



Welcome to Leahi's Education Fair 2022 (Please read all below)

The Education Fair will be conducted fully online using the Leahi/Maluhia training site, produced by "ReliasLearning". The link to log into ReliasLearning is <https://leahi.training.reliaslearning.com>

- Non-Clinical staff are required to complete Modules 1-15, 16a-d. Clinical staff are required to complete Modules 1-22 or 1-23, depending on Department.
- Being that "ReliasLearning" is shared with Maluhia, Leahi has a limited amount of learner slots that we can activate at one time. Therefore, the Education Fair will need be split into **2 groups**:
 - ❖ **Group 1 (Start Date: September 9, 2022/End Date: September 23, 2022)**: Administration, Admissions, Business Office, Dietary, Housekeeping, Human Resources, Infection Control, IT, Maintenance, Nursing Office Staff (Health Screener, Secretary, Clerk), Purchasing, QA, RAI).
 - ❖ **Group 2 (Start Date: September 20, 2022/End Date: October 18, 2022)**: ADHC, CNAs, DON, Licensed Nurses, Head Nurses, HUCs, Nursing Supervisors, RT, Rehab, Social Work)
- The Modules are to be completed during your work time, and do not have to be done all in one sitting. You can spread it throughout the time period listed for the group you have been assigned to above. However, **please do not wait until the last minute to complete the Modules. Plan to do a little every shift that you work. No OT will be given.**
- **Two important considerations:**
 - You will not be able to sign on to ReliasLearning until the start date for your group.
 - Your account will be deactivated after the end date to allow room to activate the next group. Therefore, the modules **must** be completed within the ample time frame given.
- For any questions, please discuss with your manager or supervisor or call the Education Department at x37971.