

Pacific Open Learning Health Net

Improving Pacific health care through e-learning



HANDBOOK

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The courses in this handbook are current from July 2015–December 2016.

More courses are available online at www.polhn.org

For further information contact your local POLHN Coordinator (listed at the end of this handbook) or the POLHN Secretariat:

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What is POLHN?



In 2003, the World Health Organization (WHO) and the Pacific ministries of health joined forces to establish the Pacific Open Learning Health Net (POLHN); an e-learning platform for health workers in the Pacific. The partnership has expanded to include Fiji National University (FNU), Pacific Paramedical Training Centre (PPTC), Penn Foster and several online health course providers.

GOALS

POLHN's has four goals:

1. Improve health workers' access to continuing professional development (CPD);
2. Provide CPD for health workers in the Pacific;
3. Build capacity among local and regional institutions; and
4. Support health workers to be motivated, confident, competent, technologically literate and equipped to respond to the changing health needs of their communities.

Benefits of online learning

Through online learning students can access a wide range of courses. The course content in online learning programmes is similar to face-to-face programmes. In addition, POLHN online learning uses a range of communication technologies.

Self-paced courses allow individuals to study at their convenience. To benefit from self-paced courses, health workers need to be independent learners and disciplined when it comes to time management.

Course materials

POLHN's online learning and self-paced course materials have been developed by teams of teaching, subject matter, information technology and instructional design experts. Materials in most courses can be printed. Several courses are also available on DVD or USB.

Communication technologies

POLHN's online learning courses use:

- Moodle: a course management system that benefits both instructors and students. Moodle forums encourage flexible discussions, questions and answers, and information sharing. Students can contribute at a pace and time that suits them.
- E-mail: students can use email to contact course coordinators, facilitators and other students.
- Courses on DVD: allow learners to study without direct use of the Internet.

POLHN Courses Overview



POLHN hosts different course categories:

- Self-paced
- Instructor-led
- Blended: work-based learning
- Mentor-based teaching
- Face-to-face on-site workshops

Self-paced courses

POLHN's self-paced courses have increasingly gained popularity with around 700 new students enrolling each year. The courses are mostly leased from other providers of online health courses.

POLHN collaborates with local universities to produce country-specific short-term courses. These courses are open to all cadres. The flexible nature of these courses allows students to complete the courses at their own pace.

Lippincott Nursing Center (<http://www.nursingcenter.com/>) provides nurses with more than 10 000 continuing education resources developed by nurses. POLHN assists nurses by providing access to these courses.

Medscape (<http://www.medscape.org>) provides CPD courses in more than 30 health specialities. The courses are accredited by the Accreditation Council for Continuing Medical Education.

POLHN links with the Global Health eLearning Center (<http://www.globalhealthlearning.org/>) to provide health workers in the Pacific access to more than 50 short courses in public health, developed by the United States Agency for International Development (USAID) specifically for health workers in low-resource settings.

Fiji National University Postgraduate Courses

Since 2005, POLHN has partnered with Fiji National University (FNU), School of Public Health. Each semester, POLHN sponsors approximately 100 staff from Pacific ministries of health to take instructor-led postgraduate courses. Postgraduate certificate, diploma and master programmes are available. Health workers can complete these programmes without leaving their communities.

POLHN sponsors:

- Postgraduate Certificate in Applied Epidemiology
- Postgraduate Diploma in Applied Epidemiology
- Postgraduate Certificate in Health Research
- Postgraduate Diploma in Health Research
- Postgraduate Certificate in Health Service Management
- Postgraduate Diploma in Health Service Management
- Master in Health Service Management
- Postgraduate Certificate in Public Health
- Postgraduate Diploma in Public Health
- Master in Public Health

Health workers with five years or more experience with the Ministry of Health are eligible to apply for these postgraduate courses.

Enrollment dates are usually advertised on polhn.org and facebook.com/polhn. Individuals should apply as soon as their Ministry of Health sends out invitations for applications for enrollment.

The Head of FNU's School of Public Health shortlists candidates on the basis of work experience and prior learning. All students are required to complete the enrollment process and apply for sponsorship before each semester begins. Enrollments are normally open for two months.

Countries are allocated a specific number of sponsorships (subject to change according to POLHN's budget). The Ministry of Health holds the authority to nominate or reject sponsorship applications.

Other sponsored courses

POLHN partners with the Pacific Paramedical Training Centre (PPTC) to deliver practical courses designed to address laboratory needs in the Pacific. These courses help to retain needed laboratory cadres in the Pacific as students obtain a recognized diploma that supports their career development.

POLHN joined forces with the American-based college Penn Foster in early 2013. Penn Foster's Dental Assistant Career Diploma helps students gain knowledge and skills:

- to assist dentists with lab tasks and procedures;
- to communicate with and instruct patients in proper dental hygiene;
- to disinfect dental tools properly; and
- to manage a dental office.

Penn Foster in association with the Pacific Basin Dental Association (PBDA) and POLHN delivers nine modules over nine months as a self-paced course. After external assessment validation by PBDA, formal certificates are awarded to successful candidates. POLHN sponsors tuition for dental assistants and holds regular teleconferences to monitor their learning progress.

Find Courses and Programmes



POLHN offers different courses and programmes of study depending on your qualifications and interests.

Self-paced courses are recommended for health workers looking to enhance their practice or gain continuing professional development (CPD) points for the renewal of their practising licence. POLHN and its trusted partners provide updated short courses that meet the needs of clinical and public health workers.

POLHN self-paced courses cater to all cadres. Most of these courses take 2–3 hours to complete, depending on student computer literacy. Students need to register (sign-up) separately at most partner websites. Once registration is complete, students can access courses provided by POLHN’s partners. Registration also means that completed courses and student details are stored in the student’s account. No application form is required to start self-paced courses. POLHN also provides an e-certificate upon completion of each course.

Instructor-led courses are delivered by partner institutions. These courses are intended for health workers who have completed formal qualifications or have the necessary work experience to participate in a specific course. The courses are delivered via semesters or in bulk batches and mostly require submission of an application form to the partner institution. The partner institution determines if applicants are eligible (have the necessary skills and qualifications) for their courses.

Ministries of health and WHO country offices in the Pacific then prioritize eligible applicants according to each country’s WHO work plan and training needs assessment of applicants.

Points to consider

- Choose a course or programme that matches your skills, area of work, intended career path and abilities.
- Understand the duration and type of course and the expected output from the course.
- Be realistic about your commitment and objective in pursuing the course.

- Seek opinions and exchange thoughts with friends, family and colleagues before making a commitment towards any course or programme.
- Assess your ability to maintain satisfactory grades.

More information on courses is available at www.polhn.org

POLHN recognizes knowledge gained through work experience as well as prior study.

Fiji National University Postgraduate Courses

Epidemiology

Postgraduate Certificate in Applied Epidemiology

Course Code	Course Name	Semester	Credit Points
EPI 801	Principles and Practice in Epidemiology	1	30
EPI 802	Principles and Practice of Public Health Surveillance	2	30
EPI 803	Outbreak Investigations and Field Epidemiology	2	30
EPI 805	Research Data Management	2	30

Postgraduate Diploma in Applied Epidemiology

Course Code	Course Name	Semester	Credit Points
PCP 802	Evidenced-based Health Policy and Health Care	1	30
EPI 800	Research Project in Applied Epidemiology	2	30
EPI 806	Biostatistics for Health	2	30
Choose one (1) elective from the list below:			
EPI 804	Occupational and Environmental Epidemiology	2	30
EPI 810	Special Topics in Applied Epidemiology	2	30

Health Service Management

Postgraduate Certificate in Health Service Management

Course Code	Course Name	Semester	Credit Points
HSM 801	Human Resources in Health	1	30
HSM 802	Principles and Practice of Health Services Management	1	30
HSM 804	Strategic Management in Health	2	30
HSM 805	Management of Health Services	2	30

Postgraduate Diploma in Health Services Management

Course Code	Course Name	Semester	Credit Points
HSM 803	Health Service Organisations and Societal Change	1	30
EPI 806	Biostatistics for Health	2	30
HSM 807	Organisational Analysis for Health Reform Management	1	30
HSM 809	Health Resource Management	2	30

Master of Health Services Management

Course Code	Course Name	Semester	Credit Points
HSM 806	Health Care and the Law	1	30
HSM 811	Health Economics	1	30
HSM808	Principles of International Health	1	30
PCP802	Evidence Based Health Policy and Health Care	1	30
PBH980	Dissertation Proposal Development	1	60
PBH990	MPH Dissertation (HSM)	1&2	60

Health Research

Postgraduate Certificate in Health Research

Course Code	Course Name	Semester	Credit Points
EPI 801	Principles and Practice in Epidemiology	1	30
EPI 805	Research Data Management	2	30
EPI 806	Biostatistics for Health	2	30
EPI 807	Rapid Health Research in Small Populations	2	30

Public Health

Post Graduate Certificate in Public Health

Course Code	Course Name	Semester	Credit Points
EPI 801	Principles and Practice in Epidemiology	1	30
PBH 803	Pacific Public Health	1	30
HSM 805	Management of Health Services	2	30
Plus one 800 level elective as contained in the Course listing with the approval of the Head of School and Programme Coordinator			30

Postgraduate Diploma in Public Health

Course Code	Course Name	Semester	Credit Points
HPM 802	Methods and Strategies in Health Promotion	1	30
PCP 802	Evidenced-based Health Policy and Health Care	1	30
HSM 804	Strategic Management in Health	2	30
EPI 806	Biostatistics for Health	1	30

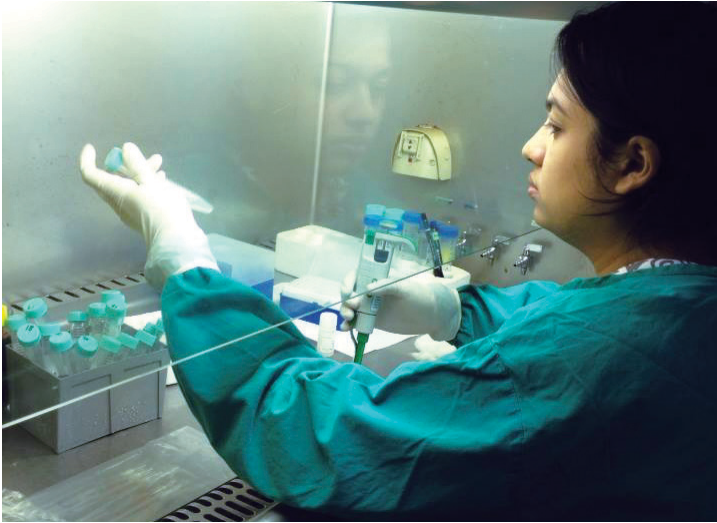
Master of Public Health

Course Code	Course Name	Semester	Credit Points
HSM 808	Principles of International Public Health	1	30
EPI 811	Advanced Biostatistics	2	30
PBH 980	Dissertation Proposal Development	1	60
PBH 990	MPH Dissertation (Public Health)	1 & 2	60

Academic Calendar 2015

Semester 1 Breakdown	
16 February–20 February	Week 1
6 April–10 April	Week 8 Mid-semester Break
1 June–5 June	Week 16 Study Break
8 June–12 June	Week 17 Exam Week
15 June–19 June	Week 18 Exam Week
22 June–26 June	Semester 1 Break
29 June–3 July	Semester 1 Break - Exam Board Meetings
6 July–10 July	Semester 1 Break - Results
13 July–17 July	Semester 1 Break
Semester 2 Breakdown	
20 July–24 July	Week 1
7 September–11 September	Week 8 Mid-semester Break
2 November–6 November	Study week
9 November–13 November	Exam Week
16 November–20 November	Exam Week
23 November–27 November	Semester 2 Break
30 November–4 December	Semester 2 Break - Exam Board Meetings
7 December–11 December	Semester 2 Break - Results
14 December–18 December	Semester 2 Break

POLHN-FNU application process



Postgraduate Certificate

A student will be eligible to enrol in a postgraduate certificate course with an undergraduate qualification from a recognized tertiary institution or with at least five years of work experience in a health-related field. Candidates with previous postgraduate qualifications can apply for cross credits.

Postgraduate Diploma

Students may apply for the postgraduate diploma after completing a postgraduate certificate or equivalent. A supportive reference letter from her/his supervisor is also needed to demonstrate the applicant's ability to do further studies.

Master

Students may apply for the Master of Health Services Management or Master of Public Health after completing a postgraduate diploma or equivalent. A supportive reference letter from her/his supervisor is also needed to demonstrate the applicant's ability to do further studies.

POSTGRADUATE
CERTIFICATE
(4 units)



POSTGRADUATE
DIPLOMA
(4 units)



MASTER
(4 units)



For more information login to <http://www.cmnhf.fnu.ac.fj/>
POLHN offers unit sponsorship leading to the above qualifications, but not the entire qualification. Interested applicants need to apply every semester. Visit <http://goo.gl/znSBgA> for application forms.

Process (New Candidate)

1. Applicant completes the Fiji National University (FNU) application form and POLHN sponsorship form. New candidates will need to submit relevant forms and supporting documents including birth certificate, marriage certificate (if applicable for change of name), tertiary qualification result (certified copies (if applicable), secondary school qualification result, two passport size photos, letters from employers (if applicable), approved sponsorship letter (if applicable).
2. Applicant emails the scanned application to *mere.diloi@fnu.ac.fj* cc *polhn.sp@wpro.who.int*
3. FNU vets the applicants (academically).
4. FNU sends the list to the POLHN Secretariat Office.
5. POLHN sends the vetted lists to the Ministry of Health, POLHN focal point and WHO country office for endorsement at the national level.
6. POLHN compiles an endorsed student list and sends this list to FNU.

*** It is the student's responsibility to enquire with the POLHN office if s/he does not receive notification from POLHN directly***

Process (Continuing students)

1. Student completes the pre-enrollment form and POLHN sponsorship form (each semester).
2. Student emails the scanned application to *mere.diloi@fnu.ac.fj* cc *polhn.sp@wpro.who.int*
3. For grades of "B" and above, the student list will come directly to the POLHN office. For grades of "C" and below, students will be put on a waitlist.
4. POLHN sends the approved list to the Ministry of Health, POLHN focal point and WHO country office for endorsement at the national level.
5. POLHN compiles an endorsed student list and sends this list to FNU

*** It is the student's responsibility to enquire with the POLHN office if they do not receive notification from POLHN directly***

Please note:

- POLHN will only sponsor one unit per semester per candidate. Students are welcome to take another unit privately.
- Hard-copy applications will not be considered. Only citizens of Pacific island countries and areas and direct employees of ministries of health are eligible for POLHN sponsorship.

Pacific Paramedical Training Centre

POLHN works with the Pacific Paramedical Training Centre (PPTC) to offer a two-year, part-time diploma course in Medical Laboratory Science which consists of six modules. Each module takes about three months to complete.

The proposed start dates in 2015 for the first three modules are:

Module Start Date		
045	Laboratory Technology	March 2015
046	Haematology	July 2015
047	Biochemistry	November 2015
	Examination Part 1	February 2016

The proposed start dates in 2016 and 2017 for the remaining three modules are:

Module Start Date		
048	Microbiology	March 2016
049	Transfusion Science	July 2016
050	Laboratory Quality Management System	October 2016
	Examination Part 2	February 2017

These dates are subject to change – changes will be advised on www.polhn.org

POLHN-PPTC application process

1. Applicant completes the POLHN sponsorship form (each module) available at <http://goo.gl/znSBgA>.
2. Applicant emails the form to pptc@pptc.org.nz cc polhn.sp@wpro.who.int
3. PPTC vets the applications.
4. PPTC sends the proposed candidate list to the POLHN Secretariat Office.
5. POLHN sends the vetted list to the Ministry of Health, POLHN focal point and WHO country offices for endorsement at the national level.
6. POLHN will only support endorsed students.

Please note:

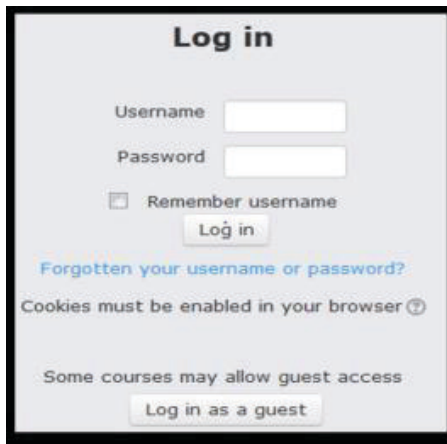
- Only students with satisfactory performance will be able to continue with sponsorship.
- Hard-copy applications will not be considered. Only citizens of Pacific island countries and areas and direct employees of ministries of health are eligible for POLHN sponsorship.



“POLHN – Get connected
and Succeed!”

How to enrol in self-paced courses?

1. Open your web browser (Mozilla or Google Chrome)
2. Type <http://courses.polhncourses.org/>
3. Press Enter
4. Type username and password OR
5. Click create new account and complete your information
6. Click submit
7. Once logged in, you can search for courses, visit partner sites, and view course items and upcoming courses



Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access



POLHN Moodle – Logged-in view

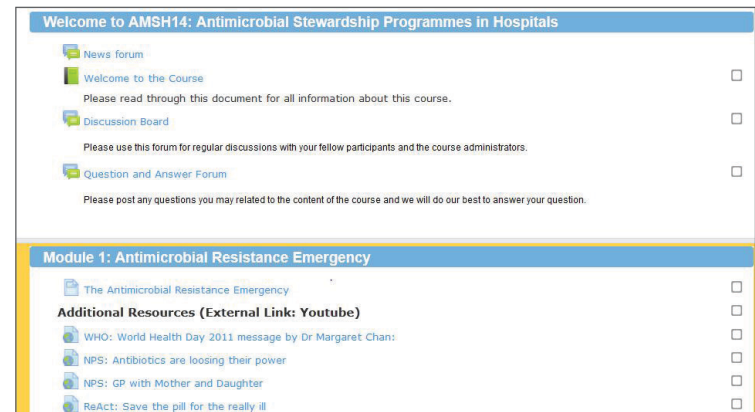
Site home
Site pages
My profile
Courses

Search courses:

Miscellaneous

- [POLHN: Student Support Page](#)
- [FST14: Food Safety training](#)
- [AMSH14: Antimicrobial Stewardship Programmes in Hospitals](#)
- [IPC: Infection Prevention and Control](#)

ADMINISTRATION
Category: Pacific Open Learning
Health Network
My profile settings
Site administration



Welcome to AMSH14: Antimicrobial Stewardship Programmes in Hospitals

- [News forum](#)
- [Welcome to the Course](#)
Please read through this document for all information about this course.
- [Discussion Board](#)
Please use this forum for regular discussions with your fellow participants and the course administrators.
- [Question and Answer Forum](#)
Please post any questions you may related to the content of the course and we will do our best to answer your question.

Module 1: Antimicrobial Resistance Emergency

- [The Antimicrobial Resistance Emergency](#)
- Additional Resources (External Link: Youtube)**
- [WHO: World Health Day 2011 message by Dr Margaret Chan:](#)
- [NPS: Antibiotics are loosing their power](#)
- [NPS: GP with Mother and Daughter](#)
- [ReAct: Save the pill for the really ill](#)

Frequently Asked Questions



How do I find out what courses or programmes are offered by POLHN?

There are several ways to find the courses offered. Since POLHN keeps adding new courses to its self-paced course bank, you can sign-up for the monthly bulletin, visit [facebook.com/polhn](https://www.facebook.com/polhn) or contact your local POLHN focal point for information. You may also visit www.polhn.org or email polhn.sp@wpro.who.int.

Where can I get the application form?

Application forms are available online in PDF format. If you are unable to download due to slow internet, you can send an email to polhn.sp@wpro.who.int You can also collect application forms from any POLHN centre.

How can I send my application?

You can either scan or take a photo and send an electronic copy to polhn.sp@wpro.who.int Hard-copy application forms will not be considered. No application form is required for self-paced courses. Login to <http://courses.polhncourses.org> to access courses.

When do I apply for for sponsorship?

Apply as soon as you get notification that applications are open for instructor-led courses (FNU/PPTC/Penn Foster courses). For FNU courses, candidates needs to apply each semester to continue with sponsorship. Dates are updated on www.polhn.org and updates are sent to all POLHN members. Sign-up on Moodle for new course alerts <http://courses.polhncourses.org>

How long does it take for POLHN to confirm sponsorship?

The process normally takes two months. The application goes through different vetting systems to ensure selection transparency before sponsorship is awarded. Interested candidates should follow-up with POLHN to confirm whether they are sponsored.

Do I have to pay to take the course or programme?

Applicants are not required to pay for any POLHN courses, however, they may be charged an FNU administration fee for an examination resit and other related costs. The cost of the programme is borne by POLHN.

How many courses can I take on POLHN?

Applicants can take one sponsored unit at a time from FNU, PPTC or Penn Foster. Any other unit cost will be borne by the student. Students can do multiple self-paced courses at one time, POLHN does not have any restriction on the number of self-paced courses students can take.

Where can I access POLHN?

You can access POLHN from any POLHN centre (see centre information on page <http://goo.gl/oO2fPO>) or from any internet-connected device including mobile devices.

When can I use POLHN centres?

POLHN centres can be accessed during office hours. Special arrangements can sometimes be made through ministries of health outside office hours.

I don't have access to a regional POLHN centre.

How can I take POLHN courses?

Offline POLHN courses are available on DVD and USB. Enquire with your POLHN focal point for a copy of POLHN's offline courses.

Can I use POLHN centres for other training purposes?

POLHN centres can be used for all Ministry of Health-approved training. To host any training at a POLHN centre, contact your local POLHN focal point or the Ministry of Health

What do I do if I have moved to another country or if I change jobs?

All POLHN-sponsored students are required to inform the POLHN Secretariat Office in case of relocation internationally. The POLHN Secretariat Office should also be advised in case of change of employer. POLHN partners with ministries of health, so sponsored candidates will also be required to inform their Ministry of Health of such changes. Failure to inform the POLHN Secretariat Office may lead to cancellation of sponsorship. No restrictions are placed on self-paced course users.

Who Can I Contact?

For all POLHN-related queries you can contact your local POLHN focal point. You can also email polhn.sp@who.wpro.int or call **+6793234105**.

Country	Centre Locations	Focal Point
American Samoa	American Samoa	Eti Ulagalelei, Jasmay Amataga
Cook Islands	Rarotonga Hospital	Ms. Marama Anguna
Fiji Island	Ba, Lautoka, Kadavu, Lau, Rabi, Rotuma, Labasa, Tamavua, Nausori, Nabouwalu, Levuka, Savusavu, Tavua, Suva, Sigatoka	Mr. Mohammed Yasin Sr. Devina Gaundan Komal Sami Ronila Singh
Guam	Guam	Ms. Bertha Taijeron
Kiribati	Tungaru National Hospital, Kiritimati hospital	Ms. Terere Takai Teraira Bangao
Marshall Islands	Ebeye Community Health Centre, Majuro Hospital	Mr. Fredrick Langmoir Mr. Clann Clament Edlen Anzures
Federated States of Micronesia	Chuuk State Hospital Kosrae State Hospital Pohnpei State Hospital Yap Memorial Hospital	Maurita Hauk Bualuary Ms. Inouefich Shomour Mr. Rinehart William Mr. Edgar Santos Mr. Pius You

Country	Centre Locations	Focal Point
Nauru	RON Hospital	Ms. Vania Scotty
Niue	Niue	Ms. Oscylina Kulatea
Palau	Belau National Hospital	Ms. Sunshine Garcia
Samoa	Motootua Hospital	Ms. Rumanuisna Maua
Solomon Islands	School of Nursing & Allied Health Science National Referral Hospital (Honiara) Gizo Hospital (Western Province) Kiluufi Hospital (Malaita) Taro Hospital (Choiseul) Atoifi Adventist Hospital (Malaita)	Mr. Ronney Kenitahana
Tonga	School of Nursing, Vava'u Hospital, Vaiola Hospital	Mr. Walter Hurrell
Tuvalu	Princess Margaret Hospital	Ms. Julie Elisala
Vanuatu	Vila Central Hospital, Luganville, Norsup, Lolowai	Ms. Marina Laklotal

