

## Accessing PAC Plan E-Learning Course

Dear delegate. This e-learning is a 20minute course introducing the PAC plan. It makes up a key part of the 'Handling Difficult News in Paediatrics' workshop. Please ensure this is completed prior to attending the day. This course is available via ESR for NHS Wales. The course can be accessed in most cases as follows:

1. Log on to ESR -my.esr.nhs.uk (you can do this at home but must have authorised home use initially on a NHS computer).
2. Click on my learning.
3. Click on course catalogue and search for the course 000NHSWales-PAC Plan (or just search PAC plan)
4. Click Apply.
5. Go back into my courses and it should now be on your course list click Play to start.

Trusts vary in their access to ESR. If the above does not work try the following:

1. This link will take you straight to the course once logged in (please see guide below):

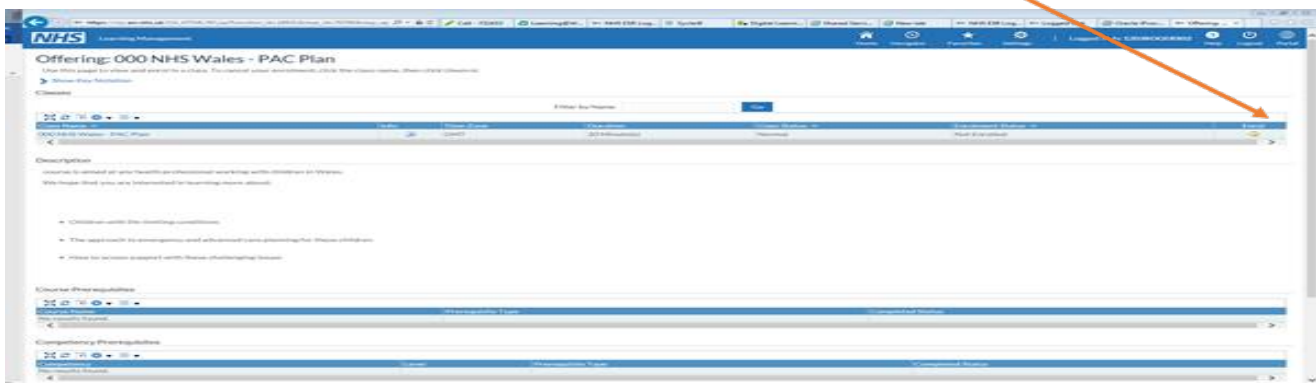
[https://my.esr.nhs.uk:443/OA\\_HTML/RF.jsp?function\\_id=18931&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US&oas=UjPqSZf7UEI3CZgZcQFAWA..&params=Ug9cVKIO8i6jF8QmVTq4Ik09OwEi-TM3dHVK7JzmFFvjqmc8GjONz5gXLYn7DUgptax8Rco9sNU9t8L0CNyxAA](https://my.esr.nhs.uk:443/OA_HTML/RF.jsp?function_id=18931&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US&oas=UjPqSZf7UEI3CZgZcQFAWA..&params=Ug9cVKIO8i6jF8QmVTq4Ik09OwEi-TM3dHVK7JzmFFvjqmc8GjONz5gXLYn7DUgptax8Rco9sNU9t8L0CNyxAA)

2. When using the hyperlink you will be prompted to login to ESR, then select the responsibility (URP)



Where staff only have access to Employee Self Service this will be the only option displayed.

3. Select employee self service and you will be able to enrol on the course



If at this point the course is not listed then the user is already enrolled/subscribed to the course and can click 'play' to start the e-learning module.

Any technical issues regarding access to ESR or accessing the course please contact learning Wales support helpdesk on 01443 848636 or [learning@wales.nhs.uk](mailto:learning@wales.nhs.uk)