

Name:

Location/Department:

Job Role:

Department/Ward Manager (if known):

This form has been created to assess new starter's knowledge of IT, before starting work using e-Care. eCare is a detailed clinical system, and so it is useful to gauge users' general computer skills prior to training, in order to assess how well a user will adapt to using the system. **Please ensure that your name is filled out on the form!**

**Please note that your information will be recorded for use in generating reports and updating your personal training profile; however, the contact number and email address will only be used in the event we have to contact you urgently. If you wish for the stated contact number or email address to be deleted, please contact us.**

Since its launch, e-Care has helped us dramatically change the way we work at WSH. Whilst many members of staff will be very comfortable with computers (either from existing use at work or use at home) there will be some members of staff who have so far missed out on this life skill. If this applies to you or to any of your team members then the Trust is here to help. Please read each column carefully.

At the bottom of each column is a box, place a tick in the box that closely applies to your IT skills ability and **return to IT Training or email: [IT.Training@wsh.nhs.uk](mailto:IT.Training@wsh.nhs.uk)**.

		<i>Recommended level for all staff for eCare</i>	
<b>0. Minimal IT skills</b>	<b>1. Basic IT Level</b>	<b>2. Intermediate IT Level</b>	<b>3. Advanced IT Level</b>
I don't currently use a computer at home or at work	I use a computer at home or at work but I am not a confident user and need help for all but basic tasks	I use a computer either at home or at work and am confident in the use of several programs	I am a confident computer user and others come to me for help
<p><i>For example, some of the following may apply:</i></p> <ul style="list-style-type: none"> <li>▪ I get someone to do it for me</li> <li>▪ I avoid using a computer if at all possible!</li> </ul>	<p><i>For example, some of the following may apply:</i></p> <ul style="list-style-type: none"> <li>▪ I use a specific system at work but need to follow the detailed instructions I have been given</li> <li>▪ I am able to turn on the computer</li> <li>▪ I am able to use a mouse to click to open a program or follow a hyperlink</li> <li>▪ I am able to use the computer keyboard</li> <li>▪ I am able to shut down the computer properly after use</li> </ul>	<p><i>For example, some of the following may apply:</i></p> <ul style="list-style-type: none"> <li>▪ I use several clinical or administrative systems at work</li> <li>▪ I have functional knowledge of word processing and spreadsheets</li> <li>▪ I know how to use most functions in Outlook</li> <li>▪ I know how to use the internet to book holidays, shop online and Internet banking.</li> <li>▪ I can upload photos</li> <li>▪ I can navigate confidently around a computer's file system</li> </ul>	<p><i>For example, some of these may apply:</i></p> <ul style="list-style-type: none"> <li>▪ I can use advanced formulas to perform complex functions in Excel</li> <li>▪ I can use the advanced functions in Word, PowerPoint &amp; Outlook</li> <li>▪ I can use a computer confidently to carry out many tasks and work within multiple applications.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>