Professional Diploma in
Geriatric Medicine

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

Welcome Pack

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

iheed
Cambridge Education Group

Contents

Induction Week

Before your Induction session on Wednesday 30th October, you will receive your login details to access Canvas, iheed's Online Learning Environment by e-mail. *Please check your spam folder in case it gets redirected there*.

The induction sessions are designed to give you everything you need in advance of your first tutorial and provide you with valuable guidance in advance of commencing the programme.

By combining classroom-style, self-directed and discussion-based learning, induction week also sets the pace and tone for the weeks and months ahead, offering a window into how the programme will run.

It is an important opportunity to meet with faculty, the academic affairs team and your peers and to familiarise yourself with the programme structure. You will begin to understand academic expectations and identify the supports available to you to achieve the best outcomes.

Induction week sessions will take the form of:

1. Live sessions with iheed Academic Affairs staff
2. On-line discussions via our discussion forum
3. Self-paced learning

The same activities will be taken in both sessions, so please choose the session time that suits you.

We would encourage you to attend the live session, however if you are unable to join us, recordings of the sessions will be made available the next day under **Resources** on Canvas.

We look forward to seeing you there!

Induction Week Timetable

The live induction session on Wednesday 30th October, has been designed to provide you with everything you need to know in advance of the first tutorial, providing valuable guidance prior to commencing the programme.

It is an opportunity to meet with faculty, peers and familiarise yourself with the programme structure, academic expectations, what supports are available so please use these sessions to ask any questions you may have. Sessions are repeated at both times, so you are only required to attend one.

Date	Activity	
Monday 28th October	Access to Canvas Online Learning Environment	Access is provided by **E-MAIL** during the day. Self-paced. (Please check your e-mail for details - ***There is no live webinar session***).
Tuesday 29th October	Discussion Forum & Group Introductions	Self-paced.
Wednesday 30th October	Program Introduction - Curriculum - Programme Delivery - Structure - Assessment Using Canvas	Two induction sessions via Zoom. **Morning Session** – 11:00 am Dublin, Ireland (UTC / See your timezone here) **Evening Session** – 7:00 pm Dublin, Ireland (UTC / See your timezone here) *Please note, **you only need to attend one session**, as the same material is covered in both sessions.*
Thursday 31st October	Open Office Hour / Q&A Session	The Programme Management team will be available at 11:00 am Dublin, Ireland (UTC) to answer any questions you have on programme delivery, regulations, supports, use of the online platform etc. This session is not mandatory. **Link to join:** https://iheed.zoom.us/j/96939406104?pwd=WYtUtLPNdTPMx2V48hsS4gWORMYjV1.1
Friday 01st November	General Q&A	Nothing scheduled for the day. However, the Academic Affairs team will be available, by email, throughout the day to answer any questions you have on.

Link for the induction session: https://iheed.zoom.us/j/94120990236?pwd=2DaXLgUBn7j4FoaKs7B0hEaAnVutqI.1

If you are unable to attend the live sessions, all sessions will be recorded and available to watch the next day in the "**Resources**" tab in Canvas.

Programme Registration

To formally complete your registration with the **Royal College of Physicians in Ireland** you must have all the following documents submitted by Friday, November 1, 2024 (the end of Induction Week).

After this point, registration into the October intake will not be possible.

1. University Certificate	You must provide us with your original certificate, in English.
2. Personal Statement	You must provide us with a short personal statement (no less than 400 words) on your current role/position, interest in the subject area and hopes for the future on completion of programme.
4. Identification	You must provide an identification card which has your name, face and date of birth all visible. This is used during the online examinations.
5. Student Contract	You must sign the student contract.

All documents should be submitted to admissions@iheed.org

(Failure to do so will results in your removal from the programme).

Registering with Royal College of Physicians Ireland (RCPI)

When all the above documents have been submitted successfully, you will be invited to register on RCPI's Quercus system to formally complete your registration on the course.

It is very important to register on Quercus as the details provided will be used for RCPI purposes.

Further details will be issued following induction.

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:

- Rich engaging content designed to maximise interaction
- Weekly live online tutorials
- Tutor-moderated discussion forums
- Interactive case studies
- Reflective exercises
- Access to an extensive online library, journals and
- Online examinations

The Professional Diploma in Geriatric Medicine runs over a 28-week teaching period and is divided into five modules, each ending with either an online exam, video assessment or written assignment.

The timetable below is the overall timetable for all students internationally. You will find full details of your weekly tutorials and group allocation *on your calendar on Canvas - See later section.*

Tutorials

Tutorial groups are initially allocated based on region.

Generally, the weekly tutorials run as follows but will be subject to numbers and demand:

- Wednesday evening
- Thursday evening
- Friday morning
- Friday afternoon

⏱ Tutorials are typically 60 minutes in duration.

🎥 All tutorials are recorded and made available on Canvas within 48 hours.

Please note, while we will make every effort to accommodate everyone's preferred tutorial time, we cannot guarantee it will always be possible.

Programme Timetable

⚠ **IMPORTANT:** **The academic week starts on Monday; however, there are no tutorials on Mondays. (Tutorials run from Wednesday – Friday only).**

To see your allocated groups tutorial day/time, please refer to your timetable on the Canvas calendar. *Access will be granted before induction on Wednesday, 30 October when your login details will be e-mailed to you.*

Week	MODULE 1 Week	Topic
28 October 2024	Week 0	Induction Week
04 November 2024	Week 1	Ageing and the individual
11 November 2024	Week 2	Ageing, society, and the healthcare system (IHI)
18 November 2024	Week 3	Quality improvement
25 November 2024	Week 4	Medicolegal aspects of care of the older person
02 December 2024	Week 5	Integrated care including CGA
09 December 2024	**Skills Assessment Submission Week**	**Friday (Deadline)**
16 December 2024	Week 6	Gait disorders and falls
23 December 2024	**Holidays**	
30 December 2024	**Holidays**	
06 January 2025	Week 7	Bone health
13 January 2025	Week 8	Frailty screening and multimorbidity
20 January 2025	Week 9	Incontinence
27 January 2025	**Reading week**	
03 February 2025	**Module 1 Exam**	**Wednesday, Thursday & Friday Exam Window**
10 February 2025	**Week off**	

Date	MODULE 2 Week	Topic
17 February 2025	Week 10	Brain health assessment including neurological examination
24 February 2025	Week 11	Delirium
03 March 2025	Week 12	Dementia
10 March 2025	Week 13	Stroke – presentation and assessment
17 March 2025	Week 14	Stroke – acute complications and prevention
24 March 2025	**Skills Assessment Submission Week**	**Friday (Deadline)**
31 March 2025	**Week off**	
07 April 2025	Week 15	Parkinson's disease and Parkinsonism
14 April 2025	Week 16	Depression, anxiety, psychosis and NCSD in later life
21 April 2025	Week 17	Seizure and epilepsy in older adults
28 April 2025	Week 18	Syncope and vertigo
05 May 2025	**Reading week**	
12 May 2025	**Module 2 Exam**	**Wednesday, Thursday & Friday Exam Window**
19 May 2025	**Week off**	

Date	MODULE 3 Week	Topic
26 May 2025	Week 19	Polypharmacy and Pharmacokinetics
02 June 2025	Week 20	Medication review
09 June 2025	Week 21	Nutritional assessment & management in the community
16 June 2025	Week 22	Supporting people with dementia in the community
23 June 2025	Week 23	Assistive Technology
30 June 2025	**Skills Assessment Submission Week**	**Friday (Deadline)**
07 July 2025	**Week off**	
14 July 2025	Week 24	Rehabilitation
21 July 2025	Week 25	Long-term care
28 July 2025	Week 26	Palliative care
04 August 2025	Week 27	Care planning
11 August 2025	**Reading week**	
18 August 2025	**Module 3 Exam**	**Wednesday, Thursday & Friday Exam Window**

*timetable subject to change

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To see your allocated groups tutorial day/time, please refer to your timetable on the Canvas calendar*. Access will be granted before induction on Wednesday, 30 October when your login details will be e-mailed to you.*

Programme Learning outcomes

On successful completion of this programme, learners will be able to:

- Apply current international evidence and best-practice principles in the treatment and management of concurrent physical and cognitive conditions in acute, primary care and community care settings, employing both multi and intra-disciplinary models of care

- Explain the management of chronic diseases in the older person

- Communicate effectively with the older patient and their families

- Identify risks and consequences of falls and syncope

- Explain the diagnosis and management/care pathways of stroke and other neurological disorders

- Describe the common psychiatric and behavioural issues that present in older age

- Explain rehabilitation, end of life care, palliative medicine, safeguarding against abuse and the legal aspects of caring for older people

- Design an Institute for Healthcare Improvement (IHI) age friendly healthcare system

- Evaluate Human Factors in the context of Geriatric Medicine

Programme Assessment

The Diploma in Geriatric Medicine is divided into three modules with six blocks. Each block concludes with a video skills assessment or an online exam.

MODULE 1 Aging and Frailty		MODULE 2 Neurocognitive and Psychiatric Disorders		MODULE 3 Rehabilitation and Community Care	
BLOCK I	**BLOCK II**	**BLOCK III**	**BLOCK IV**	**BLOCK V**	**BLOCK VI**
1. Aging and the individual 2. Aging, society, and the healthcare system (IHI) 3. Quality improvement 4. Ethics & Medicolegal aspects of care of the older person 5. Integrated care including CGA.	6. Gait disorders and falls 7. Bone health 8. Frailty screening and multimorbidity 9. Incontinence	10. Brain health assessment & neurological examination 11. Dementia 12. Delirium 13. Stroke – presentation and assessment 14. Stroke – acute complications and prevention	15. Parkinson's and Parkinsonism 16. Depression, anxiety, psychosis and NCSD in later life 17. Seizure 18. Syncope and Vertigo	19. Polypharmacy and Pharmacokinetics 20. Medication review 21. Nutritional assessment and management in the community 22. Supporting people with dementia in the community 23. Assistive technology	24. Rehabilitation 25. Long-term care 26. Palliative care 27. Care planning
Video Assessment (Formative)	**Module 1 Exam (100%)**	**Video Assessment (20%)**	**Module 2 Exam (80%)**	**Video Assessment (20%)**	**Module 3 Exam (80%)**
10 ECTS		**10 ECTS**		**10 ECTS**	

All assessments are submitted through the iheed platform requiring secure access and students attest that each summative assignment submitted is their own work.

Further details will be issued during the modules.

Types of Assessment

Exams

All exams are **closed book** which means you are not permitted to have any books or notes in the test area. The exam will be made up of multiple choice and key feature problem 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 students to provide either a reasonable differential diagnosis or recommended investigations based on information presented.

You will have a 48-hour window to sit your exam which can be sat on either day which will be highlighted in your Canvas calendar. A short mock exam will be run ahead of the first exam, so you have an opportunity to experience the platform and the types of questions asked.

This is also your opportunity to set up your profile, test your equipment and flag any issues to address before the actual exam to avoid delays and permit remediation actions to be taken.

Exams will be conducted online using a third-party proctoring provider. Please see section below for more information.

Video Assessment

The video skills assessment will afford students the opportunity to demonstrate the practical or skills-based learnings from the programme. This will take the form of a video submission where the participant carries out a procedure or consultation on a mock patient, with grading and feedback based on a standardised rubric. You will be required to record a short video (5-7 mins) on your mobile phone/tablet/PC and upload it to Canvas and full instructions will be issued well in advance of the submission deadline.

Please note, this is a communication skills assessment; no specialist equipment or editing required.

Dealing with Obstacles

Life events may sometimes overtake us, we understand. If you experience a problem with an exam, video submission, attendance, or any aspect of your studies, please get in contact with the GM Support team as soon as possible to discuss the options available to you.

Real Time Online Exams

Exams will be conducted online using a third-party vendor.

To protect the security and integrity of the exam, all students will be required to complete an identity check prior to accessing the exam. Your identification is checked against the application data provided during the enrolment process.

On the day of the exam, you will be assigned a Proctor to authenticate and supervise your exam. The proctor will:

1. Be asked to verify your identity by presenting your ID. The proctor will validate that you (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 your desk and workspace. The proctor will ask you to complete a 360˚ room pan and desk sweep with your webcam to ensure the workspace is clear of any materials. You may be required to repeat this process, if the first attempt is not completed correctly.

4. Present you with security question, if required.

5. Obtain your agreement that you are aware and understand the exam regulations.

6. Release the exam to you.

7. Live monitor the exam attempt, recording your computer screen and webcam image.

8. Raise any potential breaches with iheed.

Full details will be issued ahead of each exam session.

Minimum system requirements for sitting online exams

Prior to your exam, it is important to make sure that your device meets the online proctoring system requirements.

- **Operating System**: macOS X 10.5 or higher, Windows Vista or higher, ChromeOS.
  Linus is not supported.

- **Browser**: Google Chrome – please disable your pop-up blocker.

- **Hardware**: Desktop, laptop, or Chromebook only **(*tablets and mobiles are not supported*)**.
  – Built-in or external webcam
  – Built-in or external microphone
  – Built-in or external speakers

- **Internet**: A required upload and download speed of 2Mbps, with 10Mbps preferred. Hot spots are not recommended.

- **Extensions**: You may be required to install an extension to your internet browser.

Key Academic Regulations

Passing Grade:

- To complete the Diploma in Geriatric Medicine, a **pass mark of 50%** must be achieved in each examination/assignment.

Exam/Assessment Deadlines:

- The assignment due dates will be highlighted in your Canvas Calendar.

Resubmissions (Repeat):

- If an assignment is failed, there is a chance for resubmission or repeat.
- All resubmissions are automatically capped at the pass mark of 50%. A failed resubmission/repeat will result in the removal from the course.
- Appeals can be made to the Board of Examiners.

Mitigating Circumstances:

- If there are **mitigating circumstances** that prevent you from meeting a deadline, or that 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 beyond the scope of normal life events. The circumstances will be considered at the next available Board of Examiners meeting.

- If you are medically unfit to sit your exam, please consult your doctor and request a medical certificate. All medical certificates must be dated and include the date on which the illness started, the length of incapacitation, and a clear statement that you are unable to sit exams.

- If a third attempt is granted, participants will re-join the course at the point at which their progress was paused. If the third attempt is not granted, the permanent withdrawal of the participant from the course will be confirmed at the Board of Examiners.

'Fit to Sit' Policy

- By submitting an assessment or presenting for an exam, you are declaring yourself **"fit to sit"** and marked accordingly. The final result will stand.

Results

- Results are typically released within **6 weeks** after submission. *(All results are provisional until ratified and confirmed by the Board of Examiners).*

Introduction to Online Learning Environment - Canvas.

All the course materials can be found on Canvas, and below you will find an example of what this will look.

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 this **Homepage**.

Change:

On the very left-hand menu you can see *(A) Account, (B) Dashboard, (C) Courses, (D) Calendar, (E) Inbox and (F) Help.*

Under **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 student. As you may be in different time zones, this could cause confusion if not set properly.
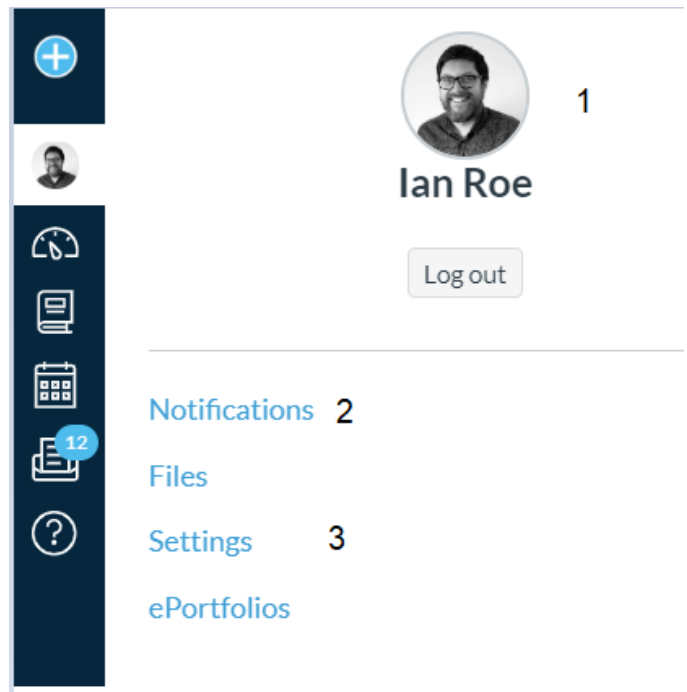
The next two **Dashboard** and **Courses** will bring you to the same page – providing a breakdown to subject/topics and to the content for each week.
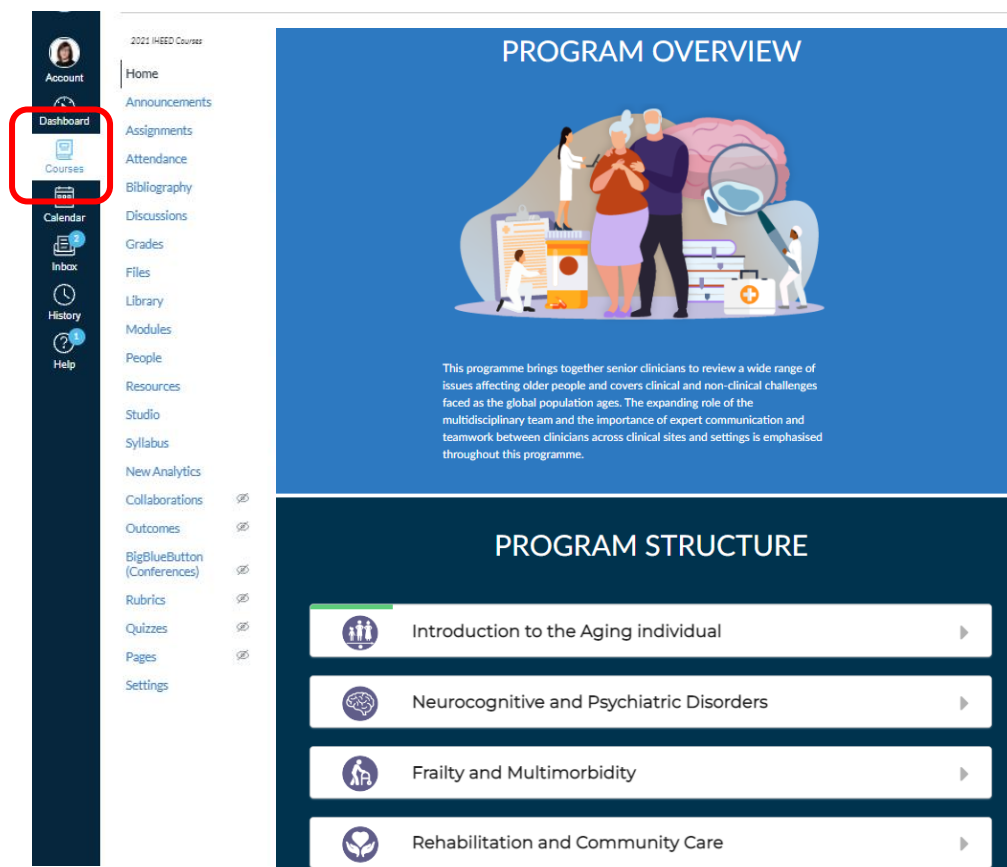
Each week there will be a series of Learning Outcomes, and throughout the course material you will be introduced to reflective questions, case studies, and interactive multimedia.
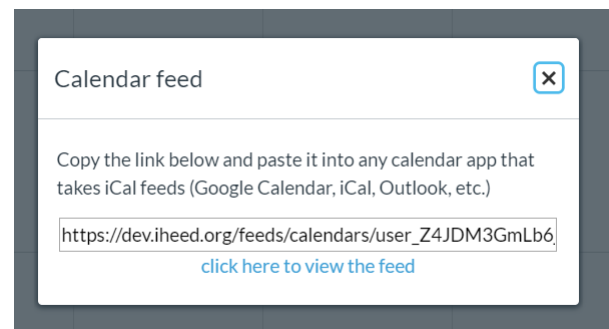

The **Calendar** (D) is where you will find your course timetable. Zoom links for each of your online tutorial sessions will be provided here, as well as the dates for your exams.

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 London (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.

Calendar feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://dev.iheed.org/feeds/calendars/user_Z4JDM3GmLb6

click here to view the feed

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 students via Canvas inbox and by a supplementary email.
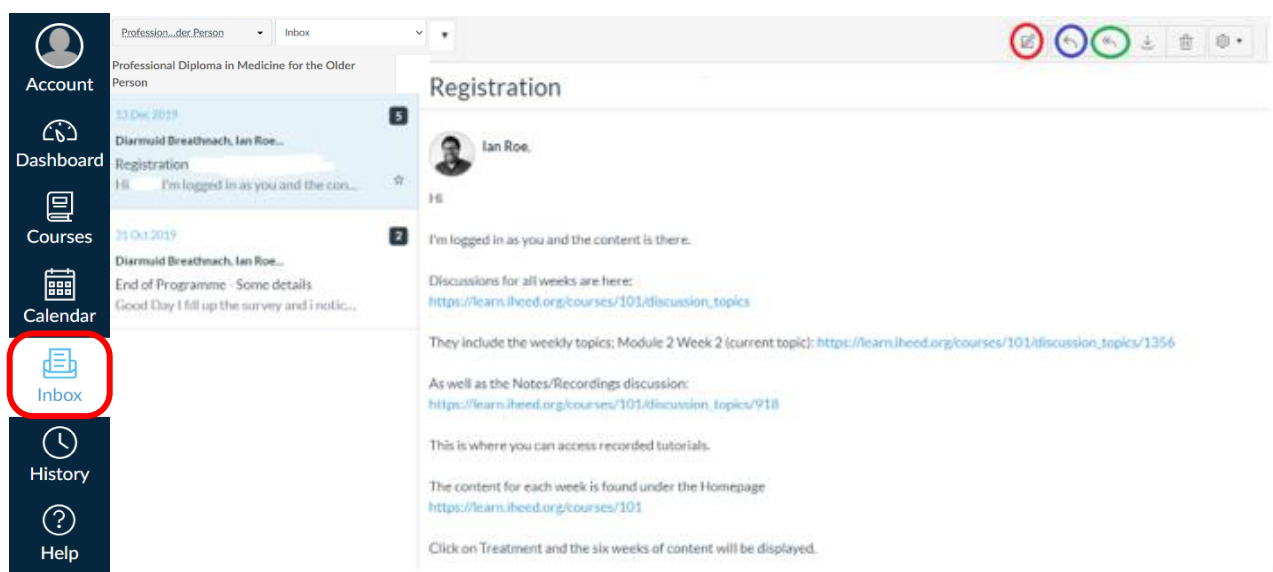
Your course name will be highlighted in the top-left corner, and all emails are displayed on the left.

Click on the pencil to **compose** a new mail, the single arrow to **reply** directly or the double arrow to **reply all**.
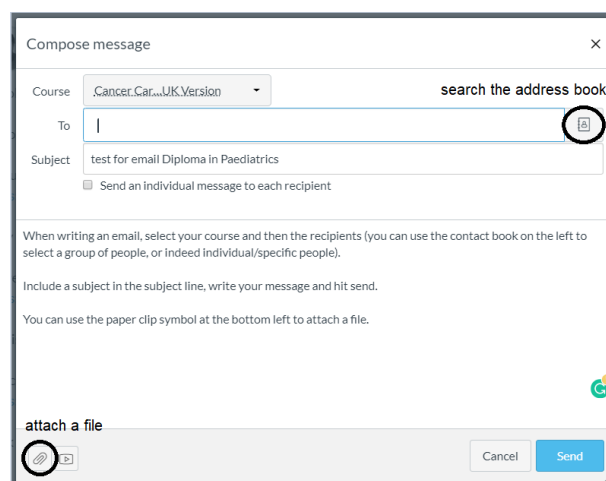
The **Help** button (F) is for technical issues – if there is an unresponsive page or a broken link, you can let the **IT Support team** for assistance. For more general queries, please contact the Academic Affairs team by email.

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.

We use **Zoom** for our online tutorial. Zoom can be used on laptops, desktops, phones and tablets.

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 your **Canvas calendar**.

Click on the link to launch the Zoom room.

Tutorial House Rules

Audio	- Use headphones - Limit background noise - Mute your microphone until you wish to speak or ask a question
Visual	Camera on, unless bandwidth is low
Chat	Use chat to ask questions if you are more comfortable with this format
Questions	- Unmute your microphone and ask - Use the chat facility - Post in the weekly discussion
Recording	Tutorials are recorded for student purposes and can be found under **Resources**

We are committed to helping you throughout your studies with us at iheed and offer a range of supports to help meet your academic needs, don't hesitate to speak to us whenever required.

Wishing you well in your studies!