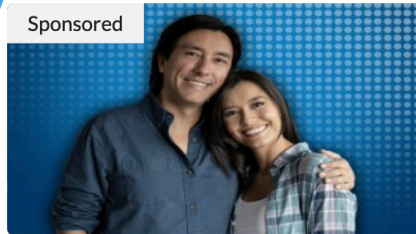


### Clinical ... Medication madness?

Pharmacists should play a lead role in reducing the harmful effects of opioid use linked to chronic pain. 6 Min Article

## Latest Modules

Sponsored



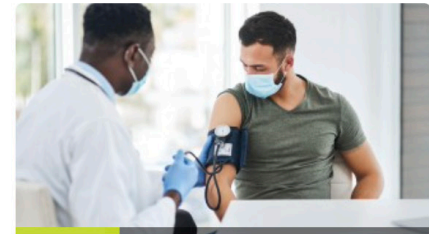
### OTC ... Advising on EPs in a COVID era

With research suggesting possible link



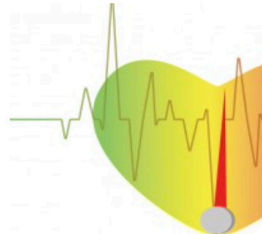
### ... Running your business ... Influencing one on one

This module could be useful in your



### Clinical ... Hypertension: part two

The steps community pharmacy



### Clinical ... Hypertension: part one

The steps community pharmacy

# My Pharmacy

Click on the "My Pharmacy link" in the main navigation menu.

You can now view and monitor the training your staff have completed at a company, branch or individual staff level.

You can download learning reports for further data analysis

The screenshot shows the NPA Professional Development dashboard. At the top, there is a navigation bar with the NPA LEARN logo, Home, My Pharmacy, My Learning, and Explore links. A search icon, help icon, and user profile (NA) are also present. Below the navigation bar, the title "NPA - Professional Development" is displayed, along with a "Download" button. A teal "Dashboard" bar is below the title. The main content area features several filter sections: "Start date" (calendar icon, Start), "End date" (calendar icon, End), "Module" (Search by module label), "Staff" (Search by staff name), "Topic" (coug, Cough & cold), and "Category" (Search by module category). A "Group By" dropdown is set to "Content Title". An "Apply Filters" button is located to the right of the filters. Below the filters is a table with the following data:

	Title	Published	Staff Started	Staff Completed	Completion Rate (%)	Assessment Completed	Avg Assessment Score	
	Pancreatic cancer – the role of the pharmacy team	17 Sep 2017	1	0	0 %	0	0 %	<a href="#">View detail</a>
	Coughs	28 Nov 2016	1	1	100 %	0	0 %	<a href="#">View detail</a>
	Reducing the risk of dispensing errors	07 Nov 2016	1	0	0 %	0	0 %	<a href="#">View detail</a>



# My Pharmacy

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## How to use:

Start by searching for a training course, for example "Coughs". Click on "Apply Filters". You can now see how many of your colleagues in total have taken and completed this course.

Now go to the "Group by" field and change the view to "branch". Click on "Apply Filters". You can now see how many of your colleagues at a branch level have taken and completed this course.

Now go to the "Group by" field and change the view to "staff". Click on "Apply Filters". You can now see which individual staff have taken and completed this course.

# Your Learning Log

Click the My Learning button in the main menu to view your personalised Learning Log.

**NPA LEARN** Home My Learning Explore

Monica West, why don't you complete CPD module: Smoking cessation?

## My Learning

Welcome to your learning log. Here you can track your progress and record your learning outcomes.

Completed (0) **In Progress (2)** Bookmarked (0) [Add Learning record](#)

**Hypertension: part two**  
Clinical  
The steps community pharmacy professionals need to take to look after patients with hypertension.  
Start Date: 11 Mar 2022  
End Date: 21 Mar 2022

**CPD module: Smoking cessation**  
Clinical  
How can community pharmacists help people to quit smoking?  
Start Date: 20 Aug 2021  
End Date: 21 Mar 2022

Add learning records in line with your GPhC requirements.

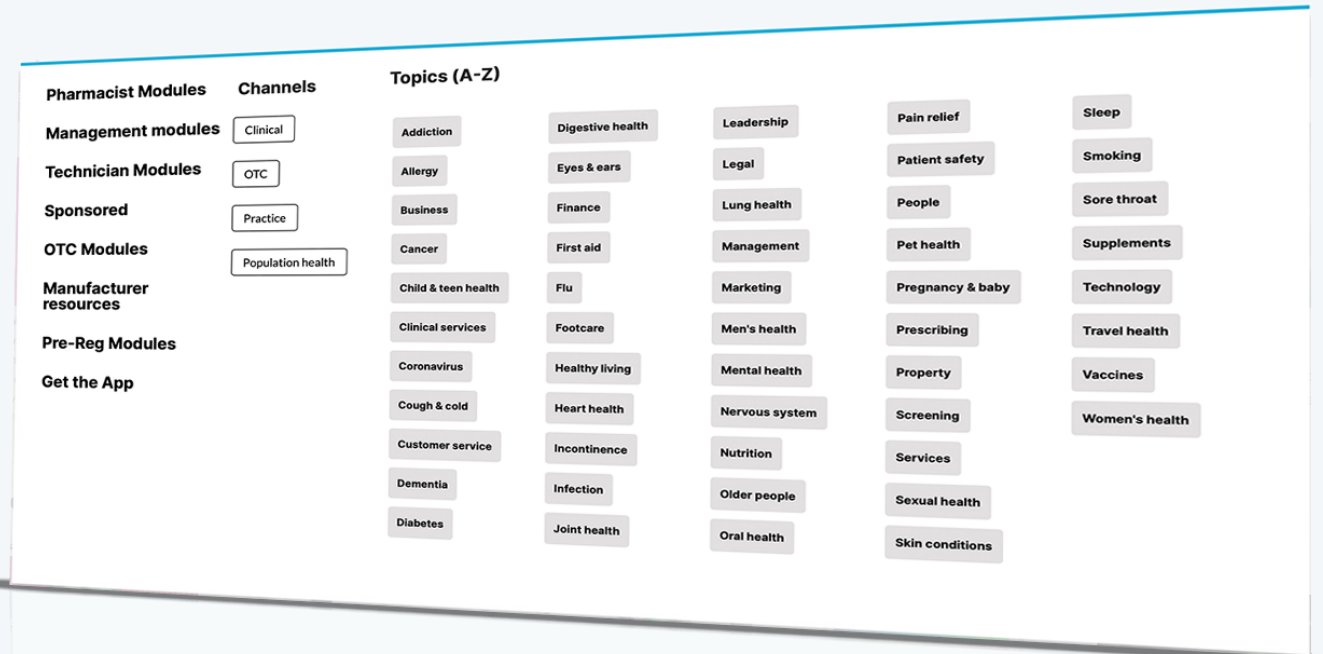
View modules you have completed and those you haven't finished yet (In Progress). You can also bookmark modules to return to later

# Topics

Click on Topics to discover an A-Z of topics and categories and an extensive list of your top content pages.

You can even follow topics you are interested in.

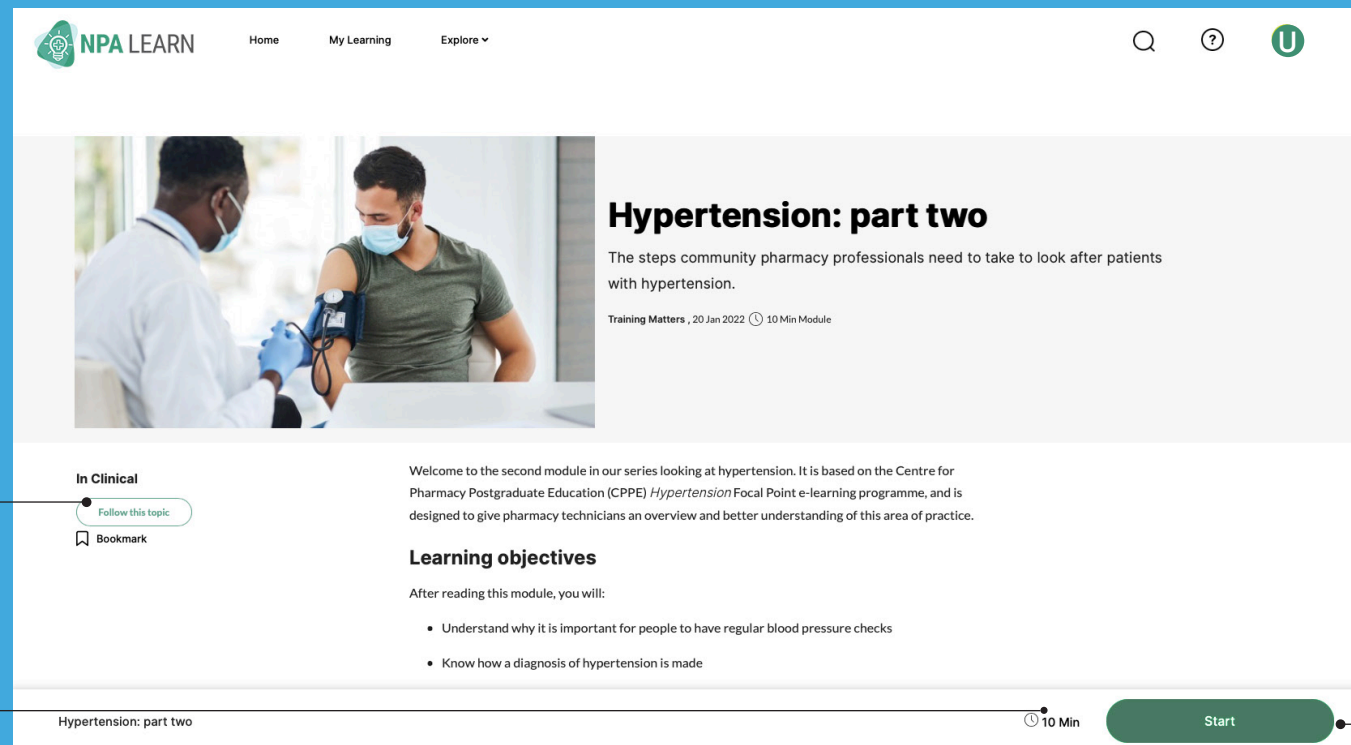
Use the channels to find quick links to what you're looking for.



# Courses

Take courses to add to your personalised Learning Log and complete your requirements.

Courses are made up of learning content, videos, pharmacy scenarios and quizzes for you to complete.



The screenshot shows the NPA LEARN website interface. At the top, there is a navigation bar with the logo, 'Home', 'My Learning', and 'Explore' menus, along with search, help, and user profile icons. The main content area features a large image of a pharmacist measuring a patient's blood pressure. To the right of the image, the course title 'Hypertension: part two' is displayed in bold, followed by a description: 'The steps community pharmacy professionals need to take to look after patients with hypertension.' Below this, it indicates the course is from 'Training Matters', dated '20 Jan 2022', and is a '10 Min Module'. Underneath the image, there is an 'In Clinical' section with a 'Follow this topic' button and a 'Bookmark' icon. The 'Learning objectives' section states: 'After reading this module, you will:' followed by two bullet points: 'Understand why it is important for people to have regular blood pressure checks' and 'Know how a diagnosis of hypertension is made'. At the bottom of the page, the course title 'Hypertension: part two' is repeated, along with a '10 Min' duration indicator and a prominent green 'Start' button.

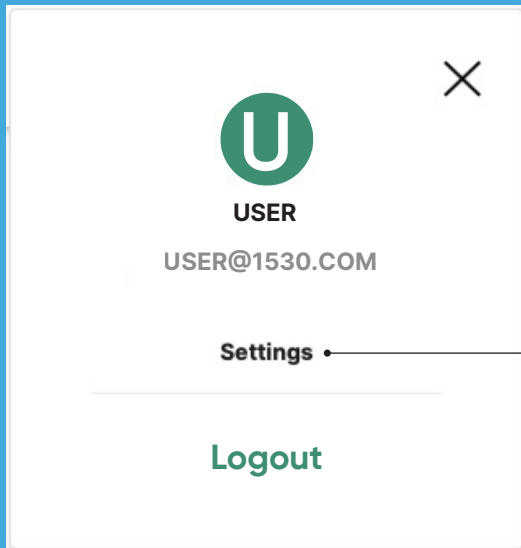
You can bookmark a module if you haven't got the time to complete it straight away

See how long each module takes to complete

Start modules at any time. If you run out of time, you can even return later to complete a module right where you left off

# Managing your account/helpdesk

Manage your info, privacy and security to make NPA Learn work better for you.

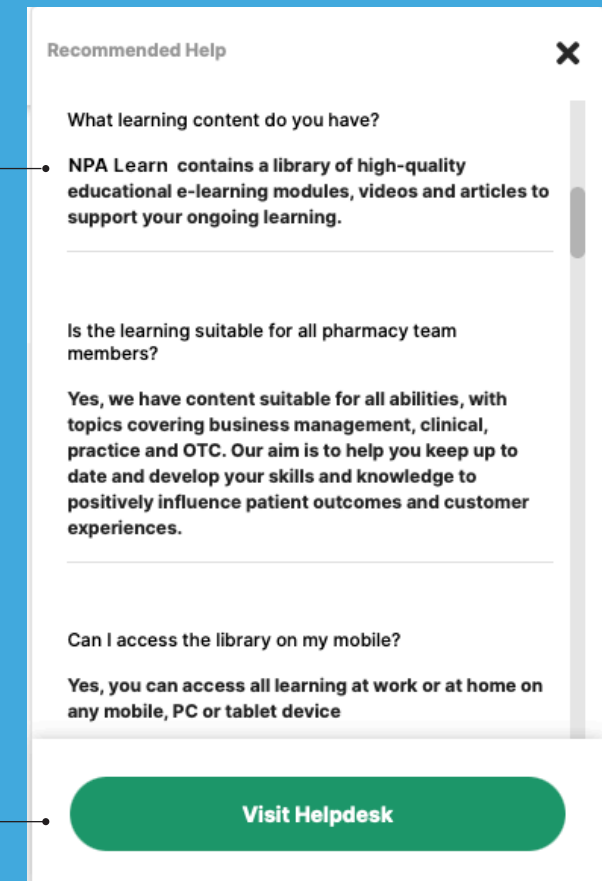
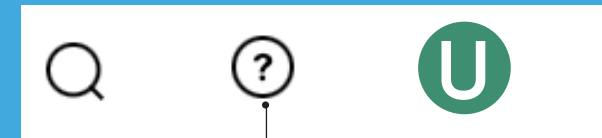


Find all your user settings here

You can find our Helpdesk by clicking on the question mark symbol on the top right-hand side of the dashboard.

Here you will find answers to common questions and be able to visit the Helpdesk for further support with registration, Login, Settings and more.

Discover your support hub:



Visit Helpdesk

# Contact

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If you need any assistance please contact NPA Member Services  
([MemberServices@npa.co.uk](mailto:MemberServices@npa.co.uk))