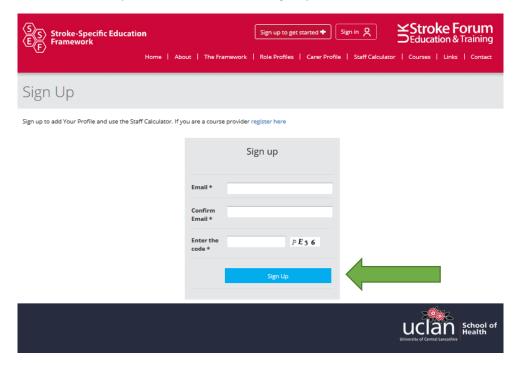# SSEF Remote Log in & Profiling Instructions

Step 1 - Register

In your internet browser type http://www.stroke-education.org.uk/sign-up/

You will see the screen below, complete all fields and click "Sign Up":
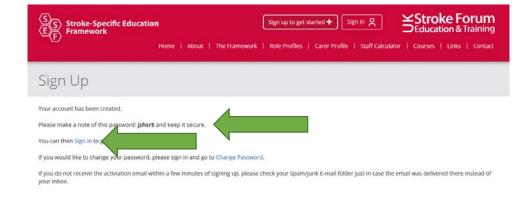

Step 2 - Retrieve Password

Make a note of (or Copy, CTRL + C) the auto-generated Password displayed on this page.

Click the "Sign in" hyperlink within the text:

Should you misplace your password it has also been sent to the email address you entered in Step 1

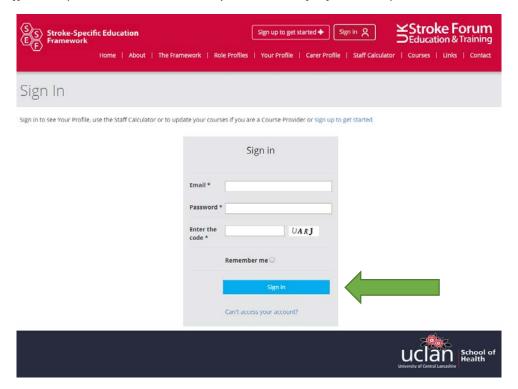*Please see Step 6 to change your password to something more memorable*
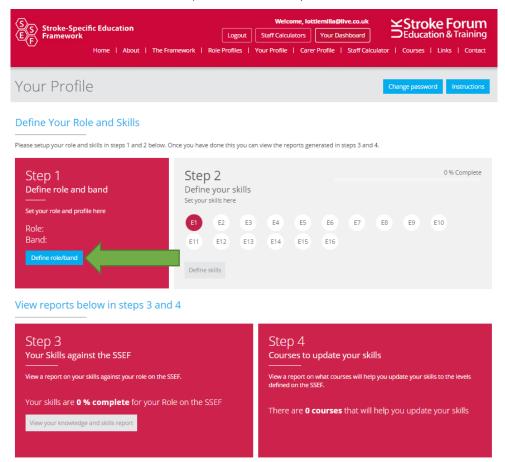
Step 3 - Sign In

Complete all fields, entering the Password you made a note of in Step 2, and click the "Sign in" button:

If you have any difficulties please click "Can't access your account" for further help

Step 4 – Define Your Role and Band

You should now be able to see the screen below, click "Define role/band":
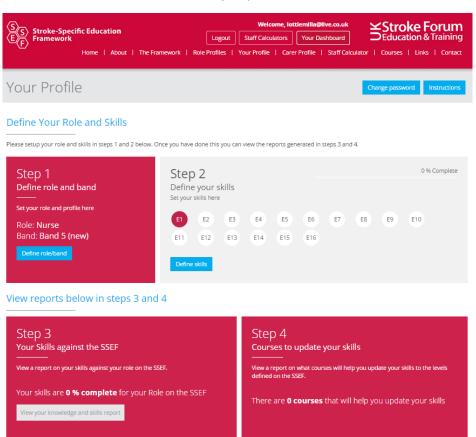
Step 4 – Define Your Role and Band - Continued

Complete all fields of the form below, click "Save and return to dashboard":
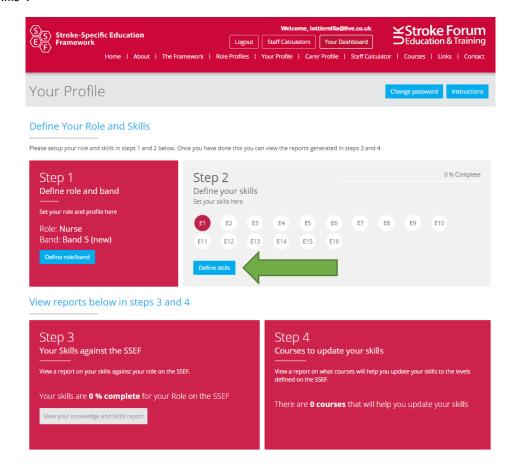

The screen below should now be displayed:

Check that Step 1 now shows the correct details for your Role and Band

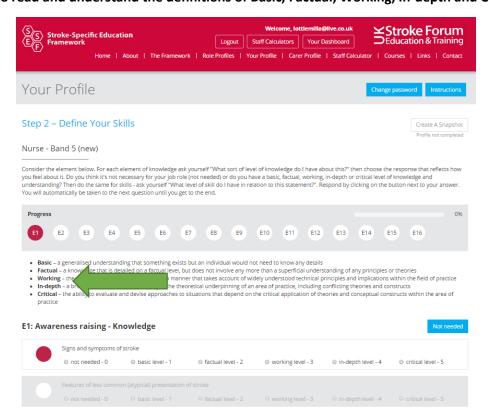# Step 5 – Completing your SSEF Role Profile

Click "Define skills":

You are automatically taken to "E1" or Element 1 of the SSEF, which relates to Awareness Raising:

Take a moment to read and understand the definitions of Basic, Factual, Working, In-depth and Critical

Step 5 – Completing your SSEF Role Profile – Continued

Read the statements relating to your Knowledge and Skills regarding E1 and rate yourself according to the SSEF Self-Rating definitions:

Basic - a generalised understanding that something exists but an individual would not need to know any details
Factual - a knowledge that is detailed on a factual level, but does not involve any more than a superficial understanding of any principles or theories
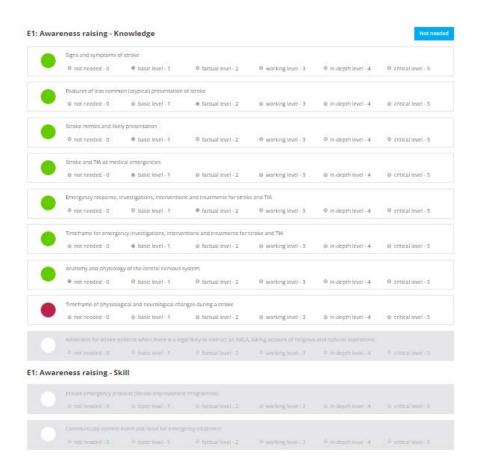**Working** - the application of factual knowledge in a manner that takes account of widely understood technical principles and implications within the field of practice
In-depth - a broad and detailed understanding of the theoretical underpinning of an area of practice, including conflicting theories and constructs
Critical - the ability to evaluate and devise approaches to situations that depend on the critical application of theories and conceptual constructs within the area of practice

NB: You are rating your <u>CURRENT</u> level of Knowledge & Skills, not what you think they should be

Should you feel an Element is not necessary in your role click the "Not needed" button. This will populate the entire Element on your behalf automatically moving you to the next Element. Should you choose this option you will receive a rating of zero for the Element.

Repeat Step 5 for each Element until you have completed all 16 Elements

Your progress is automatically saved enabling you to complete in one sitting or multiple sessions depending on your available time

SSEF Elements – Definitions

Some Knowledge and Skill Competencies are repeated across Elements. Please rate yourself against the competency according to the particular Element you are completing. For a detailed description of the scope of an Element, please see the next page.
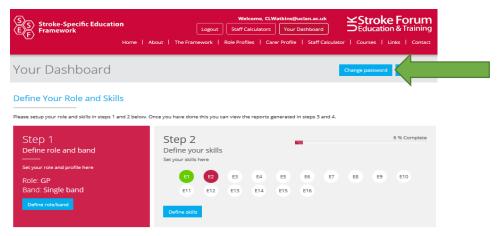
Element	Definition
1. Awareness Raising	Members of the public, and health and care staff are able to recognise and identify the main symptoms of stroke and know to treat it as an emergency
2. Managing Risk	Those at risk of stroke and those who have had a stroke are assessed for and given information about risk factors and lifestyle management issues so that action can be taken to reduce overall vascular risk.
3. Information	Those affected by stroke have access to practical advice, emotional support, advocacy and information throughout the care pathway and lifelong.
4. User Involvement	Those affected by stroke are meaningfully involved in the planning, development, delivery and monitoring of services. (Key: e = element
5. Assessment (TIA)	Immediate referral for appropriately urgent specialist assessment and investigation is considered in all patients presenting with a TIA or minor stroke.
6. Treatment (TIA)	All people with TIA or minor stroke are followed up one month after the event, in either primary or secondary care. (Key: e = element
7. Urgent Response	All people with suspected acute stroke are immediately transferred by ambulance to a receiving hospital providing hyper-acute stroke services.
8. Assessment (Stroke)	People with suspected acute stroke receive an immediate structured clinical assessment from the right people.
9. Treatment (Stroke)	People who have had a stroke have prompt access to an acute stroke unit and spend the majority of their time at hospital in a stroke unit with high-quality stroke specialist care.
10. Specialist Rehabilitation	People who have had a stroke access high-quality rehabilitation and, with their carer, receive support from stroke-skilled services as soon as possible, in hospital, immediately after transfer, and for as long as needed.
11. End of Life Care	People who are not likely to recover from their stroke receive care at the end of their lives, which takes account of their needs and choices.
12. Seamless Transfer of Care	A workable, clear discharge plan that has fully involved the individual (and their family where appropriate) is developed by health and social care services, together with other services such as transport and housing.
13. Long-term Care	A range of services are in place and easily accessible to support the individual long-term needs of those affected by stroke.
14. Review	Those affected by stroke are offered a review of their health and social care status and secondary prevention needs from primary care services, typically within around six weeks and six months of leaving hospital.
15. Participation in community	Those affected by stroke are enabled to live a full life in the community.
16. Return to work	Those affected by stroke are enabled to participate in paid, supported and voluntary employment.

Step 6 – Change Password

To change your password to something more memorable you must be logged in

Click "Your Dashboard"

You will see the blue button "Change password" (See below), click this and follow the on-screen instructions

Further Assistance

Should you require further help please visit the "Contact" page

Here you can complete an electronic enquiry form which will be sent to the SSEF Team