Pre-Start Training:

eLearning Instructions

Remote Access to Calvary eLearning

1. **Visit** <https://calvary.kineoportal.com.au/>
2. **Enter your ID**: This is your Payroll/Staff Number. For Example: ***3001234***
3. **Password**: ‘Cc’ plus your Payroll Number. For Example: ***Cc3001234***
4. **Complete the following courses to complete your pre-start training requirement:**

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| **Folder Name** | **Course Name** | **Done** |
| Orientation – Induction Courses | 1. Calvary Induction Program – Welcome
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|  | 1. Calvary Induction Program - Professional Conduct
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|  | 1. Calvary Infection Prevention and Control
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|  | 1. Manual Handling Introduction
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|  | 1. Work Health and Safety Fundamentals
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| COVID\_19 Training Resources | 1. COVID 19 Infection Control Training Module
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| Annual Course – Every Year | 1. Basic Life Support
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|  | 1. Hand Hygiene
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|  | 1. Manual Handling – People
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|  | 1. Medical Emergency Team (MET)

(Dial 2222 from any Calvary handset ) |  |
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| Work Health & Safety Courses | 1. [Bullying and Harassment for Employees](https://calvary.kineoportal.com.au/courses/unit15924)
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|  | 1. [Duty of Care for Workers](https://calvary.kineoportal.com.au/courses/unit11452)
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| Child Protection Courses | 1. Calvary - Child Protection Level 1
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## Remote Access –Email and Payroll Systems (login details provided on Day 1)

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| Outlook: Calvary Email |  <http://owa.calvaryhealthcare.com.au/>Use your Intranet Username and Password (provided on Da y 1) |
| My Kiosk  | <https://MyKiosk.calvarycare.org.au/> (sent by HR on Day 1) |