

Professional Diploma in Occupational Medicine

Professional Diploma in Occupational Medicine is a Royal College of Physicians of Ireland programme, delivered in conjunction with iheed



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Welcome to the Programme

Dear Student,

Hello and welcome to the Royal College of Physicians of Ireland Professional Diploma in Occupational Medicine, delivered in partnership with iheed. We're delighted to welcome you and wish you all the best with your studies.

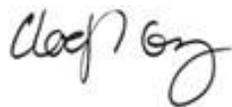
This nine-month online learning programme is designed specifically to cater to busy healthcare professionals such as yourself. Drawing on expertise from across the globe, this programme is ideal for upskilling practising physicians or preparing those at early stage of occupational medicine specialism.

Drawing on the expertise of local and international experts in Occupational Medicine, the programme provides graduates with advanced knowledge and skills to enhance the health and wellbeing of workers.

The Programme aims to develop clinically focused diagnostic skills through the use of interactive patient cases and simulations. It allows for opportunities to practice and develop diagnostic skills in a highly engaging online format. It enhances the skills required to identify important clinical features, occupational risks and formulate effective management plans for patients and employers.

Under the guidance of clinical tutors, you will study online using a combination of practical content and case-based learning. Throughout the programme you will receive strong support from the faculty and from the iheed team who will guide you through each step of your studies. Should you have questions at any stage, please don't hesitate to reach out to us at occmupport@iheed.org

Good luck and enjoy the journey!



Clodagh Conway

Director of Academic Affairs

Programme Delivery & Timetable

The programme will be provided through a delivery model which blends self-directed learning with tutor-led team-based learning. Throughout the course you will engage in:

- Weekly online synchronous tutorials
- Tutor-moderated discussion forums
- Interactive case studies
- Reflective exercises
- Online examinations
- Communication skills assessment

The timetable below for the Induction Week is the overall timetable with induction times for each group listed.

In general, the weekly tutorials are scheduled by geographic time-zone, and your weekly tutorials, including links to join will be detailed in your calendar on the iheed Online Learning Environment (see later section).

Programme Induction

The induction session will take place on **Tuesday, 20th August 2024**, has been designed to give you everything you need to know in advance of the first tutorial and to provide you with valuable guidance in advance of commencing the programme.

We will ensure you are comfortable with using the online environment, know the structure of the programme and assessments and the supports available. It is also a great opportunity to meet your colleagues studying with you and to ask any questions you may have.

Study Contract

If you have not done so already, please complete the online contract:

[RCPI, Professional Diploma in Occupational Medicine - Study Contract](#)

This needs to be completed by the end of the Induction week to be registered on the course. Please ensure that your date of birth on the contract matches the date of birth on the photo identification you provided to us.

**Please note, if you have already signed your contract, there is no need to sign it again*

Induction Week Timetable

Date	Activity	Asia Pacific	Middle East	Europe & Africa
Monday 19 August 2024 (Not a live session)	You will be given access to Canvas the iheed Online Learning Environment	Access provided by email during the day.		
Tuesday 20 August 2024 <i>Live session</i>	The Induction Programme Introduction: <ul style="list-style-type: none"> - Curriculum - Programme Delivery Model - Assessment - Using the Online Learning Environment (Canvas) 	<p style="text-align: center;">Two Induction Sessions</p> <p style="text-align: center;">11am Dublin, Ireland Time (UTC+1) click here for zoom link</p> <p style="text-align: center;">19:00pm Dublin, Ireland Time (UTC+1) click here for zoom link</p> <p style="text-align: center;">Passcode is: iheed</p> <p style="text-align: center;">Please note you only need to attend one session, as same material is covered in both</p> <p style="text-align: center;">Here is a useful time converter website here to check the time in your local timezone</p>		
Wednesday 21 August 2024 (Not a live session)	Using the Online Learning Environment Profile Calendar Discussion Forum Resources	<p style="text-align: center;">Self-paced – Introductions on Canvas.</p> <p style="text-align: center;"><i>The Academic Affairs team will be available throughout the day to answer any questions you have on programme delivery, regulations, supports, use of the online platform etc</i></p>		
Thursday 22 August 2024	Open Office 11:00am Dublin (UTC+1)	<p style="text-align: center;">Optional Session</p> <p style="text-align: center;">Please attend if you have any specific questions about the Programme. You will enter a waiting room on zoom and be admitted one by one to ask the Occupational Medicine Support Team any specific questions you may have about the programme structure, exams etc.</p> <p style="text-align: center;">Please note this is not a substitute session if you missed the Induction session. Please watch the recording of the induction session rather than attending this. This will be made available on Canvas.</p> <p style="text-align: center;">You will find the link to this on your calendar on Canvas.</p>		

If you are unable to attend the live session, the session will be recorded and available to watch the next day. Please note that the Open Office will not be recorded.

Programme Topics

MODULE TOPICS:

Module 1: Essentials of Occupational Health	Module 2: Health & Safety	Module 3: Health Surveillance and fitness for safety critical tasks
Overview of Occupational Medicine	Risk Assessments	Exposure to Noise in the Workplace
Work attendance and fitness for work	Health & Safety	Exposure to Vibration in the Workplace
Musculoskeletal Disorders	Occupational Hygiene	Exposure to Respiratory Sensitisers and Irritants in the Workplace
Respiratory Conditions	Safety Data Sheets	Exposure to Radiation in the Workplace
Foundations of Occupational Dermatology	Principles of Toxicology	Dermatological Hazards in the Workplace
Workplace skin disorders	Biological Monitoring & Biological Effect Monitoring	Safety Critical Activities: An Introduction to Fitness for Work Assessment
Neurological, cardiovascular, hepatic, renal, and blood disorders	Ergonomics	Occupational Infections in a Healthcare Setting
Mental Health	Shift work	Occupational Infection and Zoonosis
Special Risk Groups in the workplace		

PROGRAMME TIMETABLE

Please note: Tutorials run on Thursday OR Fridays, depending on what was selected on application form, or depending on geo-location and time-zone. **These times are indicative and subject to change, based on class selection and tutor availability.**

19/08/2024	Induction Week
26/08/2024	Week 1: Overview of Occupational Medicine
02/09/2024	Week 2: Work Attendance & Performance Management
09/09/2024	Week 3: Musculokskeletal Disorders
16/09/2024	Week 4: Musculokskeletal Disorders
23/09/2024	Week 5: Respiratory Conditions
30/09/2024	Skills Assessment (no tutorial)
07/10/2024	Week Off (no tutorial)
14/10/2024	Week 6: Foundations of occupational dermatology
21/10/2024	Week 7: Workplace skin disorders
28/10/2024	Week 8: Neurological, cardiovascular, hepatic, renal, and blood disorders
04/11/2024	Week 9: Mental Health
11/11/2024	Week 10: Special Risk groups in the workplace
18/11/2024	Reading Week (no tutorial)
25/11/2024	Module 1 Exam (no tutorial)
02/12/2024	Week Off (no tutorial)
09/12/2024	Week 1: Risk Assessments
16/12/2024	Week 2: Health & Safety
23/12/2024	Christmas & New Years
30/12/2024	Christmas & New Years
06/01/2025	Week 3: Occupational Hygiene
13/01/2025	Week 4: Safety Data Sheets
20/01/2025	Skills Assessment (no tutorial)
27/01/2025	Week Off (no tutorial)
03/02/2025	Week 5: Principles of Toxicology
10/02/2025	Week 6: Biological Monitoring & Biological Effect Monitoring
17/02/2025	Week 7: Ergonomics
24/02/2025	Week 8: Shift work
03/03/2025	Reading Week (no tutorial)
10/03/2025	Module 2 Exam (no tutorial)
17/03/2025	Week Off(no tutorial)
24/03/2025	Week 1: Exposure to Noise in the Workplace
31/03/2025	Week 2: Exposure to Vibration in the Workplace
07/04/2025	Week 3: Exposure to Respiratory Sensitisers and Irritants in the Workplace
14/04/2025	Week 4: Exposure to Radiation in the Workplace 1
21/04/2025	Week 5: Exposure to Radiation in the Workplace 2
28/04/2025	Skills Assessment (no tutorial)
05/05/2025	Week Off (no tutorial)
12/05/2025	Week 6: Exposure to Skin Sensitisers and Skin Irritants in the Workplace.
19/05/2025	Week 7: Medical Fitness for Safety Critical Tasks in the Workplace (including Driving)
26/05/2025	Week 8: Occupational Infections & Biological Hazards 1
02/06/2025	Week 9: Occupational Infections & Biological Hazards 2
09/06/2025	Reading Week (no tutorial)
16/06/2025	Module 3 Exam (no tutorial)

Please note: The academic week starts on Monday, however there are no tutorials on Monday's. To see your groups tutorial day/time, please refer to your timetable on the Canvas calendar.

Scheme of Assessment

The breakdown of the assessment elements for the programme are:

Assessments & Weighting	Skills Assessment	Exam
Module 1	Formative	100%
Module 2	20%	80%
Module 3	20%	80%

Skills Assessment

The skills assessment will afford students the opportunity to demonstrate communication skills in the context of Occupational Medicine through a consultation with a mock patient or organisation (played by an actor), with grading and feedback based on a standardised rubric.

Learners will be provided with a scenario and will be asked to engage an actor to play the role of the patient or organisational client. Using the context provided, learners will record themselves carrying out a short consultation or meeting.

You will be required to record a short video (5-7 mins) on your mobile device/tablet/PC and upload it to Canvas and full instructions will be issued well in advance of the submission deadline.

**While the Module 1 assignment is formative, it is mandatory to complete. The Board of Examiners will be advised of learners who fail to submit a video.*

Examination

The exams will be made up of Single Best Answer and free-text questions. The latter are designed to assess divergent thinking which are particularly appropriate to this level of programme where breadth rather than depth of deliberation can be key.

Questions will take the form of short case vignettes requiring learners to provide either the next most appropriate step in the management of the case.

Each exam diet will focus on a range of topics within the relevant modules with all learning outcomes assessed across a number of exam diets.

You will have a **48-hour window** to sit your exam so you can sit on either day as outlined in the timetable.

A mock/practice exam will be run ahead of the Module 1 main exam, so you have an opportunity to experience the platform and the types of questions asked ahead of your first exam.

Scheme of Assessment

In order to complete the Professional Diploma in Occupational Medicine, a **pass mark must** be achieved in each examination/assignment.

If an exam/assignment is failed, there will be an opportunity to repeat the exam.

Please note that RCPI regulations state **repeat assessments are automatically capped at the pass mark**

**A failed resubmission/repeat will result in a participant's removal from the course.*

Mitigating Circumstances

By submitting an assessment or presenting for an exam, you are declaring yourself **"fit to sit"** the assessment and it will be marked accordingly.

If you experience a problem with an exam, video submission, attendance, or any aspect of your studies, please get in contact with the Occupational Medicine Support team (**occmupport@iheed.org**) as soon as possible to discuss the options available to you.

Life events may sometimes overtake us, we understand. If there are **mitigating circumstances** (MC) that prevent you from meeting a deadline, or which you feel may have affected your performance in an exam, you may submit a claim of mitigating circumstances to iheed.

This must be submitted prior to your results being released and needs to be **evidenced by supporting documentation**. Claims need to be timely, relevant and severe and beyond the scope of normal life events. The MC will be considered at the next available Board of Examiners meeting and, if successful, you may be granted an exceptional third attempt at the examination.

Results are typically released 3-4 weeks after an exam session.

**Please note that all results are provisional until ratified and confirmed by the Board of Examiners.*

Online Proctored Exams:

Exams will be conducted on the iheed Online Learning Environment using a third-party vendor.

Every learner's identification is checked against the learner's application data. On the day of the exam, each learner is assigned a Proctor to authenticate and supervise their exam. The proctor will:

1. Verify the learner's identity by presenting their ID. The proctor will validate that the person taking the exam is the same as the ID being used and that previously validated by iheed.
2. Review the exam rules.
3. Examine the learner's desk and workspace. The proctor will ask the learner to complete a 360° room pan and desk sweep with their webcam to ensure the workspace is clear of any materials.
4. Present the learner with security questions
5. Obtain the learner's agreement to the exam regulations
6. Release the exam to the learner
7. Live monitor the exam attempt, recording the learner's computer screen and webcam image
8. Raise any potential breaches with iheed

**Please ensure you sit the exam using a laptop or desktop; you cannot use a tablet/iPad or phone – this is to do with software and security with relation to the online proctoring of the exam*

Introduction to the Online Learning Environment

All the course materials can be found in the iheed Online Learning Environment (OLE) – Canvas.

You will all be issued log in details at the start of your Induction Week which will grant you access to all the programme materials.

Once you sign in, you will come to the **Homepage** where you will see a menu on the very left-hand side with the following icons: (A) Account, (B) Dashboard, (C) Courses, (D) Calendar, (E) Inbox and (F) Help.

The screenshot shows the Canvas LMS interface. On the left is a dark navigation sidebar with icons and labels for: Home, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a header with a hamburger menu icon and the text 'Professional Diploma in Occupational Medicine'. Below the header is a 'Professional Diploma in Occupational Medicine' banner with a 'COURSE OVERVIEW' title. The banner features a central graphic of interconnected circles with icons representing various aspects of occupational medicine (e.g., a laptop, a heart, a hard hat, a microscope, a document). Below the graphic, a paragraph states: 'This course is designed to give healthcare professionals a deeper understanding of occupational medicine, to equip them to support workers and organizations in addressing work-related illness and injury, and to develop expertise in key areas such as health assessment, risk assessment, prevention, and application of legal and ethical frameworks.'

Under **(A) Account**, you can post a **profile picture** (1) – this will appear by your discussion posts, and it is a nice way to familiarise yourselves with your group, even while working on the self-directed material; you can choose how frequent your **notifications** (2) are – you can ask to receive a daily or weekly report of events, you can ask to receive a notification when any post is made in a discussion you are involved in, or you can switch it off entirely! The settings (3) include **setting your time zone***, changing password and editing preferred contact methods.

**Please ensure you have set the time zone correctly as Canvas will create a bespoke calendar for each learner. As you may be in different time zones, this could cause confusion if not set properly.*

The next two icons **(B) Dashboard** and **(C) Courses** will bring you to the same page – providing a breakdown to subject/topics and to the content for each week.

The screenshot shows the user profile page in Canvas. On the left is the same dark navigation sidebar as in the previous screenshot. The main content area shows the user's profile: a circular profile picture of a man with glasses, the name 'Ian Roe', and a 'Log out' button. Below the profile information is a list of settings: 'Notifications 2', 'Files', 'Settings 3', and 'ePortfolios'. The 'Settings' item has a blue notification bubble with the number '12' next to it.

PROGRAM STRUCTURE

Search for an item name... 

1

Essentials of Occupational Medicine 

2

Health and Safety 

3

Health Surveillance and fitness for safety critical tasks 

No members of the iheed Project Team, including Subject Matter Experts (SMEs) and Medical Editors, that have participated in the development of this course have any financial relationships to disclose, pertinent to the content of this activity.

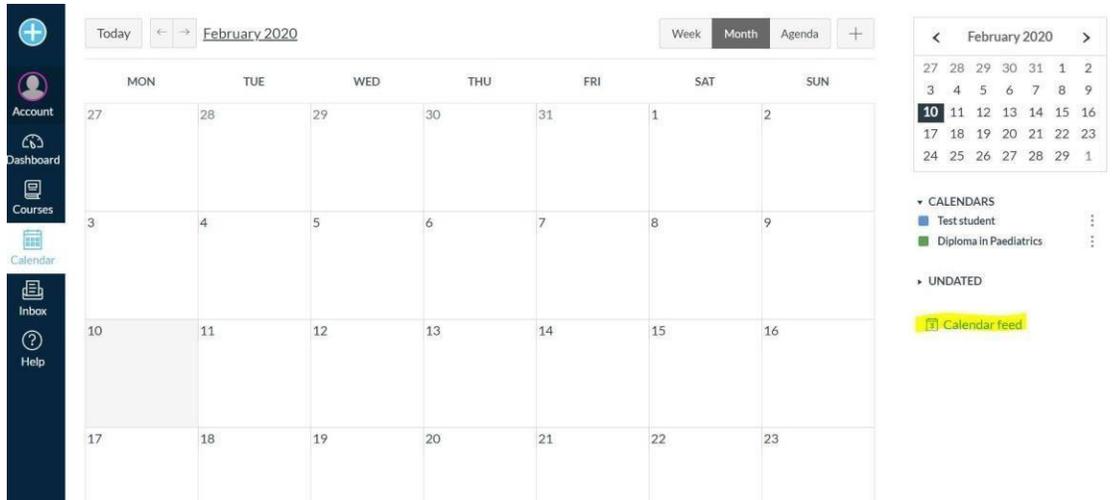


Each week there will be a series of Learning Outcomes, and throughout the course material you will be introduced to Reflective Questions, Case Studies, and Interactive Multimedia.

Learning outcomes

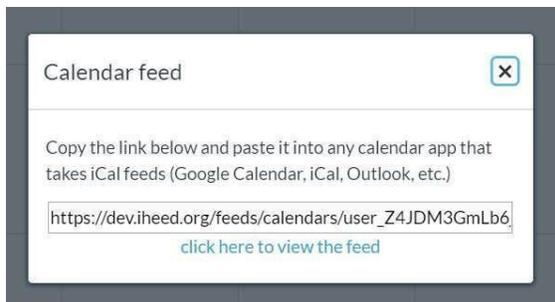
On successful completion of this module, you will be able to:

- > discuss the health benefits associated with work
- > describe the unique role of the occupational physician
- > explain the different types of health assessments
- > describe the unique requirements of an occupational physician consultation
- > apply best practice principles to the writing of an occupational health report
- > outline the special requirements for record retention in occupational medicine

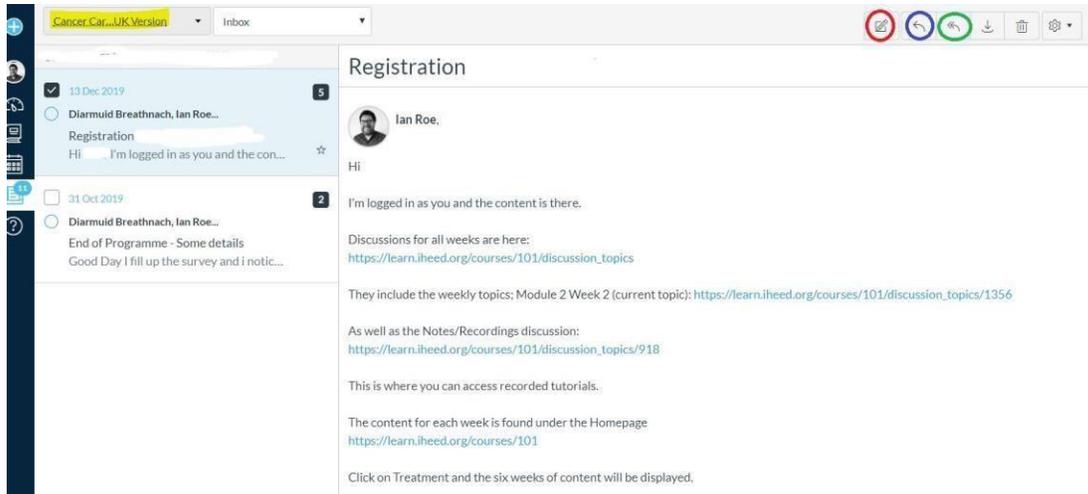


The **Calendar** (D) is where you will find your course timetable. Zoom links for each of your online tutorial sessions will be provided here, as well as the dates for your exams. The Calendar is directly linked to your **time zone settings**, so please ensure that you are registered to the correct time zone so that you know when your classes are on. By default, time zone is set to GMT.

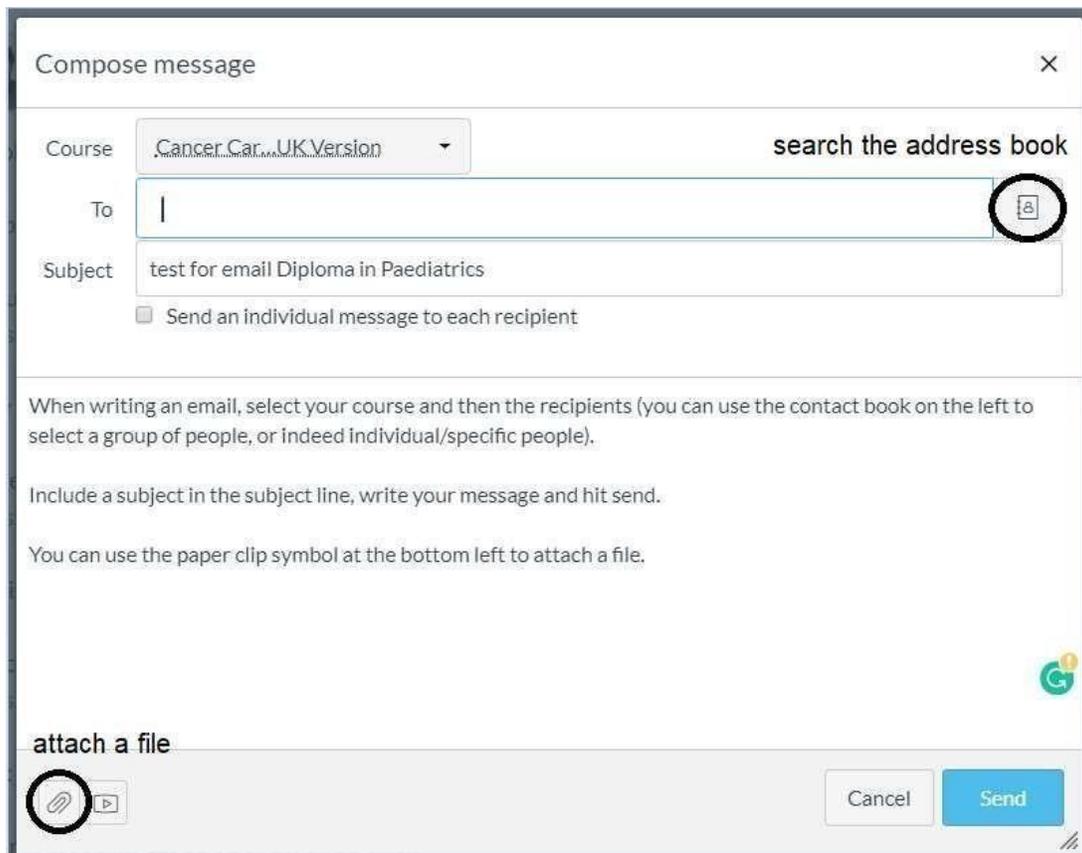
You can sync the Canvas calendar to any calendar you use (iCal, Outlook etc) by clicking on Calendar Feed – this means any changes/edits to calendar events will be highlighted in real-time



The **Inbox (E)** allows you to contact the tutor, course administrator or any fellow participants. Your Canvas messaging is synced to your preferred contact email as chosen in your **Settings**. Important class information will be sent to all learners via Canvas inbox and by a supplementary email.



Your course name will be highlighted in the top-left corner, and all emails are displayed on the left. Click on the pencil to **compose** a new mail, the single arrow to **reply** directly or the double arrow to **reply all**.



The **Help** button (F) is for technical issues – if there is an unresponsive page or a broken link, you can let the IT team know here. For more general queries, please contact the Academic Affairs team by email, OR post in the Student/Technical Queries Discussion forum.

With the secondary navigation menu, the important ones to pay attention to are:

- Home,
- Discussions, and
- Grades.

Home will always bring you to the default landing page. From here you can navigate to the section of the course that you need to get to for any given week.

Discussions is your student forum – as well as the *weekly discussion* to complement the self-guided materials, you can also find some *pinned discussions*.

The most useful pinned discussions are the *Technical Questions* and *Tutorial Recordings*.

After the online induction, we will open an *Introductory Discussion* as well, where you can post a little bit of information about yourself and get to know your fellow participants.

Grades will be the space in Canvas where you can find your results.

Online Tutorials: Using Zoom

For the tutorials, we will be using an online video conferencing app called **Zoom**. This can be used on laptops, desktops, phones and tablets. The first step is for you to install the Zoom app on your desktop, which you can do from the link below:

<https://zoom.us/download>

- Install Zoom Client for meetings on your desktop
- Install the appropriate Zoom mobile app

If you are using a phone or tablet, you will need to get the Zoom app from Google Play or the Apple app store.

The Zoom links are unique for each group, and you will find your link in the **Calendar**. Click on the link to launch the Zoom room.

Zoom house rules

Audio	<ul style="list-style-type: none">• Use headphones• Limit background noise• Mute your microphone until you wish to speak or ask a question
Visual	Camera on. Please ensure that your name is clearly visible (this helps when taking attendance) Unless bandwidth is low and affecting Zoom performance, please keep your cameras on and remain engaged for the duration of the session
Chat	Use chat to ask questions if you are more comfortable with this format
Questions	<ul style="list-style-type: none">• Unmute your microphone and ask• Use the chat facility• Post in the weekly discussion
Recording	Tutorials are recorded for learners to revise and can be found under Resources