Urolink Webinar Participant Guide V2.0

BAUS Urolink & Urology department, University Teaching Hospital, Zambia Online educational case based discussion programme

Background:

Due to the current COVID-19 pandemic, travel restrictions have meant Urolink visits are temporarily suspended. Urolink aims to continue providing support to link centres.

Urology trainees ('residents') in link centres abroad, such as University Teaching Hospital (UTH) Lusaka, have previously indicated an interest in developing and accessing web-based educational resources. With the increasing familiarisation and use of web-based technology (such as Zoom and MS teams) for remote learning due to COVID-19, Urolink webinars can help continue to develop and promote educational activity for urology trainees involved with Urolink centres.

Instructions for participants

Disclaimer:
All webinars will be recorded for educational purposes and will be accessible online for playback as an educational resource.

We ask that you maintain patient confidentiality and anonymise any patient identifiable information. We also ask that professionalism is maintained throughout the webinar.

Aims:
Promote education of urology trainees (registrars/residents) both in the UK and at link centres via regular trainee-led case based discussion.

Objectives:
1. Provide bi-directional learning to trainees
2. Provide teaching that covers the urology curriculum
3. Provide an overview of common guidelines/management
4. Promote engagement and discussion around cases that can facilitate collaboration and inform further training/research
5. Facilitate access for link centres to UK educational activities

Session format:
- *Introduction*
- *Case based discussion 1 (10-15mins)*
- *Discussion (10mins)*
- *Case based discussion 2 (10-15mins)*
- *Discussion (10mins)*
- *Session summary and close*

Duration: 1 Hour

- Webinars will follow the format above

- Upon entry your microphone will be muted

- You will also be asked to provide consent to recording, this is for educational purposes, videos will be hosted online as an educational resource.

- We encourage active participation and discussion
  Questions or comments can be made via the **chat** function or by **raising your hand** (see guide below), following each case presentation we will invite the floor for discussion.

Accessing the meeting
Webinars are hosted on the Zoom platform, invitations will be sent via email.
Webinars can be accessed using the numerical Zoom meeting ID (649-URO-LINK):
- ***649 876 5465***
  (Password = BAUS21)

Zoom webinar user guide

- Ensure you are in an appropriate environment where you can control noise/interruptions
- Do not have the Zoom window open on two devices close together (i.e. mobile and laptop or tablet) otherwise we will get noise feedback during the recording
- Check your microphone is working (see microphone troubleshooting guide)
- Follow the link in the Urolink Invitation email to access the webinar

The Zoom control panel will usually be found at the bottom of your screen and can be activated by moving your mouse or touching your screen.

The **Security, Participants, Screen Share and Record** functions will be controlled by the host.

Mute/Unmute: This will allow you to unmute your microphone to speak. All participants will be muted by default by the host.

Start/Stop video: This will allow you to start/stop video.

Chat: Use this function to ask questions during the session.

Chat allows you to send messages to everyone, or just selected individuals. Adding text to the box, once the cursor is there, or dragging a file into it then pressing return sends the message.
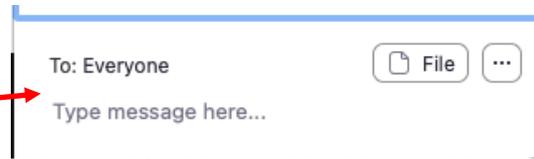
Reactions/Raise Hand: Use the reactions>Raise hand button to ask a question. The host/moderator will invite your input following this. Don't forget to click on the raise hand again to lower it!
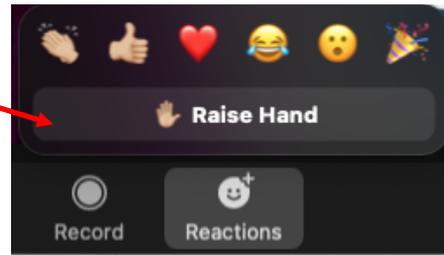
Microphone troubleshooting guide
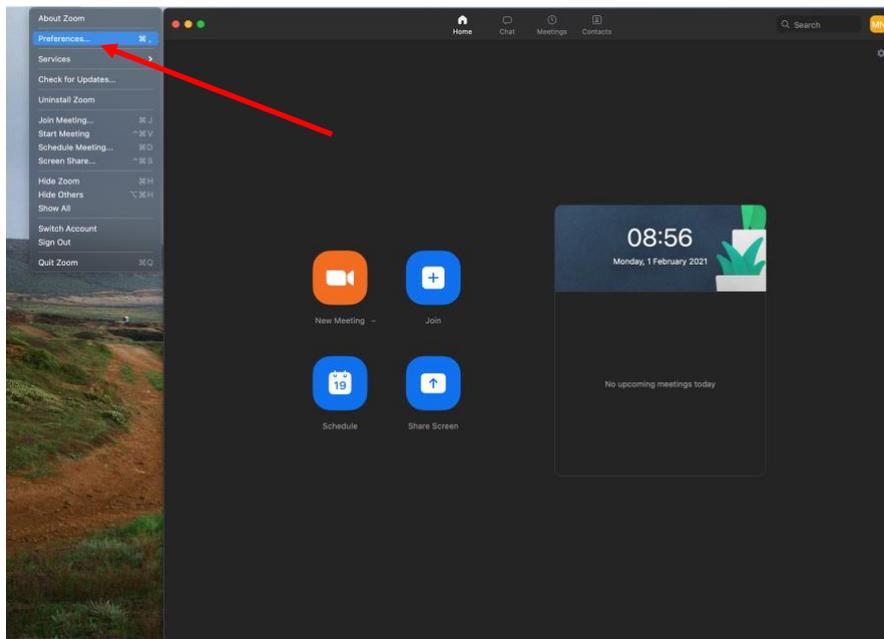
After opening Zoom click on Zoom>Preferences from the toolbar
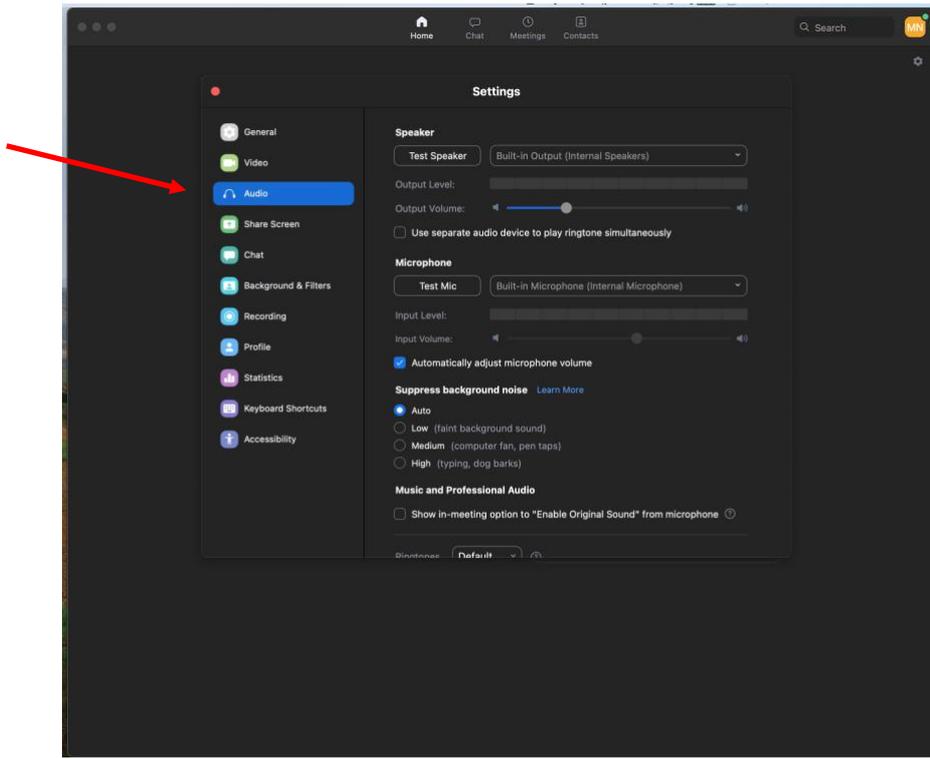
From the Settings menu Click on Audio
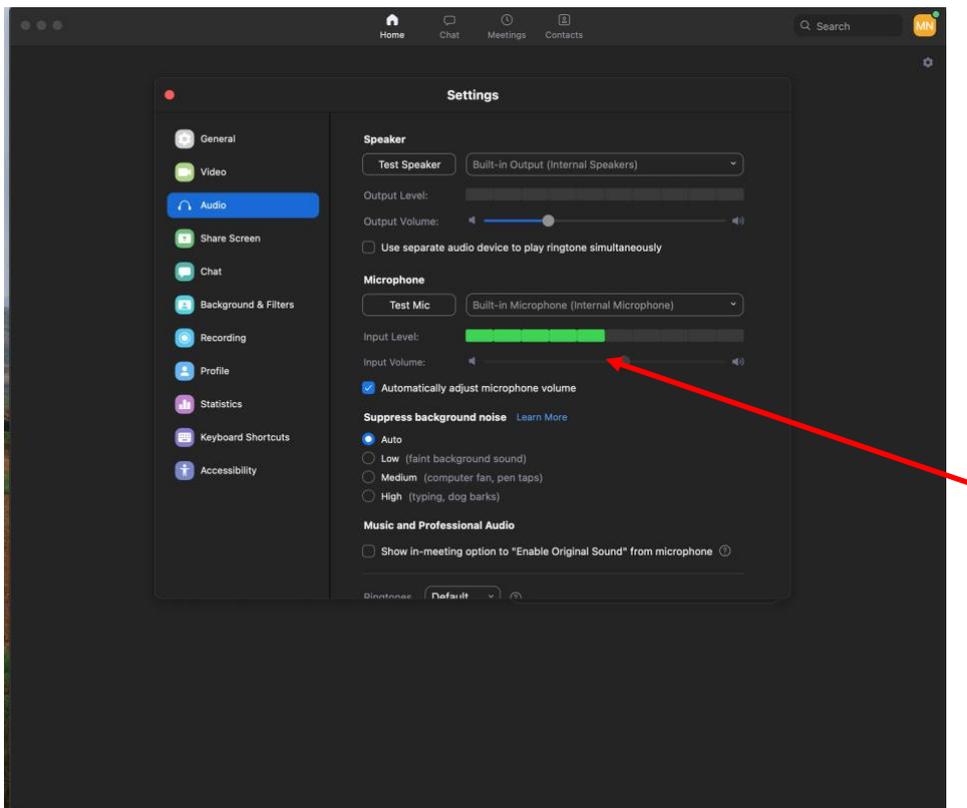
The "input level" will turn green when speaking/testing the mic, confirming that your microphone is working.
If the colour remains red, this indicates the microphone volume is too low, you may want to move your computer device or use an alternative microphone.