

ADVANCE CARE PLANNING AND GOALS OF CARE E-LEARNING MODULES

USER GUIDE – COMPLETING THE ONLINE COURSE

For comments, feedback, questions or technical support please contact pcdm-support@hpcoco.ca

This user guide is intended to assist you in navigating and completing the course once you have registered and purchased it using the promo code given to you.

For help with registration and course purchase, please see [the User Guide – Registration, Login, & Course Purchase](#) document

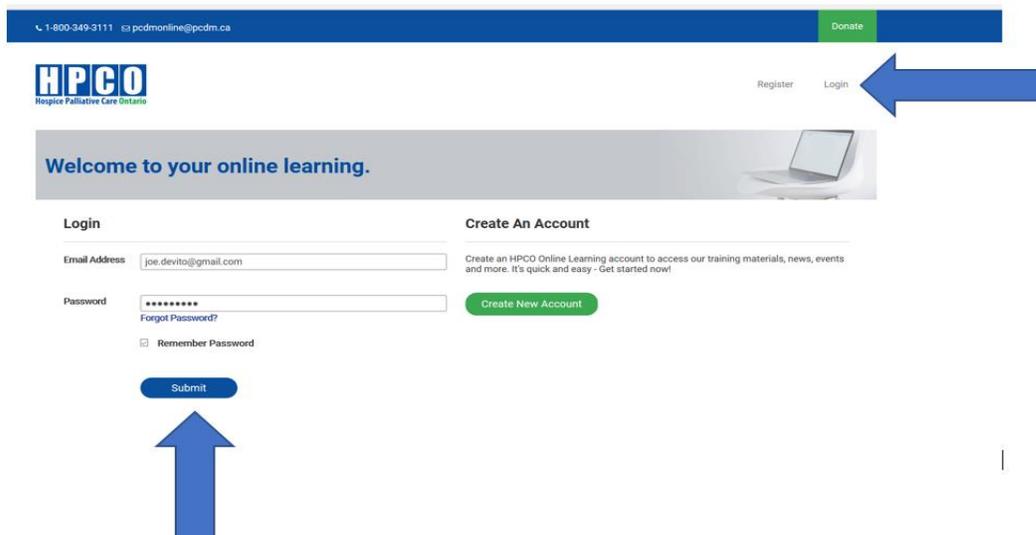
You are expected to complete the course within 4 months of enrollment (purchase)

NOTE:

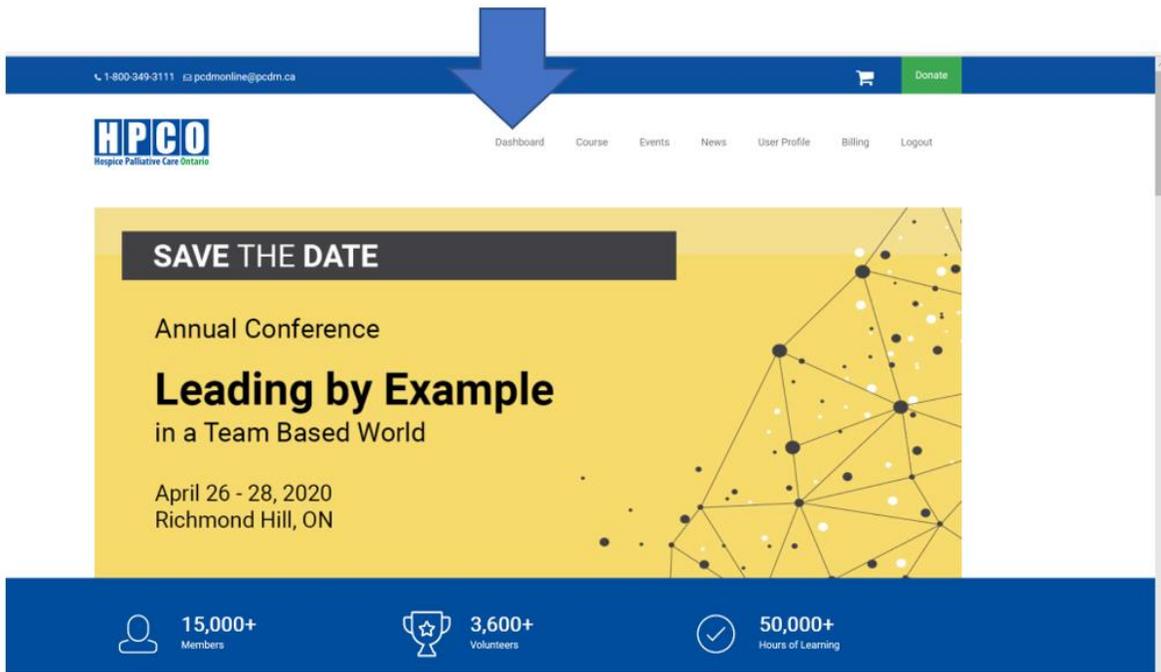
YOU WILL NEED TO FOLLOW THE PRESCRIBED SEQUENCE OF VIDEOS AND QUIZZES IN ORDER TO MOVE FORWARD IN THE COURSE.

IN OTHER WORDS, TO UNLOCK THE NEXT SEGMENT, YOU WILL NEED TO COMPLETE THE PRIOR SEGMENT.

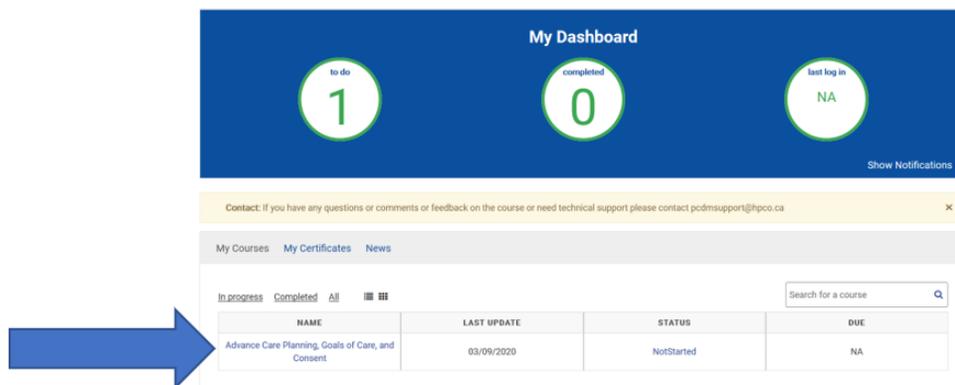
1. Open the website link: <https://pcdm.ca/>, click login fill in your credentials. Hit submit once complete.



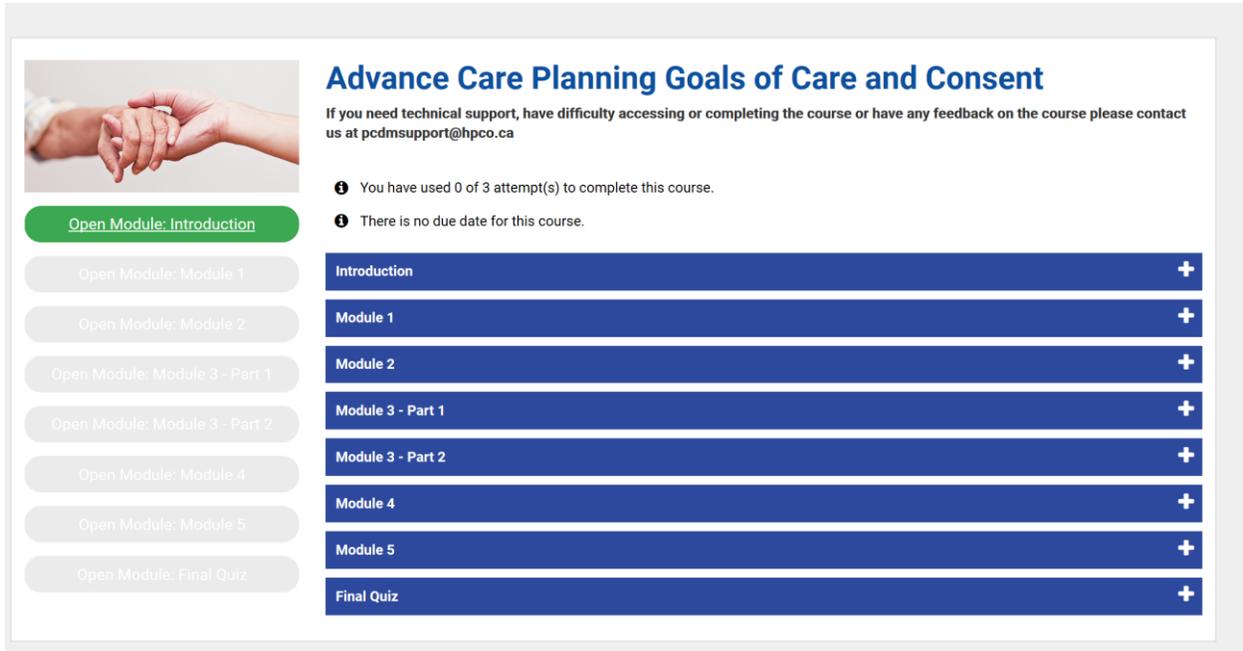
2. You will now enter this screen. Click on "Dashboard".



3. You will enter this screen and will see your course sitting there. Click on the course title indicated by the arrow.



4. You will now see your course outline. Click on the first green button located at the top left corner to open the module.



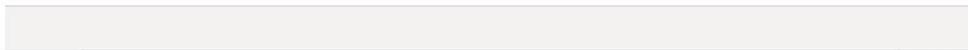
Advance Care Planning Goals of Care and Consent

If you need technical support, have difficulty accessing or completing the course or have any feedback on the course please contact us at pdmsupport@hpcoco.ca

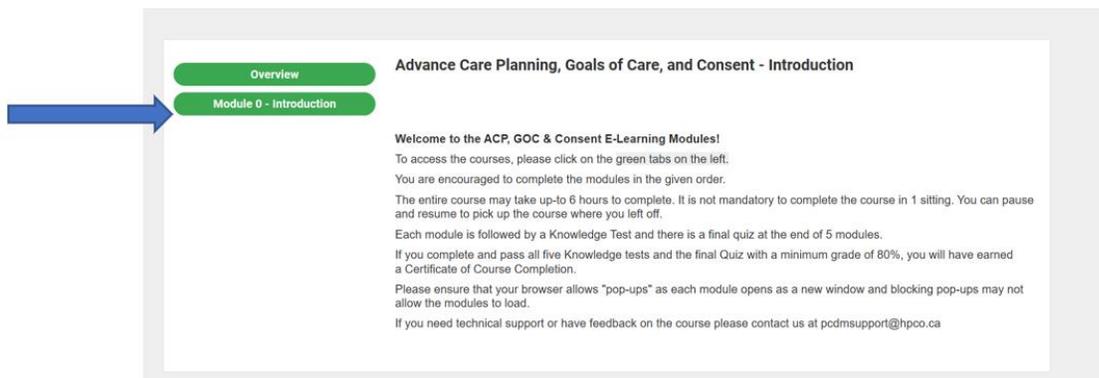
- You have used 0 of 3 attempt(s) to complete this course.
- There is no due date for this course.

Open Module: Introduction	Introduction	+
Open Module: Module 1	Module 1	+
Open Module: Module 2	Module 2	+
Open Module: Module 3 - Part 1	Module 3 - Part 1	+
Open Module: Module 3 - Part 2	Module 3 - Part 2	+
Open Module: Module 4	Module 4	+
Open Module: Module 5	Module 5	+
Open Module: Final Quiz	Final Quiz	+

4. This is your introduction module



4. This is your introduction.



Advance Care Planning, Goals of Care, and Consent - Introduction

Welcome to the ACP, GOC & Consent E-Learning Modules!

To access the courses, please click on the green tabs on the left.
You are encouraged to complete the modules in the given order.

The entire course may take up-to 6 hours to complete. It is not mandatory to complete the course in 1 sitting. You can pause and resume to pick up the course where you left off.

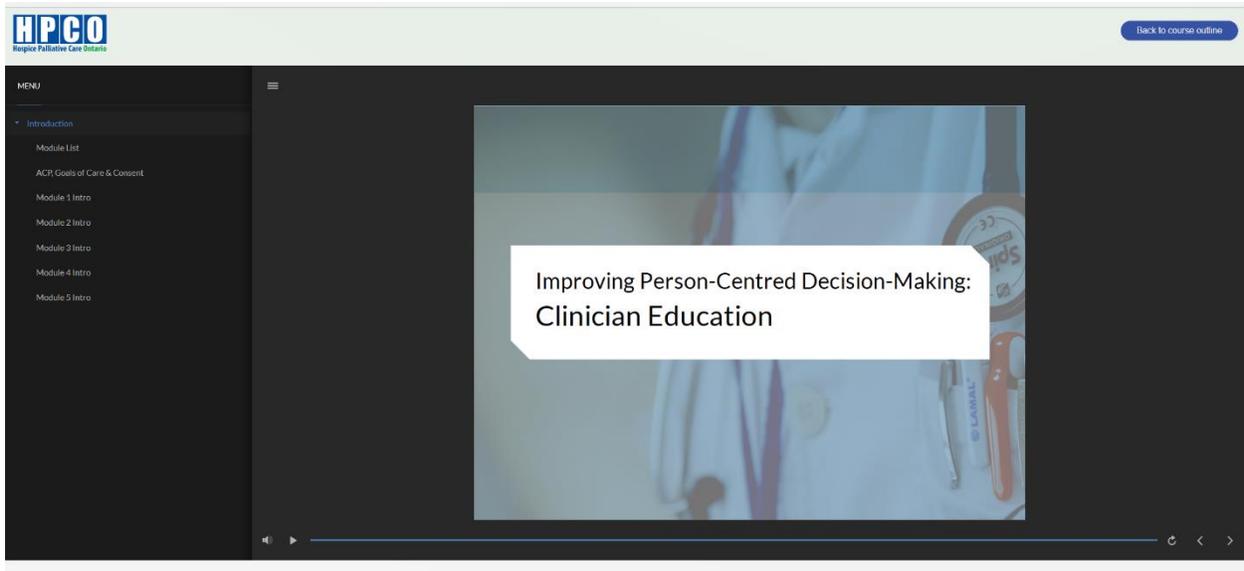
Each module is followed by a Knowledge Test and there is a final quiz at the end of 5 modules.

If you complete and pass all five Knowledge tests and the final Quiz with a minimum grade of 80%, you will have earned a Certificate of Course Completion.

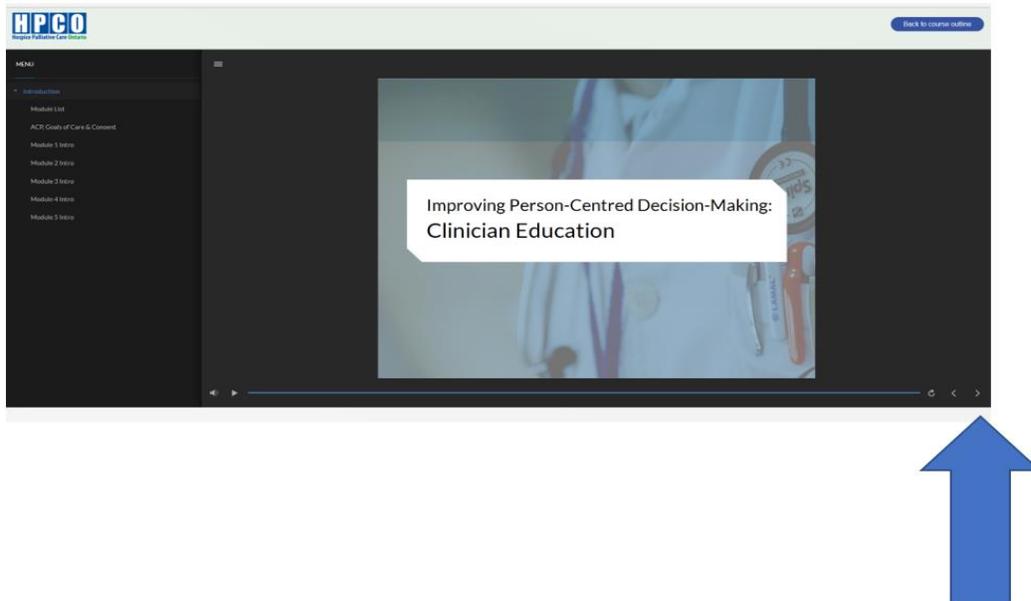
Please ensure that your browser allows "pop-ups" as each module opens as a new window and blocking pop-ups may not allow the modules to load.

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5. You will see this window show up.

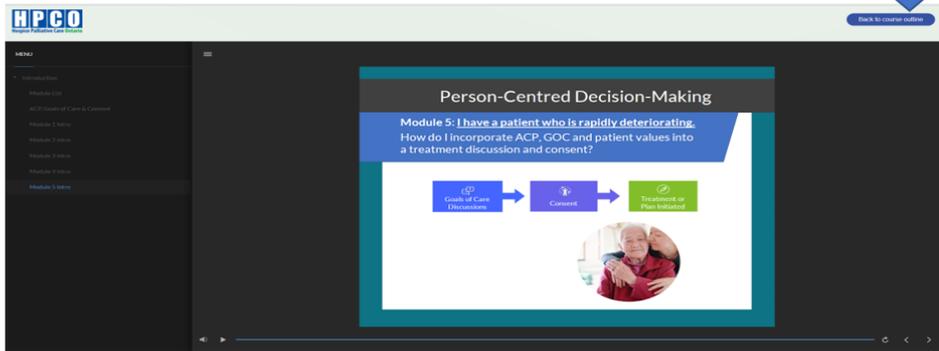


6. TO MOVE FORWARD IN THE COURSE, CLICK ON THE FORWARD BUTTON THAT RESEMBLES THIS SYMBOL >



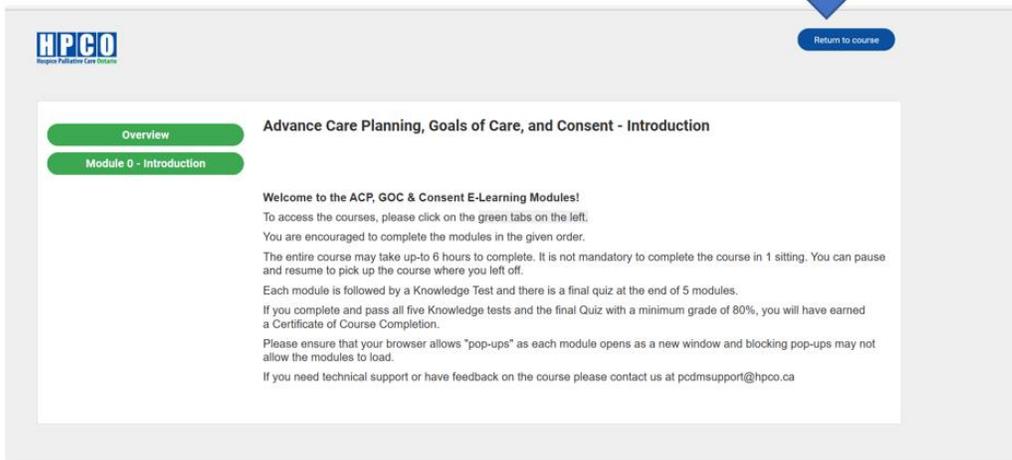
7. WHEN YOU HAVE REACHED THE END OF THIS MODULE, YOU WILL NO LONGER BE ABLE TO CLICK ON THE SYMBOL >

When you can no longer click on the bottom right symbol >, it indicates that's the end of the module. This is when you press this button



When you can no longer click here, it indicates that's the end of the module. This is when you press the "Back to course outline" button located on top right.

8. As you can see, this section does not have a quiz for you. Click on "Return to course".



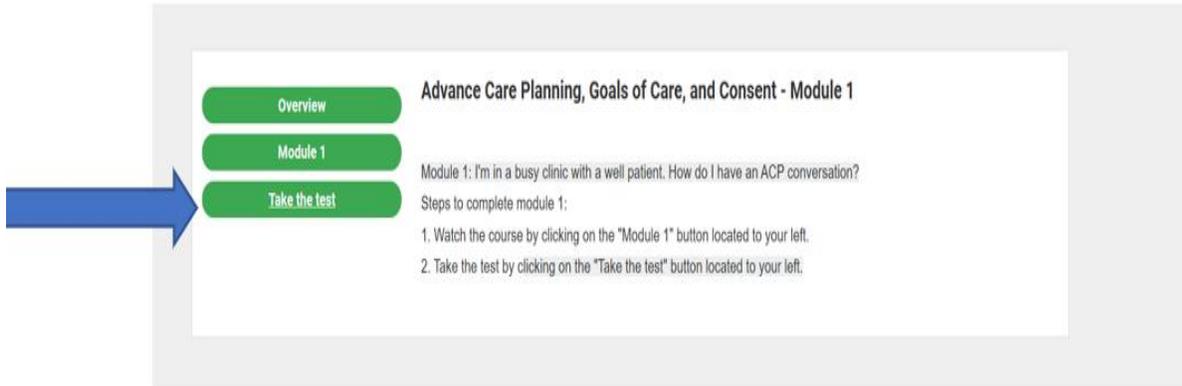
9. Proceed sequentially to the next module, which now is Module 1. Click on “Open Module: Module 1”.
- Modules that have completed are indicated in light green on the left-hand side, while the ones that are not yet started, are grey. The ones you need to do next are indicated in bright green.

The screenshot shows the HPCO course dashboard. At the top left is the HPCO logo. At the top right is a 'Dashboard' button. Below the logo is an image of two hands clasped together. The main heading is 'Advance Care Planning Goals of Care and Consent'. Below the heading is a message: 'If you need technical support, have difficulty accessing or completing the course or have any feedback on the course please contact us at pcdmsupport@hpcoco.ca'. There are two informational icons: 'You have used 0 of 3 attempt(s) to complete this course.' and 'There is no due date for this course.' On the left side, there is a vertical list of buttons: 'Open Module: Introduction' (bright green), 'Open Module: Module 1' (bright green), 'Open Module: Module 2' (grey), 'Open Module: Module 3 - Part 1' (grey), 'Open Module: Module 3 - Part 2' (grey), 'Open Module: Module 4' (grey), 'Open Module: Module 5' (grey), and 'Open Module: Final Quiz' (grey). On the right side, there is a table of contents with blue bars and plus signs: Introduction, Module 1, Module 2, Module 3 - Part 1, Module 3 - Part 2, Module 4, Module 5, and Final Quiz.

10. Click on Module 1 (green button). To complete, follow instructions as outlined in steps 4-8.

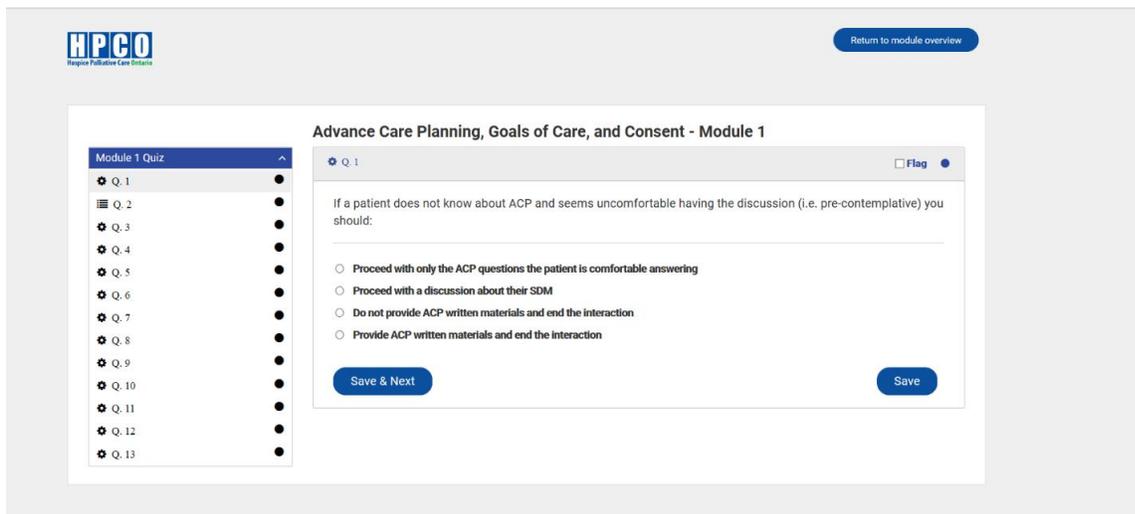
The screenshot shows the HPCO course page for 'Advance Care Planning, Goals of Care, and Consent - Module 1'. At the top left is the HPCO logo. At the top right is a 'Return to course' button. Below the logo is a vertical list of buttons: 'Overview' (bright green), 'Module 1' (bright green), and 'Take the test' (bright green). The main heading is 'Advance Care Planning, Goals of Care, and Consent - Module 1'. Below the heading is the text: 'Module 1: I'm in a busy clinic with a well patient. How do I have an ACP conversation?'. Below this text is the heading 'Steps to complete module 1:' followed by a numbered list: 1. Watch the course by clicking on the "Module 1" button located to your left. 2. Take the test by clicking on the "Take the test" button located to your left.

11. After you are done watching Module 1, you then need to click on "Take the test".



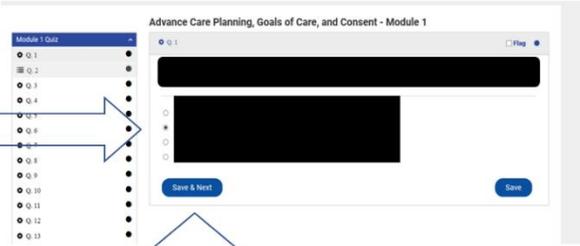
12. You will now enter this screen. Follow the steps to take the test.

12.1.



12.2.

Click on the radio button that you consider to be the answer choice.

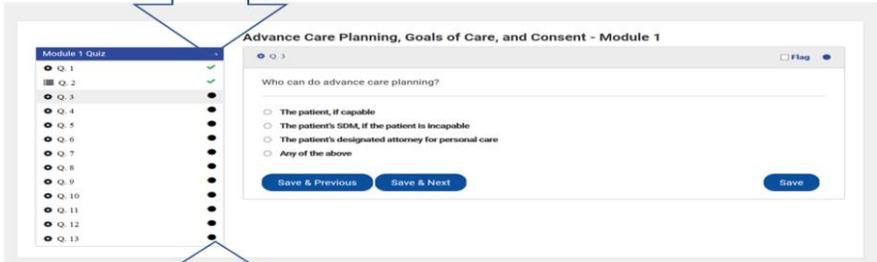


Click save and next to move ahead to the next question.

The screenshot shows a quiz interface titled "Advance Care Planning, Goals of Care, and Consent - Module 1". On the left is a "Module 1 Quiz" sidebar with a list of questions from Q.1 to Q.13. Each question has a radio button next to it. An arrow points from the text "Click on the radio button that you consider to be the answer choice." to the radio button for Q.1. The main area shows Q.1 with a question text area (blacked out) and a "Save & Next" button. Another arrow points from the text "Click save and next to move ahead to the next question." to the "Save & Next" button.

12.3.

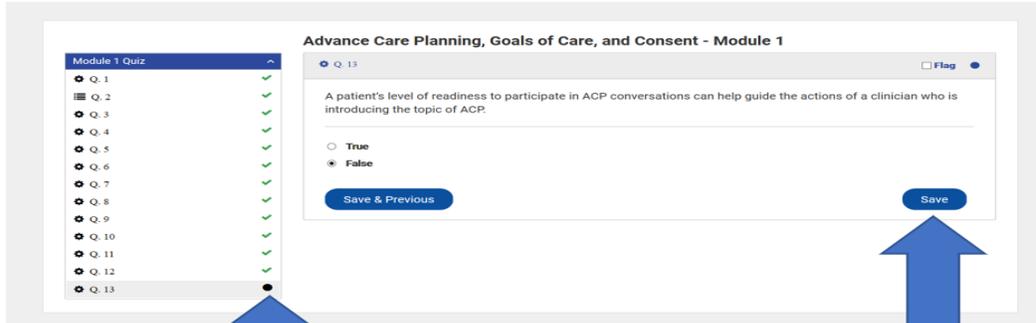
As you complete the questions by submitting answers, a green check mark will appear.



The black dot indicates the questions that are not complete.

The screenshot shows the same quiz interface as in 12.2. In the "Module 1 Quiz" sidebar, Q.1 and Q.2 now have a green checkmark next to their radio buttons, while Q.3 through Q.13 have a black dot. An arrow points from the text "As you complete the questions by submitting answers, a green check mark will appear." to the checkmarks on Q.1 and Q.2. Another arrow points from the text "The black dot indicates the questions that are not complete." to the black dots on Q.3 through Q.13. The main area shows Q.3 with the question "Who can do advance care planning?" and four radio button options: "The patient, if capable", "The patient's SDM, if the patient is incapable", "The patient's designated attorney for personal care", and "Any of the above". There are "Save & Previous", "Save & Next", and "Save" buttons.

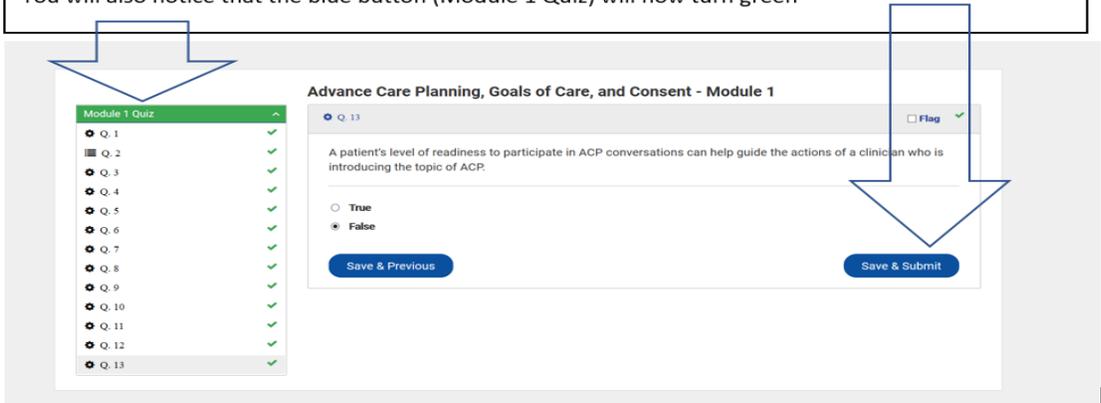
12.4.



When you are on the last question, in this case it is Q. 13; you will see the SAVE button

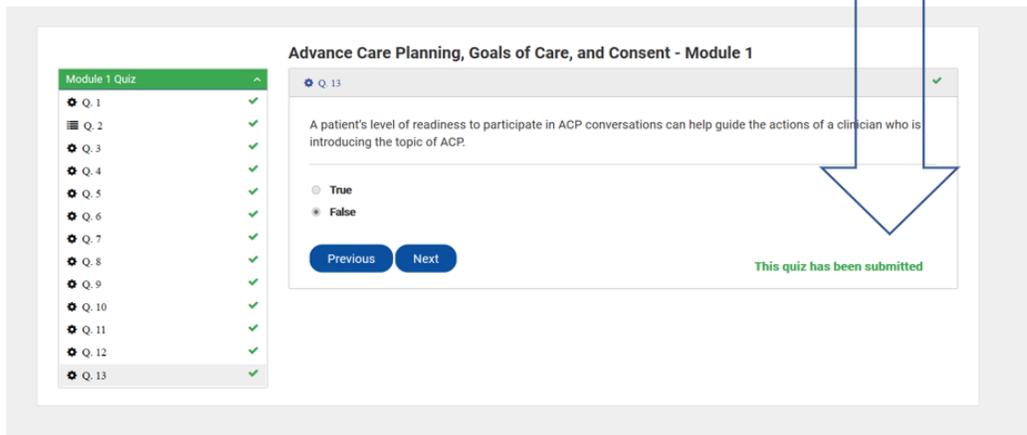
12.5.

After you click SAVE in the previous image, you will get a new button below called SAVE & SUBMIT. You will also notice that the blue button (Module 1 Quiz) will now turn green



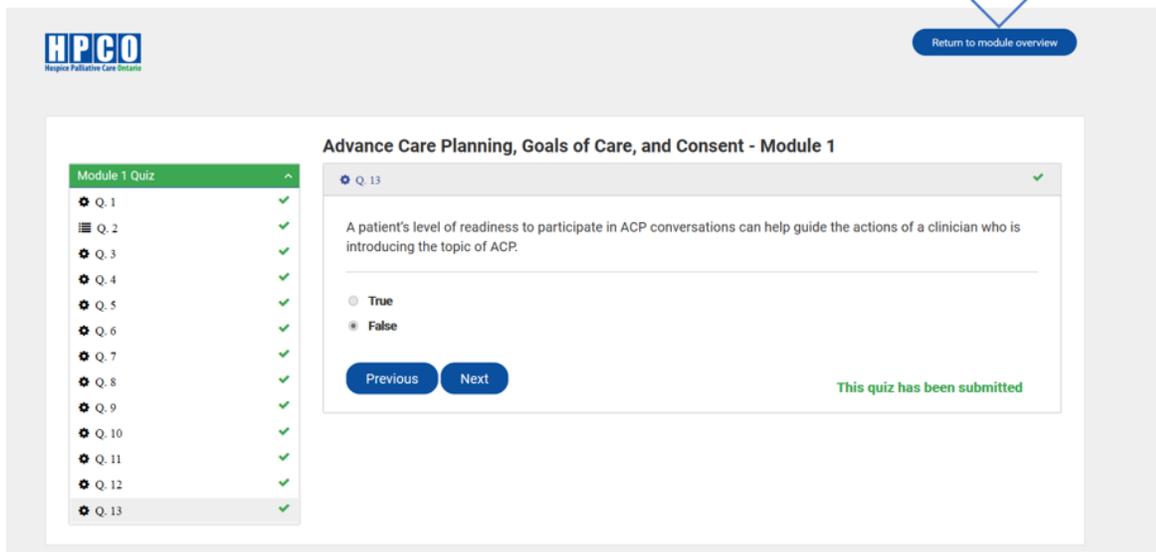
12.6.

After clicking on Save & Submit you will get a message in green “The quiz has been submitted”.



12.7.

Once the green dialog box which is “The quiz has been submitted” appears, you may click on “Return to module overview” and move to the next module.

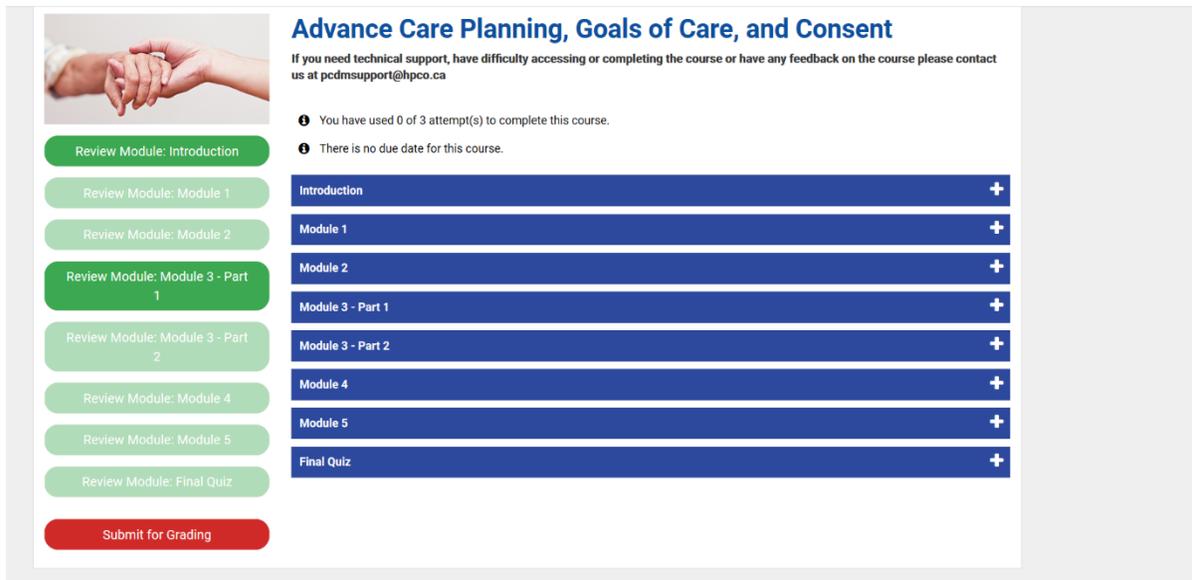


Always ensure the sentence, “This quiz has been submitted,” indicated in green, appears once done with the quiz. Only after this sentence appears, your quiz then be completed and successfully submitted for evaluation. Do not “Return to module course” without being sure of this.

Your final grade is an average of Module 1 Quiz, Module 2 Quiz, Module 3 – Part 2 Quiz, Module 4 Quiz, Module 5 Quiz and the Final Quiz. You will need a final grade of 80% or more to successfully pass the course.

13. To ensure this, complete all the modules and tests using steps 4-12 and 12.1-12.7 above.

14. Once you are HAVE SUCCESSFULLY SUBMITTED the Module 1 Quiz, Module 2 Quiz, Module 3 – Part 2 Quiz, Module 4 Quiz, Module 5 Quiz and Final Quiz, you will see a red SUBMIT FOR GRADING button.



The screenshot shows a course completion page with the following elements:

- Course Title:** Advance Care Planning, Goals of Care, and Consent
- Support Contact:** If you need technical support, have difficulty accessing or completing the course or have any feedback on the course please contact us at pedmsupport@hpcoco.ca
- Progress Indicators:**
 - You have used 0 of 3 attempt(s) to complete this course.
 - There is no due date for this course.
- Review Modules (Left Column):**
 - Review Module: Introduction
 - Review Module: Module 1
 - Review Module: Module 2
 - Review Module: Module 3 - Part 1
 - Review Module: Module 3 - Part 2
 - Review Module: Module 4
 - Review Module: Module 5
 - Review Module: Final Quiz
- Course Content List (Right Column):**
 - Introduction +
 - Module 1 +
 - Module 2 +
 - Module 3 - Part 1 +
 - Module 3 - Part 2 +
 - Module 4 +
 - Module 5 +
 - Final Quiz +
- Submit for Grading:** A red button at the bottom left.

- Press the ‘submit for grading’ button.
- Your grade will show up below the hand image.
- Your grade is an average of Module 1 Quiz, Module 2 Quiz, Module 3 – Part 2 Quiz, Module 4 Quiz, Module 5 Quiz and the Final Quiz.
- **If Your Grade is less than 80%, (shown below) you have not passed, and you will be asked to retry the course. You can retry up-to 3 times.**

Advance Care Planning, Goals of Care, and Consent

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• You have used 2 of 3 attempt(s) to complete this course.
• There is no due date for this course.

Passing Grade: **80**
Your Grade: **0**

Retry Course

Open Module: Introduction

Open Module: Module 1

Open Module: Module 2

Open Module: Module 3 - Part 1

Open Module: Module 3 - Part 2

Open Module: Module 4

Open Module: Module 5

Open Module: Final Quiz

Introduction	+
Module 1	+
Module 2	+
Module 3 - Part 1	+
Module 3 - Part 2	+
Module 4	+
Module 5	+
Final Quiz	+

- **If Your Grade is more than or equal to 80%, you have passed, and have successfully completed the course. You will find your certification located in the tab.**