**Equipment and software**

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| --- | --- |
| *Get access to a desktop or laptop with a video camera and microphone* | Avoid using smartphones  Use a webcam for desktops.  *Get access to a headset for better audio quality.* |
| *Get access to Wifi or direct internet connection.* | If you are using wifi, use a room with a good wifi signal strength.  Ensure it is secure  <https://ico.org.uk/your-data-matters/online/wifi-security/> |
| *Test the IT* | You should test the IT works before teaching and on the day. |

**Professionalism, consent and confidentiality**

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| --- | --- |
| You must remain professional during a group video call. | Use a quiet, private well-lit room where you can maintain confidentiality.  There should be no-one else in the room.  Wear professional clothing and avoid eating during the video call.  Ensure there is no sensitive information on your screen or background. *Consider changing background image* |
| *Do* ***NOT*** *record patient encounters.* | The recording includes video, audio and screen capture recording.  Students can make anonymous notes for learning. |

**Preparation for the teaching - You should review/read any teaching material sent to you. Your tutor will send a link to join the video call.**

|  |  |
| --- | --- |
| *Join 10minutes before your session starts and check audio/video connections* | Change background if required.  Type your full name in the user area |
| *Remember professionalism and confidentiality.* |  |
| *Understand the housekeeping rules provided by the tutor* |  |
| *Use the ZOOM tools to engage with the teaching.* | Chat, hands up, share screen and turning on/off audio or video. |
| *If you experience problems with IT* | For example, an internet connection, let your tutor know. |