LERIS Clinical

Contents

Introduction

LERIS

LERIS is BrisDocs Learning Event Reporting Information System. All learning events are logged by the Governance Team onto LERIS and managed through the spreadsheet including all folder locations. Any open and closed learning events, updates, changes to managers and target closures dates are all on here.

Accessing LERIS open events

To access LERIS open learning events you will need to go through the following pathway:

S:\GOVERNANCE TEAM\CONFIDENTIAL - LEARNING EVENTS\2. LERIS - Open Learning Events

Folder: LERIS – Open events

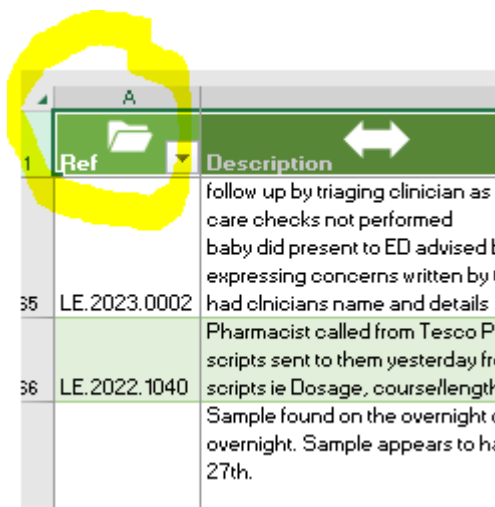There is no password for this spreadsheet.

LERIS Open Events User Guide

LERIS has several columns, the main relevant ones when reviewing learning events will be

- Column B which is the description of the learning event
- Column F is the manager handling the event
- Column L is the target closure date.

Once the Governance team has logged a learning event, they will create a folder where all documentation, voice recordings and any case notes will be added. A reference number will be generated, they appear like LE.2022.0956, this is for all events operational and clinical.

In the first columns there are toggles:

Single click on the reference number you require and then click on this toggle, it will take you to the learning event folder.
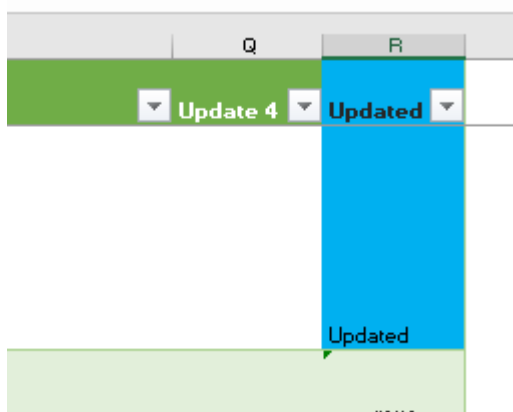
Old Learning events still open

All previous learning events are on LERIS. To find yours you can do it by filtering just to the events being managed by you or ask a member of the Governance Team.

To add updates

To add any updates, go to columns N, O, P and Q, please ensure you date when the update is added.
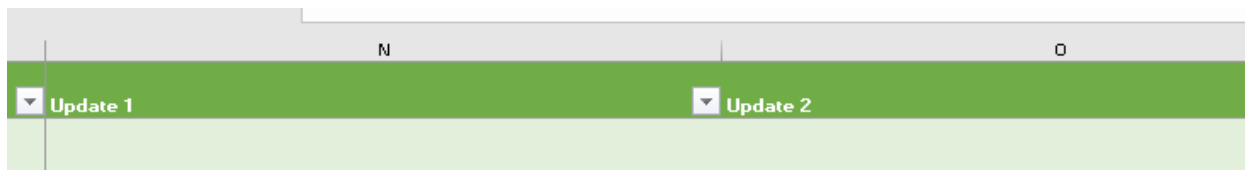
When you add an update, column R will highlight blue, this then updates the main Leris spreadsheet.

Accessing the folders

As mentioned in the user guide, you can now access the folder location direct from LERIS however it is still accessible via the sdrive:

S:\GOVERNANCE TEAM\CONFIDENTIAL - LEARNING EVENTS\3. Learning Events folders

The folders will all be filed in one location there will be no sub folders for clinical, operational etc and it will include all open and closed events.

Saving/moving files

Files can still be saved as previously in the folders, however **please do not move** the location of any folder as all the links within LERIS are set up for the folder locations. If you need to move any folder, please do so only by copying it.

Change Register

Tables

Date	Version	Author	Change
16/01/2023	V2	Linda Meekhums	Updated folder locations and procedure for adding updates