

How to use Med+Safe

As Healthscope staff, you will be allocated to one of 20 possible **Streams** depending on where you work. This allows us to customise assessments making them more relevant and concise. Your Streams will determine your mandatory assessments requirements which will consist of between 2 and 5 assessments which must be completed every year.

How do I access Med+Safe?

Login from: <https://healthscope.kineoportal.com.au/>

Your **username** is your Payroll Number.

Your **Password** is Healthscope1 (Capital "H") **for your first login only**

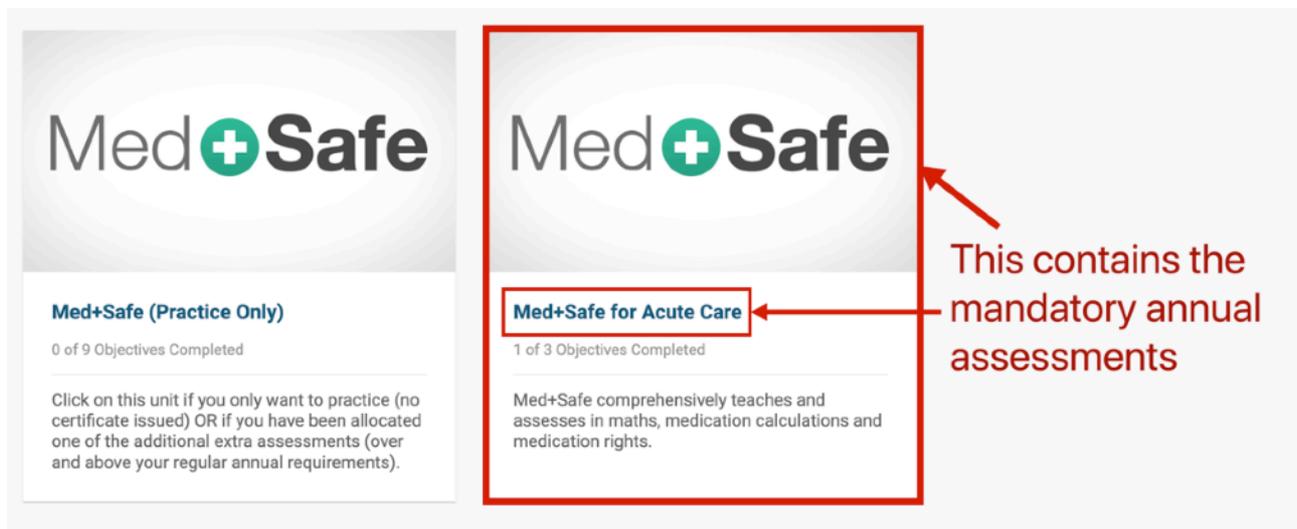
- You will be asked to create a new password immediately following your first login.
- **Please remember and use this new Password for all subsequent logins.**

If you forget your password you can reset it at any time. Please scroll down to learn how.

Completing your mandatory annual requirements

After login you will see 2 Med+Safe icons (or tiles). See the image below.

To access your mandatory assessment requirements click on the icon that says "**Med+Safe for [Stream Name]**". This will be the icon on the right hand side.



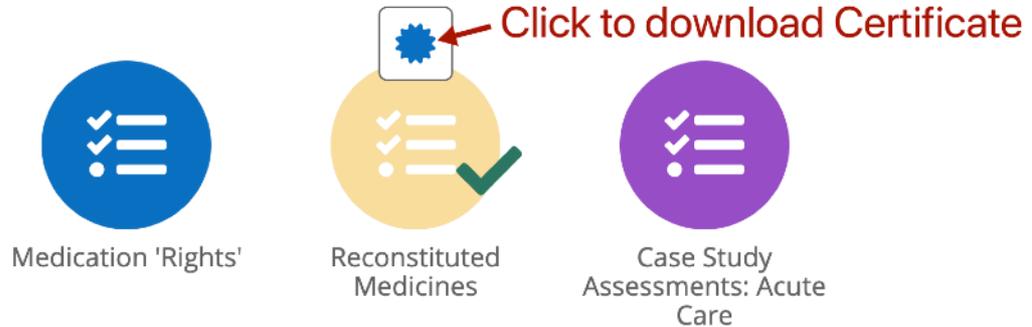
When the **Med+Safe for [Stream Name]** course launches your assessments will be displayed as separate stand alone icons (between 2 and 5 of them). If you achieve 100% for an assessment you will be awarded a Certificate which you can download by clicking on the small icon that appears above it. You must achieve 100% for all of the assessments displayed every year to meet Healthscope compliance requirements.

How to use Med+Safe

Med+Safe for Acute Care

You are only required to complete the assessments listed below.

Certificates (with CPD points) will be issued if you achieve 100%.



Skills Development and Optional Additional Assessments

Click on the left most Med+Safe icon that says **Med+Safe (Practice Only)** if:

- Healthscope have specifically asked you to complete additional supplementary assessments (over and above the mandatory annual requirements)

OR

- You have decided, at your own discretion, that you want to practice and develop your skills (no certificates are issued)

To access the supplementary assessments, click on ASSESSMENTS after the **Med+Safe (Practice Only)** course launches and then choose the specific area and assessment you are required to complete. If you achieve 100% for that assessment you will be able to download a certificate (immediately) with CPD points attached.

To practice questions (skills development only) simply click on the PRACTICE icon after the Med+Safe (Practice only) course launches and go in to any area of your choice.

Downloading your Certificates

If you achieve 100% for an assessment you will receive a certificate with the date of completion and CPD points attached. You can (and should) download this certificate by clicking on the icon of the star to the top left of the assessment as shown above. **Please keep a copy of this certificate on your computer for your own CPD purposes.**

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Meeting Annual Compliance Requirements

You must complete all of the assessments for your Stream (between 2 and 5) every year. These assessments are displayed as separate icons after you click on the “**Med+Safe for [Stream]**” icons. You can complete the assessments in any order.

Please note that you will receive reminder emails if you have not completed the compliance requirements.

Login Problems?

Go to the login page <https://healthscope.kineoportal.com.au/> and click on FORGOT on the right hand side of the password box.

Select Username from the dropdown box and enter your Payroll Number and click Recover.

Wait a minute or two and then check your email addresses (Healthscope and all of your personal email addresses) including SPAM or JUNK folders for an automatic email which will include a link you should click on the reset your password. Follow the instructions carefully.

Do you have further questions or need assistance?

If you have any questions in respect to Med+Safe please contact your manager, site based Med+Safe Administrator or site based Educator.

This page contains more information: <https://healthscope.kineoportal.com.au/support/index.do>

You can also visit the dedicated Med+Safe webpage for more training and help videos: www.medsafe.com.au