



Better  
**Skills**

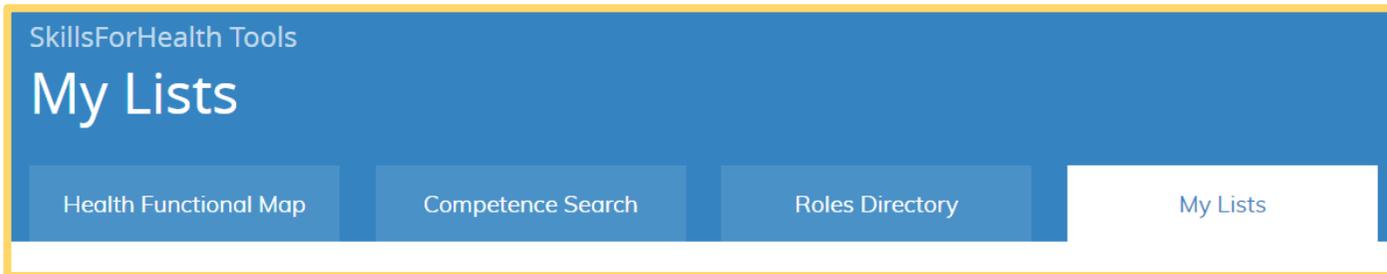
Better  
**Jobs**

Better  
**Health**

# My Lists

## User Guide

Step by step instructions

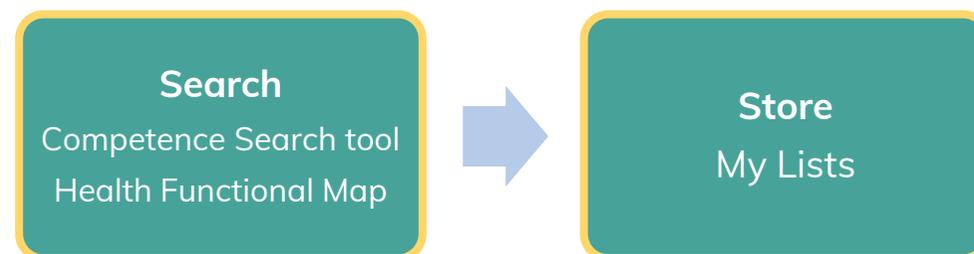


## My Lists Tool

The “My Lists” tool has been designed to allow you to store your own unique collection of competences for any purpose. For Example, competence lists could relate to a service, pathway, role/team profile or modules of learning etc.

This environment has been designed to make it easier for you to access your work and to improve flexibility and efficiency when working with competence lists.

This document is a step-by-step guide on how to use the My List tool, it covers the following topics:



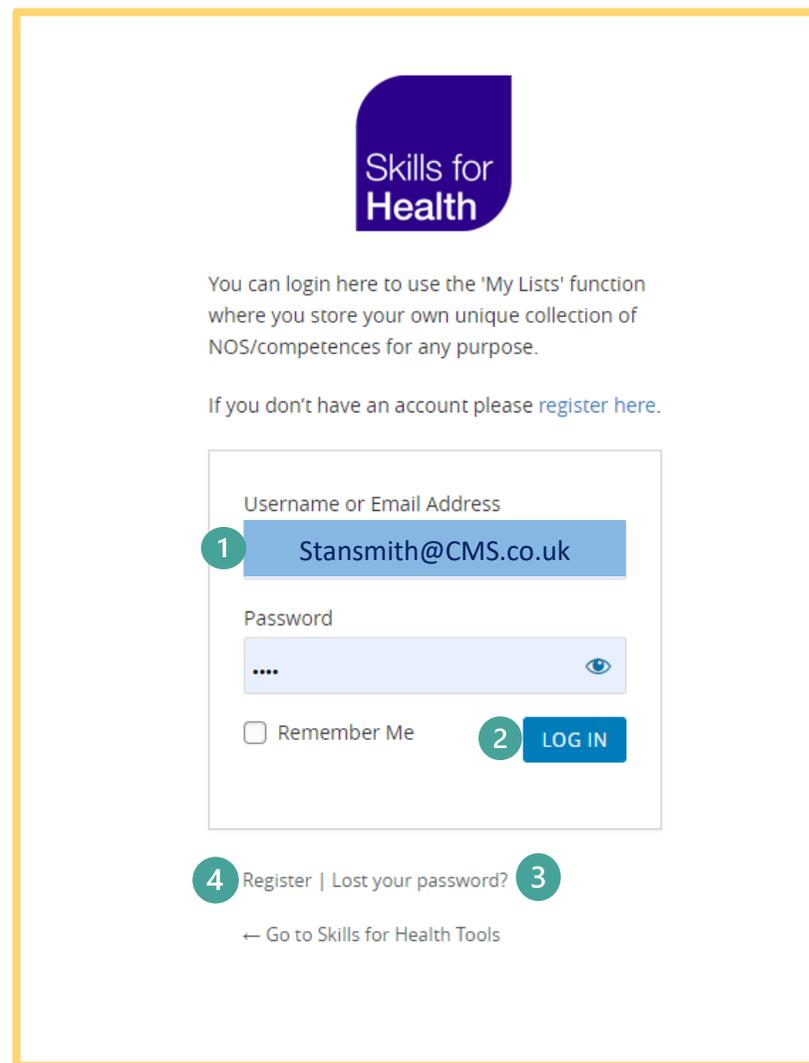
1. [Logging in](#)
2. [Choosing the My List tool](#)
3. [My Lists homepage description](#)
4. [Creating a new folder or list](#)
5. [Moving lists and folders](#)
6. [View a list or specific competence](#)
7. [Edit a folder/list title](#)
8. [Copy a list/folder](#)
9. [Remove a folder/list](#)
10. [Share a list/folder](#)
11. [Print a list of competences](#)
12. [Export a list of competences](#)



## Logging in

To access the My Lists functionality of the competence tools you must login if you have an account. If you do not have an account, you will need to register for one.

1. **Username** – enter your **username** or **email address and password**
2. **Log in** – click on **login** to submit your credentials and access the tools.
3. **Lost your password?** If you have an account but have lost your log in credentials, click on the **Lost your password** and follow the on-screen instructions to reset your password.
4. **Register for an account** – please click on **Register** and follow the on-screen instructions to register for an account.



The screenshot shows the Skills for Health login interface. At the top is the Skills for Health logo. Below it is a text block explaining the login process and a link to register. The login form contains a text input for 'Username or Email Address' with the value 'Stansmith@CMS.co.uk' and a '1' callout. Below that is a password input field with a '2' callout. To the left of the password field is a 'Remember Me' checkbox. To the right is a blue 'LOG IN' button with a '2' callout. At the bottom of the form are links for '4 Register | Lost your password?' and '3'. Below the form is a link '← Go to Skills for Health Tools'.

Skills for Health

You can login here to use the 'My Lists' function where you store your own unique collection of NOS/competences for any purpose.

If you don't have an account please [register here](#).

Username or Email Address

1 Stansmith@CMS.co.uk

Password

2

Remember Me

2 LOG IN

4 Register | Lost your password? 3

← Go to Skills for Health Tools

## Choosing the My Lists Tool

When you log into the competence tools, you will arrive at the tools access page and see a blue banner with four tabs.

- Health Functional Map
- Competence Search
- Roles Directory
- My Lists

Click on the **My Lists** tab. When you click on the tab, the My Lists tool will open beneath and the tab will become white.

To view any saved lists of competences in the future, you will need to use this tool.

The screenshot shows the 'SkillsForHealth Tools' interface. At the top, there is a blue banner with the text 'SkillsForHealth Tools' and 'My Lists'. Below the banner, there are four tabs: 'Health Functional Map', 'Competence Search', 'Roles Directory', and 'My Lists'. The 'My Lists' tab is highlighted in white. Below the tabs, there is a blue button labeled 'My Lists'. To the right of this button are two buttons: 'EXPAND ALL' and 'CONTRACT ALL'. Further right, there is a row of action buttons: 'EXPORT', 'PRINT', 'EDIT', 'COPY', 'REMOVE LIST', 'SHARING', and 'ADD LIST'.

## My Lists homepage description

1. **EXPAND ALL** – enables you to view all the lists you hold and all the competences within these lists.
2. **CONTRACT ALL** – reduces your lists down to titles only
3. **EXPORT** – saves a highlighted list to an excel workbook
4. **PRINT** – produces a PDF copy of the list of competences within a highlighted list
5. **EDIT** – enables you to make amendments to the title and description of a highlighted list or folder
6. **COPY** – make a copy of the highlighted list as a duplicate list within your My Lists
7. **REMOVE LIST** – removes the list and all associated competences from your My Lists
8. **SHARING** –share a list of competences with another My Lists user
9. **ADD LIST** – creates a new list in which to save your chosen competences

SkillsForHealth Tools

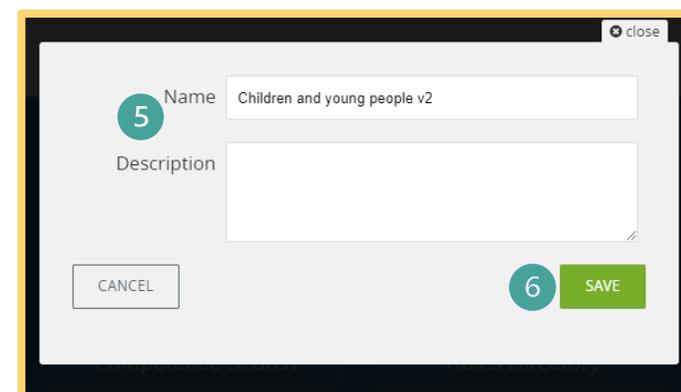
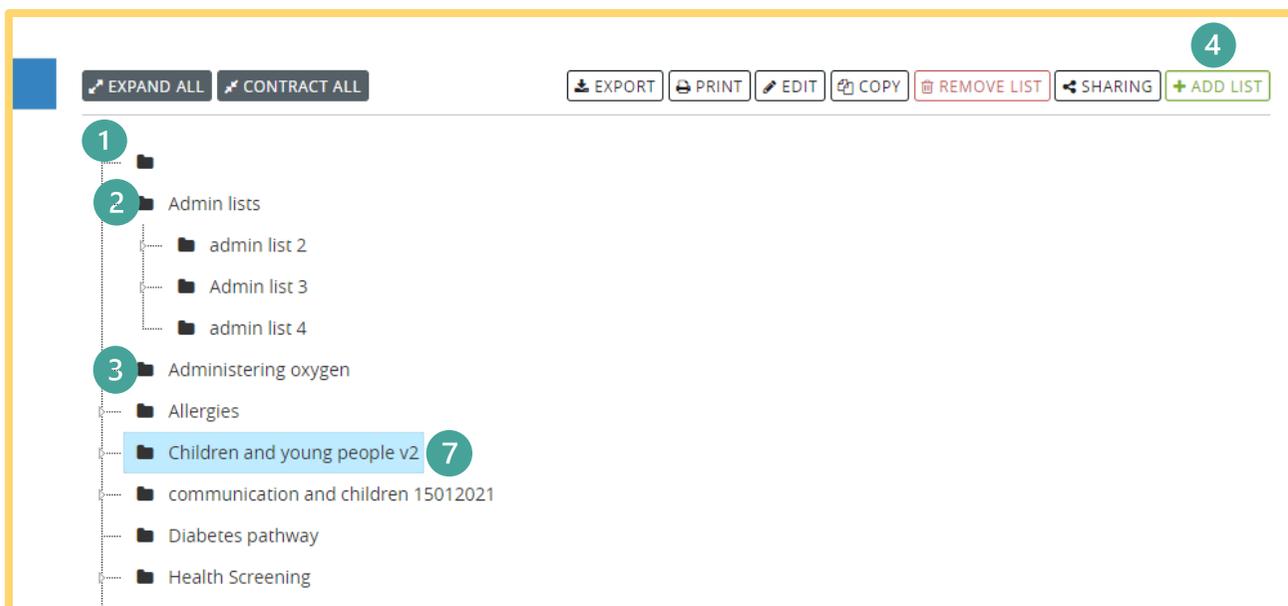
# My Lists

Health Functional Map    Competence Search    Roles Directory    My Lists

My Lists    1 EXPAND ALL    2 CONTRACT ALL    3 EXPORT    4 PRINT    5 EDIT    6 COPY    7 REMOVE LIST    8 SHARING    9 ADD LIST

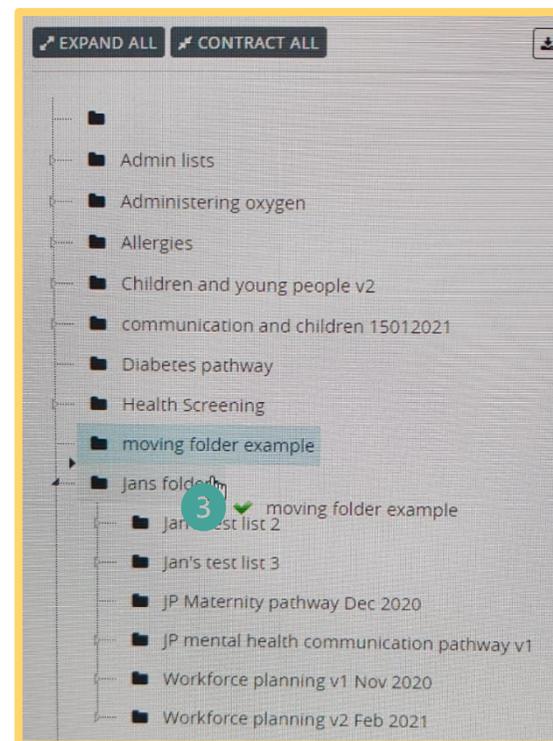
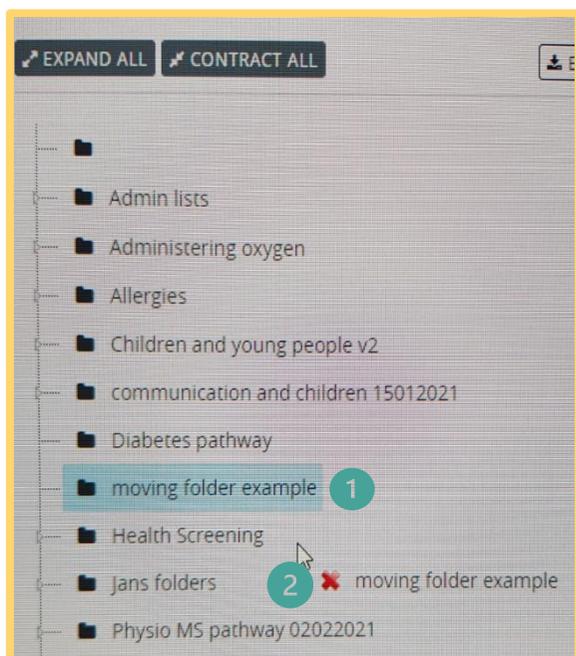
## Creating a new folder or list

1. Lists and folders are organised alphabetically along a main spine.
2. A folder can contain several separate lists of competences, or,
3. A folder can itself be a list of competences.
4. To create a new folder or list, click **ADD LIST**
5. A pop-up screen will appear where you can enter a title and description.
6. Press **SAVE**
7. The screen will return to the main My List Spine where you will see your newly named folder/list title along the main spine.  
If you wish to create a new list in an existing folder, simply highlight the folder title and click **ADD LIST**. Follow steps 5 and 6 above.



## Moving lists and folders

1. Should you wish to move a list into a different folder, highlight the list title you wish to move, hold down the left mouse button and 'drag and drop' in your chosen folder by releasing the mouse button.
2. A red X will indicate the list you are moving has not found a suitable location and if dropped will return to its starting place.
3. A green tick indicates you can drop the list and it will re-join the spine. You can move a list as many times as you wish.



## View a list, or a specific competence within a list

1. To View a list of competences, click on the list title you wish to view. The list will expand to show you all the competences contained within that list.
2. To view a specific competence from the list you have opened, you can either double click on the competence title or click **VIEW COMPETENCE**.
3. A PDF of the competence will open in a new window.

EXPAND ALL CONTRACT ALL EXPORT PRINT EDIT COPY

- Admin lists
- Administering oxygen 1**
  - CHS19.2012 Undertake routine clinical measurements Updated 8th May 2012
  - CHS55 Facilitate the individual's management of their condition and treatment plan Updated 27th July 2011
  - CHS72 Help individuals to use oxygen safely and effectively Updated 27th July 2011
  - CHS78 Administer oxygen safely and effectively Updated 27th July 2011
  - GEN82 Check, connect and disconnect medical gas cylinders and outlets Updated 26th July 2011
- Allergies
- Children and young people v2
- communication and children 15012021
- Diabetes pathway
- Health Screening
- Jans folders
- Physio MS pathway 02022021

EXPAND ALL CONTRACT ALL REMOVE COMPETENCE VIEW COMPETENCE COPY ADD LIST

- Admin lists
- Administering oxygen
  - CHS19.2012 Undertake routine clinical measurements 2** Updated 8th May 2012
  - CHS55 Facilitate the individual's management of their condition and treatment plan Updated 27th July 2011
  - CHS72 Help individuals to use oxygen safely and effectively Updated 27th July 2011
  - CHS78 Administer oxygen safely and effectively Updated 27th July 2011
  - GEN82 Check, connect and disconnect medical gas cylinders and outlets Updated 26th July 2011

PRINT DOWNLOAD PDF

**B** **3** Skills for Health

### CHS19.2012 Undertake routine clinical measurements

**OVERVIEW**

This standard covers taking and recording routine clinical measurements to establish a baseline for future comparison or as part of the individual's care plan. The recording of such measurements must take into account the individual's overall condition. It is important that where you have any concerns regarding your ability to correctly take these clinical measurements, or if you are at all unsure of your readings, you must ask another competent member of staff to check your recordings to ensure the correct actions can be instigated without delay. These activities could be done in a variety of care settings, including hospital wards and other departments including out patients, nursing homes, the individuals own home and GP surgeries. Users of this competence will need to ensure that practice reflects up to date information and policies. Version No 2

**KNOWLEDGE AND UNDERSTANDING**

You need to know and understand:

1. the current European and National legislation, national guidelines, organisational policies and protocols in accordance with any Clinical/Corporate Governance which

## Edit a list or folder title and description

A list of folder title and/or description can be edited any time after it has been created.

1. Click on the folder/list title you wish to edit.
2. Once the folder/list title has been highlighted click **EDIT**.
3. A pop-up screen will open where you can edit the title and description as required.
4. **SAVE** your changes.
5. View the edited folder/title in your My lists.

close

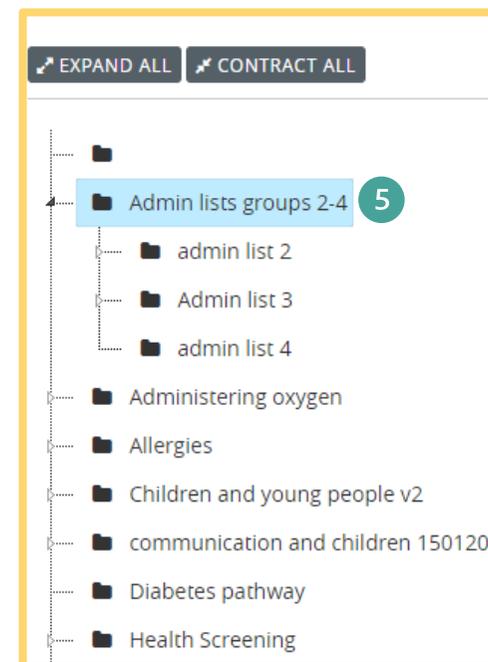
Name Admin lists groups 2-4

3

Description Admin functional groups 2,3 and 4

CANCEL

4 SAVE



## Copy a folder/list

You can make duplicates of competences in a list by copying the list.

1. Highlight the list you wish to copy
2. Click **COPY**
3. The duplicate list title will appear in your My lists with the same title as the original list followed by copy 1 or copy 2, copy 3 etc depending on how many times you copy the list.
4. If required, you can change the name of the copy list by highlighting the copy list title and clicking **EDIT**.

EXPAND ALL CONTRACT ALL

EXPORT PRINT EDIT COPY REMOVE LIST SHARING ADD LIST

- Admin lists groups 2-4
- Administering oxygen** 1
- Allergies
  - Allegy testing
  - Allergies pathway 2
  - Allergy pathway v 1 Jan 21
- Children and young people v2
- communication and children 15012021
- Diabetes pathway
- Health Screening
- Jans folders

EXPAND ALL CONTRACT ALL

EXPORT PRINT EDIT

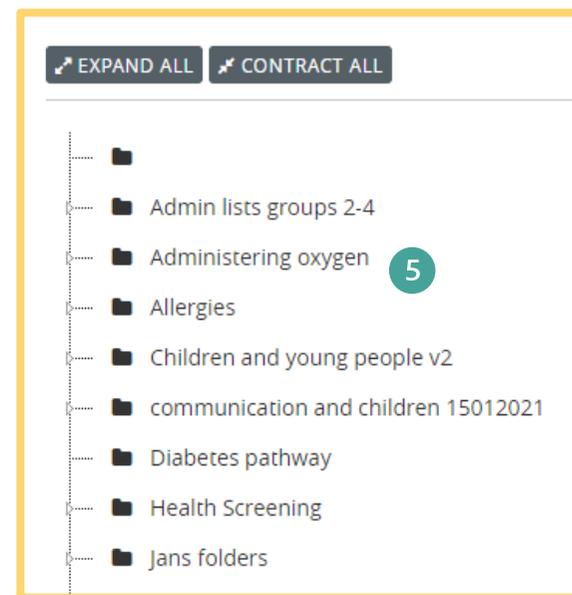
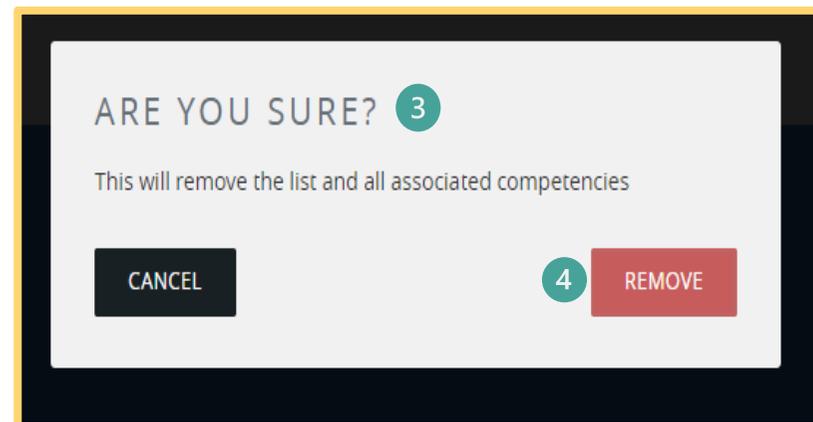
- Admin lists groups 2-4
- Administering oxygen
- Administering oxygen - copy 1** 3
- Allergies
- Children and young people v2
- communication and children 15012021
- Diabetes pathway
- Health Screening
- Jans folders



## Remove a folder or list

Folders and lists can be removed at any time after they have been created.

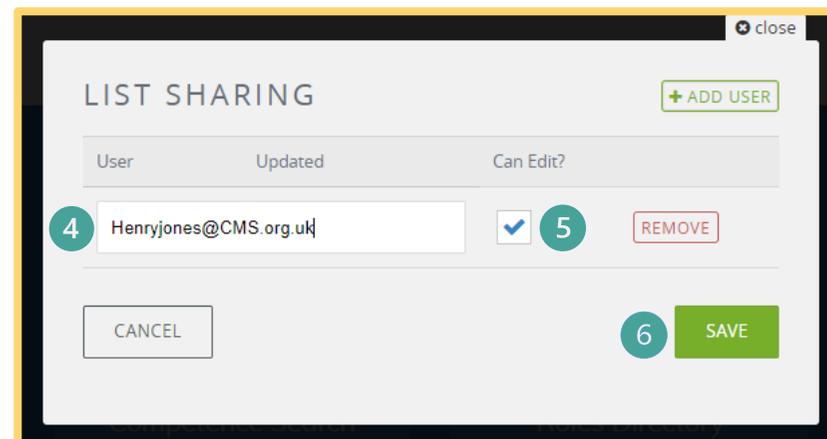
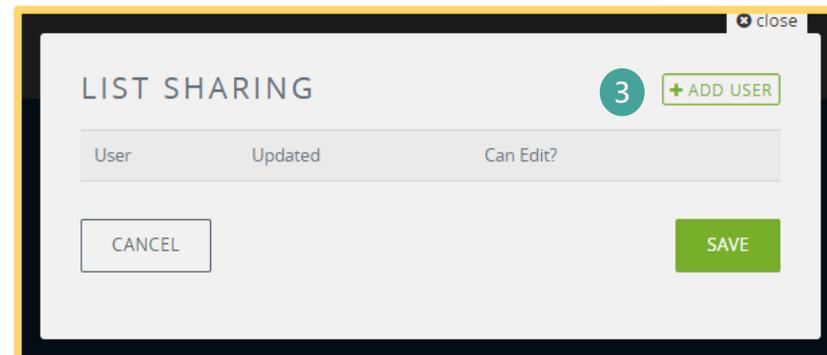
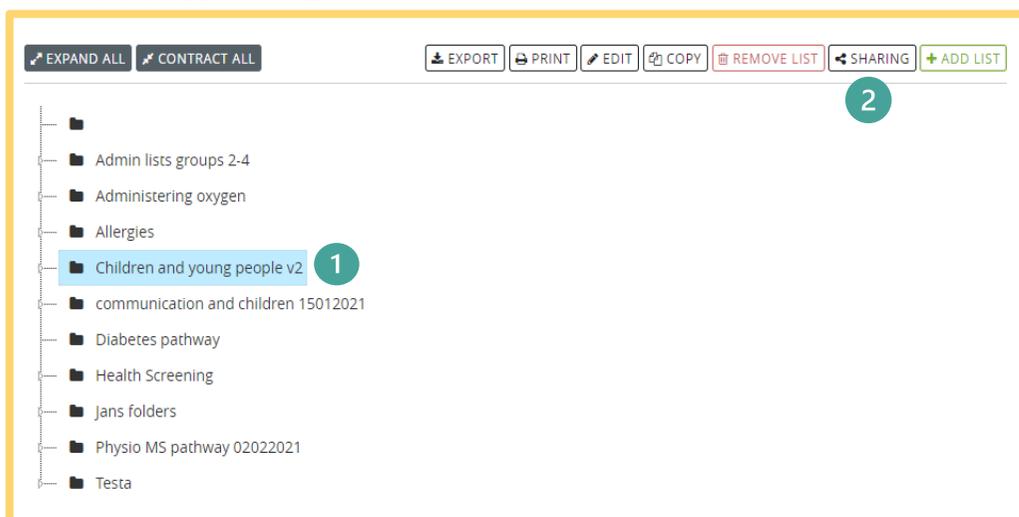
1. Select the folder/list you wish to remove by clicking on the title once to highlight it.
2. Once the folder /list has been highlighted click on **REMOVE LIST**
3. A pop-up screen will appear asking are you sure you wish to remove the folder/list and all associated competences.
4. Confirm by clicking **REMOVE**
5. When you view the My Lists after removal the list removed can no longer be seen.



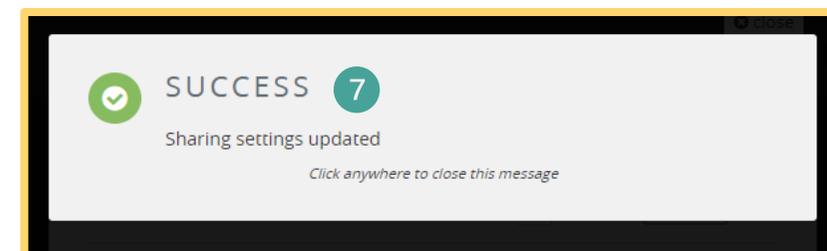
## Share a folder/list

The **SHARING** tab allows you to share your folders list with other users of the competence tools.

1. Select the Folder/list you wish to share by clicking on the title which will highlight the folder/list.
2. Once the folder/list is highlighted click **SHARING**
3. A small pop-up screen will appear, click **ADD USER**
4. The pop-up screen will expand to allow you to add in either the usernames or email addresses of whom you wish to share the folder/list with.
5. You can also decide whether the recipient can have full editing rights on the list you are sharing by clicking the **Can Edit** box
6. Press **SAVE**



7. A pop-up screen will appear to confirm you have successfully shared the folder/list.



## Print a list

1. To print a list of competences from within your My lists, click and highlight the list title you wish to print.
2. Click **PRINT**
3. A PDF document will open with a summary of all the competences contained in the list including their title, reference code, Health Functional Map reference and overview. The PDF document can either be printed or saved to your computer.

EXPAND ALL CONTRACT ALL

EXPORT PRINT EDIT COPY

Admin lists groups 2-4

**Administering oxygen** 1

- CHS19.2012 Undertake routine clinical measurements  
Updated 8th May 2012
- CHS55 Facilitate the individual's management of their condition and treatment plan  
Updated 27th July 2011
- CHS72 Help individuals to use oxygen safely and effectively  
Updated 27th July 2011
- CHS78 Administer oxygen safely and effectively  
Updated 27th July 2011
- GEN82 Check, connect and disconnect medical gas cylinders and outlets  
Updated 26th July 2011

3

Skills for Health

**Administering oxygen (5 items)**

[CHS19.2012 - Undertake routine clinical measurements](#)  
Updated: 2012-05-08 14:13:28

Ref: CHS19.2012  
Status: Published  
HFM: [B8.1](#)

This standard covers taking and recording routine clinical measurements to establish a baseline for future comparison or as part of the individual's care plan. The recording of such measurements must take into account the individual's overall condition. It is important that where you have any concerns regarding your ability to correctly take these clinical measurements, or if you are at all unsure of your readings, you must ask another competent member of staff to check your recordings to ensure the correct actions can be instigated without delay. These activities could be done in a variety of care settings, including hospital wards and other departments including out patients, nursing homes, the individuals own home and GP surgeries. Users of this competence will need to ensure that practice reflects up to date information and policies. Version No 2

---

[CHS55 - Facilitate the individual's management of their condition and treatment plan](#)  
Updated: 2011-07-27 09:27:33

Ref: CHS55  
Status: Published  
HFM: [B3.6.2](#)

This standard relates to the provision of advice, guidance and information to individuals and relevant others on the day-to-day management of their condition and arrangements for their treatment plan. This standard is applicable to a wide range of health contexts in emergency, primary and secondary care. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

---

[CHS72 - Help individuals to use oxygen safely and effectively](#)  
Updated: 2011-07-27 14:40:21

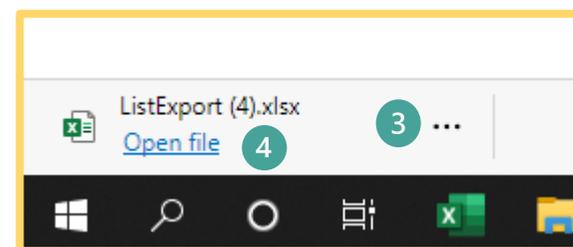
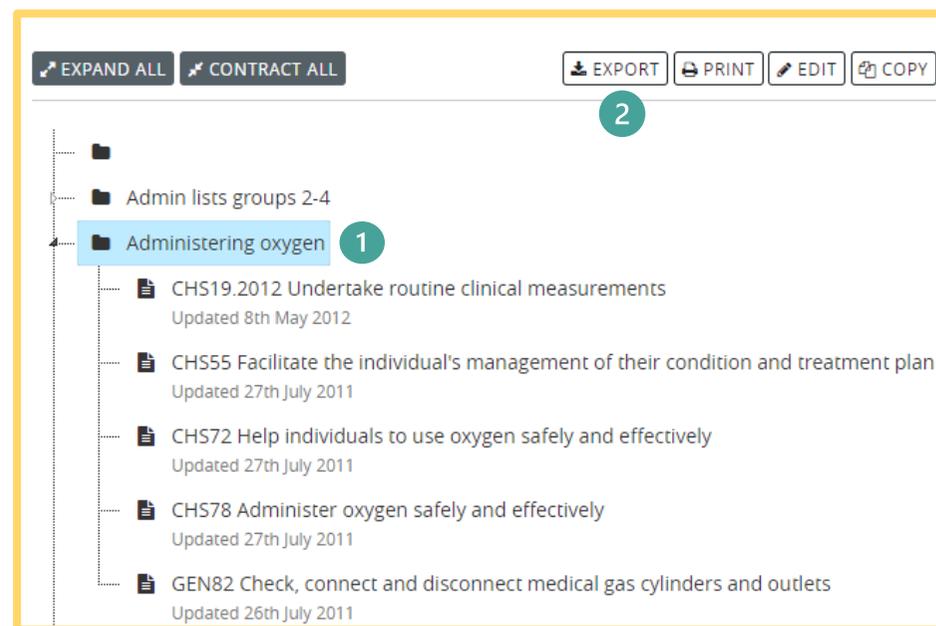
Ref: CHS72  
Status: Published  
HFM: [B15.8](#)

This standard is about helping individuals to use oxygen safely and effectively. It also includes adhering to Health and Safety and the Control of Substances Hazardous to Health legislation. This standard can be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and primary health care centres. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

## Export a list

Depending on how you wish to use your lists of competences, it can be useful to export lists into Excel.

1. To **EXPORT** a list of competences from within your My lists, click and highlight the list title you wish to print.
2. Click **EXPORT**
3. A file will download onto your PC (usually seen as a new tab on the bottom banner of your screen).
4. The Excel file can be opened by clicking **Open file** on the tab.
5. The exported file will include the list title from where it came, the competence reference number, title, HFM code, status and date of last update.



5

A	B	C	D	E	F
List	Reference	Title	HFM Code	Status	Updated
Administering oxygen	CHS19.2012	Undertake routine clinical measurements	B8.1	published	2012-05-08 14:13:28
Administering oxygen	CHS55	Facilitate the individual's management of their condition and treatment plan	B3.6.2	published	2011-07-27 09:27:33
Administering oxygen	CHS72	Help individuals to use oxygen safely and effectively	B15.8	published	2011-07-27 14:40:21
Administering oxygen	CHS78	Administer oxygen safely and effectively	B15.6	published	2011-07-27 15:10:44
Administering oxygen	GEN82	Check, connect and disconnect medical gas cylinders and outlets	G3.6	published	2011-07-26 11:21:26