

# LERIS Clinical

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# LERIS Open Learning Events User guide

## 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 closure dates are all on here.

Once the Governance team has inputted the learning events, 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.

The spreadsheet that you will access to view all of your events, add files to the folders and manage updates is called LERIS Open Events.

## Accessing LERIS Open Events

To access LERIS Open Events you will need to go through the following pathway:

[S:\GOVERNANCE TEAM\CONFIDENTIAL - LEARNING EVENTS\2. LERIS - Open Learning Events](#)

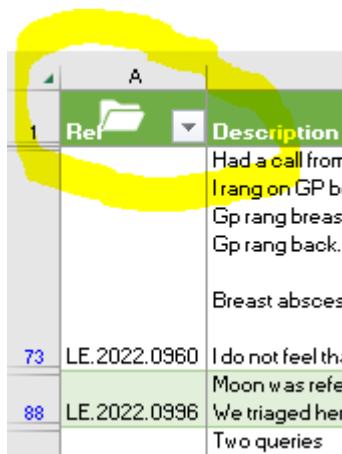
Folder: [LERIS Open Events](#)

There is no password for this spreadsheet.

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LERIS open events has two tabs, Manager and Open events. To view your events only, go to Manager tab and double click on your name, this will open the spreadsheet. Alternatively, go to the open events tab and filter to your name in the Manager dealing with event.

From this spreadsheet you can see the reference number, description of the event, whether there is a secondary manager, target closure dates and adherence to target, you will also be able to add any updates on here for the Governance team to action.



	Ref	Description
		Had a call from I rang on GP b Gp rang breas Gp rang back.
		Breast absces
73	LE.2022.0960	I do not feel th Moon was refe
88	LE.2022.0996	We triaged her Two queries

### Folder locations

There are two ways to access the folder locations, one is via the open events spreadsheet:

In the first column there is a folder icon:

To access a particular folder, single click on the learning event reference then click on this icon, it will take you to the folder location where any emails, call recordings etc will be. You can copy and paste documents into this.

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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.

To access the folder locations without opening LERIS Open Events, go to:

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

## Adding updates

To add an update to your learning event, go to column N, O,P or Q, type in the update including that days date.

	A	M	N	O	P	Q	R
	Ref	Proposed exte	Update 1	Update 2	Update 3	Update 4	Updated
3	LE.2022.0960						

Once you have done this it'll amend column R as below, this data gets pulled onto the main Leris spreadsheet for the Governance team to action.

	A	N	O	P	Q	R
1	Ref	Update 1	Update 2	Update 3	Update 4	Updated
73	LE.2022.0960	Clinician has received learning 19.12.22				Updated
88	LE.2022.0996					

## Old Learning events still open

All previous learning events are on LERIS, these have been given new reference numbers however we will still be accessing them with the old references. The folder locations for these have remained where they were in:

<S:\GOVERNANCE TEAM\CONFIDENTIAL - DAC\4. LEARNING EVENTS\2022'23 work>

## 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.

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## Change Register

### Tables

Date	Version	Author	Change
16/01/2023	V2	Linda Meekhums	Amended the folder locations