



About the LEAP External Community

LEAPOnline is the Metro South Health Learning Management System (LMS). It hosts online modules, a booking service for instructor-led training and is recording system for employee training and education. The system can be accessed anywhere, anytime and on any device. The system is for MSH employees however, it is now available to three categories of 'external' users. Depending on the category, users may need to pay LEAPOnline license costs to access the system. Access to LEAP will only be approved if the users request is associated to a project or service delivery in MSH.

Category 1: Internal MSH-based clients (nil license costs)

- Students
- Clinicians (inc. agency and locum staff)
- MSH-based researchers / projects / consumers (e.g. consumer focus groups)

Category 2: Internal fee-for-access MSH-based clients (licenses are sold in block quantities by negotiation)

- BEMS and Security Contractors
- Volunteers, Pastoral Care Workers
- Department services (e.g. pathology, HSQ)
- License costs are \$21.90 per license, per annum

Category 3: All other external clients

- License costs are \$21.90 per license, per annum

Access to Courses

- External users have access to any course with 'External' selected in Target Catalogue.
- Course availability to the External Community is at the discretion of MSH course content owners/facilitators.
- Mandatory Corporate and Clinical courses are already available as are the online modules for the Digital Hospital project.
- A full course list available to the External Community can be requested through the LEAP System Administrator.

Memorandum of Understanding (MOU)

- A standard MOU must be signed and agreed upon before access is provided (external clients or other Departments only).
- A copy of the MOU can be requested by contacting the LEAP System Administrator.



Approval process

- The MSH coordinator/line manager of the external user will request access for the user through emailing the LEAP System Administrator with the following information:
 - Name, work area, professional stream and role on MSH site.
 - Period of access required
 - Courses required (i.e. Corporate Mandatories, ieMR)
- The LEAP System Administrator will:
 - Determine non-paid client type and fee category
 - Require an MSH workplace coordinator to be nominated to represent the External Community users
 - Discuss courses required and their availability to the External Community
 - Monitor all MOUs including terms and cost recovery.
 - Provide user data template required to generate accounts.

Support

- The LEAP System Administrator will be responsible for:
 - the timely activation of user accounts
 - providing technical support for any module issues
 - providing technical support for users on MSH computers
 - The collection and maintenance of user data, ensuring privacy of the users.

From here

Contact the LEAP System Administrator by email: leaponline@health.qld.gov.au.

Process Mapping – LEAPOnline External Community

