

## Session Plan: Topic 5 – Adding personal information

### Delivery mode:

Face to face or virtual delivery

### Session overview:

This session will cover how to edit and look up your personal information in My Health Record.

### Learning objectives:

By the end of the session learners will be able to navigate their My Health Record to change and look up personal information such as emergency contacts, allergies, advance care plans

### Suggested session length:

This session should run for approximately 120 minutes. The facilitator to schedule breaks as required.

### Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

- Email - session plan available here: <http://bit.ly/emailsessionplan>
- MyGov - session plan available here: <http://bit.ly/mygovsessionplan>
- Filling in online forms - session plan available here: <http://bit.ly/formsessionplan>

Tip:

1. The My Health Record online learning modules can all be accessed via:  
<https://learning.goodthingsfoundation.org.au/subjects/digital-health>
2. Use the following information to log into the My Health Record training platform  
<https://onlinetraining.digitalhealth.gov.au/portal/webclient/#/home>
  - Username: OnDemandTrainingUser
  - Password: TrainMe
  - Click on Consumer Portal ODT
  - Double click on the Google Chrome Consumer Portal

## Session Plan

Topic	Timing	Activity	Assessment	Resources
Introduction & welcome	10 mins	Facilitator to: <ul style="list-style-type: none"> <li>introduce themselves</li> <li>learners to introduce themselves / or facilitator can run an icebreaker activity.</li> <li>confirm all learners are set up online</li> <li>discuss how the session will run</li> </ul>	All learners engage	Refreshments Laptop / PC Notepad / Pens Whiteboard / marker pens  Link to Topic 5 – Adding personal information: <a href="https://training.digitalhealth.gov.au/course/view.php?id=55">https://training.digitalhealth.gov.au/course/view.php?id=55</a>
Learning Objectives	10 mins	<p><b>Discuss</b> learning objectives and start a discussion using the following questions.</p> <ul style="list-style-type: none"> <li>“Who is your emergency contact?”</li> <li>“You recently had an adverse reaction to a particular medication. Where can you store that information?”</li> <li>“Who can look at your advance care plan and when can they do that?”</li> </ul> <p><b>Important note to share:</b> My Health Record is about YOU receiving the RIGHT care at the RIGHT time because healthcare providers can access the RIGHT information.</p> <p>The information in your My Health Record assists health care providers during an emergency.</p>	<p>Listen to the responses, summarising on a whiteboard or in a chat box.</p> <p>This will help to make sure you’re aiming your session at the right level.</p>	Laptop / PC Notepad / Pens Whiteboard / marker pens

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Healthcare Journey- Case Study 3	10 mins	<p>Click on the link for Healthcare journeys with My Health Record and show Case study 3 - Caleb Derrington, 88yrs.</p> <p>Click through the slides and discuss with the group.</p>	Reinforces discussions above and highlights how the healthcare team interacts with each other to care for the consumer.	<p>Link for Healthcare Journeys <a href="https://training.digitalhealth.gov.au/course/view.php?id=57">https://training.digitalhealth.gov.au/course/view.php?id=57</a></p>
Online module: Adding personal information	30 mins	<p>Confirm learners can access, Topic 5 – Adding personal information</p> <p><b>Activity - Online Module</b></p> <p>Encourage learners to begin the module working their way through the material at their own pace.</p> <p>Ask the learners to make notes of key points for discussion.</p> <p>Remind learners they can talk to you if they have any questions about the material.</p> <p>Consider walking round the room asking learners how they are getting on as they may need reassurance or want to ask questions.</p>	<p>Learners engage at their own pace.</p> <p>Watching videos</p> <p>Online quiz questions</p> <p>Taking notes</p>	<p>Topic 5 – Adding personal information: <a href="https://training.digitalhealth.gov.au/course/view.php?id=55">https://training.digitalhealth.gov.au/course/view.php?id=55</a></p> <p>Laptop / PC Notepad / pen</p>
Break	10 mins	Encourage learners to have a break, stretch their legs and have a drink if needed.		

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Accessing My Health Record Recap	10 mins	<p><b>Activity - Shared learning &amp; recap</b></p> <p>Discuss with learners the way to access the advance care plan and to alter information.</p> <p><b>Recap</b> where the information for medication summaries is and can be altered.</p> <p>Ask the following questions:</p> <ul style="list-style-type: none"> <li>• “Where can I change my medication overview?”</li> <li>• “What types of access can you give to your personal notes?”</li> </ul>	<p>All learners participate</p> <p>Asking questions will demonstrate understanding of the material.</p>	<p>Laptop / PC</p> <p>Marker pens</p>
My Health Record Demonstration	20 mins	<p>Log onto the <b>My Health Record training platform</b> and ask the learners to do the same. Choose a record.</p> <p>Ask the group to select the same record. Take learners on a tour of the platform, including:</p> <ul style="list-style-type: none"> <li>• Health snapshot and personal information</li> <li>• Medications</li> <li>• Advance Care Planning</li> <li>• Personal Health notes</li> </ul>	<p>During the tour, ask questions about the tabs you are showing to check the group's understanding.</p>	<p>Training platform  <a href="https://onlinetraining.digitalhealth.gov.au/portal/webclient/#/home">https://onlinetraining.digitalhealth.gov.au/portal/webclient/#/home</a></p> <p>Username: OnDemandTrainingUser Password: TrainMe</p>

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My Health Record Activity	10 mins	<p><b>Activity</b></p> <p>Ask the learners to click the <b>Sign Out</b> button located at the top right hand side of the screen.</p> <p>Learners will be taken to a screen showing Available Consumers and a drop down box.</p> <p>Ask the learners to select another record, click on enter and find the answers to the following questions:</p> <ul style="list-style-type: none"> <li>● What was the last medication prescribed?</li> <li>● Have any personal notes been added?</li> <li>● An item from the 'Key information I've added' section, such as allergies</li> <li>● Information from the 'Advance Care Planning' section.</li> </ul>	Learners can navigate their way around the platform and find the answers to the questions posed.	<p>Training platform  <a href="https://onlinetraining.digitalhealth.gov.au/portal/webclient/#/home">https://onlinetraining.digitalhealth.gov.au/portal/webclient/#/home</a></p> <p>Username: OnDemandTrainingUser Password: TrainMe</p>
Evaluation & close	10 mins	<p><b>Group discussion.</b></p> <p>Ask open ended questions about adding personal information in My Health Record.</p> <p>Recap learning objectives, check they have been met.</p> <p>Confirm with learners they understand and feel more confident in using My Health Record.</p>	Learners are able to answer the questions and feel more confident in using My Health Record.	

## Other courses to help you keep learning about how to use My Health Record

- Topic 6 – Viewing medicines information