**Equipment and software**

|  |  |
| --- | --- |
| *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**

|  |  |
| --- | --- |
| 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. |