Professional Diploma in
Paediatrics
Online

WELCOME PACK

ROYAL
COLLEGE OF
PHYSICIANS
OF IRELAND

+iheed
Cambridge Education Group

Table of Contents

Welcome

Welcome to the **iheed/Royal College of Physicians of Ireland 9-month Professional Diploma in Paediatrics**.

As you embark on a period of enjoyable, challenging and rewarding study, our aim is to give you a first-class learning experience that will help you realise your potential through a dynamic, cutting-edge programme offering the best postgraduate medical education.

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 support and guidance from the faculty, led by accomplished paediatric consultants and the iheed team.

Should you have questions at any stage, please do not hesitate to reach out to us at paediatricssupport@iheed.org

We look forward to seeing you during induction week.

Yours sincerely,

Saroa Calero
Programme Manager

Charles Shepherd
Programme Leader

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

The Professional Diploma in Paediatrics runs over a 27-week teaching period and is divided into three blocks, each ending with an online exam. The timetable below is the overall timetable for all students internationally.

The specific times of your induction sessions and weekly tutorials will be highlighted in your calendar on Canvas - the iheed Learning Management System (LMS) - See later section.

Tutorial group allocation is based on region.

In general, the weekly tutorials are:

- Europe: Wednesday / Thursday evenings
- Global / Middle East / North Africa: Friday mornings

Tutorials are typically 60 minutes in duration.

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

*Your weekly tutorials, including links to join will be detailed in your calendar on the iheed Online Learning Environment (Canvas)

Induction Week Timetable

Before your Induction session on **Tuesday 19th November**, you will gain access to the Online Learning Environment and be assigned to your tutorial group.

The induction session provides an important opportunity to meet with faculty, and peers and familiarise yourself with the programme structure, academic expectations and what supports are available to you, and ask any questions you may have.

Date	Activity	
Monday 18th November	Access to Canvas Online Learning Environment	Access is provided by **E-MAIL** during the day. (Please check your e-mail for details - ***There is no live webinar session***).
Tuesday 19th November	Program Introduction - Curriculum - Programme Delivery - Structure - Assessment - Using Canvas	Two induction sessions via Zoom. **Morning Session** – 11:00 am Dublin, Ireland (UTC) **Evening Session** – 7:00 pm Dublin, Ireland (UTC) *Please note, **you only need to attend one session**, the same material is covered in both sessions.*
Wednesday 20th November	Discussion Forum	Self-paced – Group introductions on Canvas. **(*There is no live session*).**
Thursday 21st November	Open Office Hour	The Programme Manager will be available at **11:00 am (Dublin time)** to answer any questions you have on programme delivery, regulations, support, use of the online platform etc. This session is not mandatory. **Link to join:** https://iheed.zoom.us/j/97697873382?pwd=nIzP5ZemXnHyFcRhaz78CNDYtVaWix.1
Thursday 21st / Friday 22nd November	Intro session with your tutor	Brief group introduction with your tutor for Module 1 (time - to be confirmed).

Paediatrics link for induction **morning/evening session**: https://iheed.zoom.us/j/96400114876?pwd=C7geJRMNtUlct7kIm9rQ7O8ZRCBjEQ.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 Timetable

Please note: *Tutorials run on Wednesdays, Thursdays, and Fridays, depending on what was selected on the 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.*

Module 1

Date	Week	Topic
Monday 18 November 2024	Week 0	Induction Week – Intro session with your tutor
Monday 25 November 2024	Week 1	History taking, General examination
Monday 02 December 2024	Week 2	The Critically Ill Child
Monday 09 December 2024	Week 3	Respiratory Symptoms
Monday 16 December 2024	Week 4	Respiratory Symptoms and ENT
Monday 23 December 2024	**HOLIDAY (No live tutorial)**	
Monday 30 December 2024	**HOLIDAY (No live tutorial)**	
Monday 06 January 2025	**Module 1 Skills Assessment - due on Thursday 9th January by 10:00 am (Dublin time)**	
Monday 13 January 2025	Week 5	Common Skin Conditions
Monday 20 January 2025	Week 6	Skin Infections, Presentations as Systemic Disease
Monday 27 January 2025	Week 7	Normal Developmental Milestones, Cerebral Palsy
Monday 03 February 2025	Week 8	Head shape and size; hearing, vision, and squint
Monday 10 February 2025	Week 9	Sleep, ASD & ADHD
Monday 17 February 2025	**READING WEEK**	
Monday 24 February 2025	**Module 1 Exam - 26th/27th February (48-hour exam window)**	
Monday 03 March 2025	**WEEK OFF**	

Module 2

Date	Week	Topic
Monday 10 March 2025	Week 1	Immunisation & vaccine preventable disease
Monday 17 March 2025	Week 2	Childhood infections
Monday 24 March 2025	Week 3	Paediatrics Nephrology
Monday 31 March 2025	Week 4	Child protection and Non-accidental injury
Monday 07 April 2025	**Module 2 Skills Assessment - due on Thursday 10th April by 10:00 am (Dublin time)**	
Monday 14 April 2025	**WEEK OFF**	
Monday 21 April 2025	Week 5	Asylum Seeking Children
Monday 28 April 2025	Week 6	Growth and Endocrinology 1
Monday 05 May 2025	Week 7	Diabetes
Monday 12 May 2025	Week 8	Feeding issues; puberty
Monday 19 May 2025	Week 9	Allergy
Monday 26 May 2025	**READING WEEK**	
Monday 02 June 2025	**Module 2 Exam - 4th/5th June (48-hour exam window)**	
Monday 09 June 2025	**WEEK OFF**	

Module 3

Date	Week	Topic
Monday 16 June 2025	Week 1	Genetic Disorders
Monday 23 June 2025	Week 2	Genetic Disorders 2 including Cystic Fibrosis
Monday 30 June 2025	Week 3	Gastroenterology 1
Monday 07 July 2025	Week 4	Gastroenterology 2
Monday 14 July 2025	**Module 3 Skills Assessment - due on Thursday 17th July by 10:00 am (Dublin time)**	
Monday 21 July 2025	**WEEK OFF**	
Monday 28 July 2025	Week 5	Neurology
Monday 04 August 2025	Week 6	Cardiology 1
Monday 11 August 2025	Week 7	Cardiology 2
Monday 18 August 2025	Week 8	Surgical Presentations and Limp
Monday 25 August 2025	Week 9	Red Flag Summary and Oncological Presentations
Monday 01 September 2025	**READING WEEK**	
Monday 08 September 2025	**Module 3 Exam – 10th/11th September (48-hour exam window)**	
Monday 15 September 2025	**WEEK OFF**	

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.*](#)

Programme Assessment

The Professional Diploma in Paediatrics is divided into three modules. Each module concludes with the submission of a video skills assessment and an online exam, representing an even coverage of topics from that module. A full curriculum is available on Canvas (LMS).

Block	Weeks	Skills Portfolio weighting	Exam Weighting	Exam Time limit
Module 1	Weeks 1-9	Formative	100%	60 minutes
Module 2	Weeks 10-18	20%	80%	60 minutes
Module 3	Weeks 19-27	20%	80%	60 minutes

All exams are **closed book** and will be made up of multiple-choice and key feature problem questions. The latter are designed to assess divergent thinking which is 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 the information presented.

You will have a 48-hour window to sit your exam which can be sat on either day as outlined in the timetable. A mock 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.

Skills Assessment Video

The 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 (6-8 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.

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

Scheme of Assessment

In order to complete the Professional Diploma in Paediatrics, a **pass mark of 50%** 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 of 50%. *(*) Students have 2 attempts at each exam - main and Repeat.***

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

Results are posted approximately 4 weeks after submission and are provisional until ratified and confirmed by the Board of Examiners.

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 Paediatric Support team as soon as possible to discuss the options available to you.

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 there are **mitigating circumstances** (MC) 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 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 assessment/examination.

Results are typically released 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 Canvas (LMS) using a third-party vendor.

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

1. Verify the student'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 student's desk and workspace. The proctor will ask the student to complete a 360˚ room pan and desk sweep with their webcam to ensure the workspace is clear of any materials.

4. Present the student with security questions.

5. Obtain the student's agreement to the exam regulations.

6. Release the exam to the student.

7. Live monitor the exam attempt, recording the student's computer screen and webcam image.

8. Raise any potential breaches with iheed.

Full details will be issued ahead of each exam session.

Student Engagement

This section looks at getting the most from this programme through active engagement, positive participation and honest, open interaction.

In Tutorials

The following rules of engagement apply to tutorials:

1. Be prepared and be on time.

2. Dedicate space and time to your tutorial.

3. Know the agenda and what topics will be covered/discussed.

4. Remember discretion, all information shared and discussed is confidential.

5. Be open and non-judgmental, listen and give feedback in an honest and constructive manner.

6. Speak up, seek answers, and interact.

7. Create and apply classroom norms that work for everyone, for example, what to do if you arrive late.

Introduction to Canvas (Learning Management System).

All the course materials can be found on Canvas (LMS).

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**.

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.
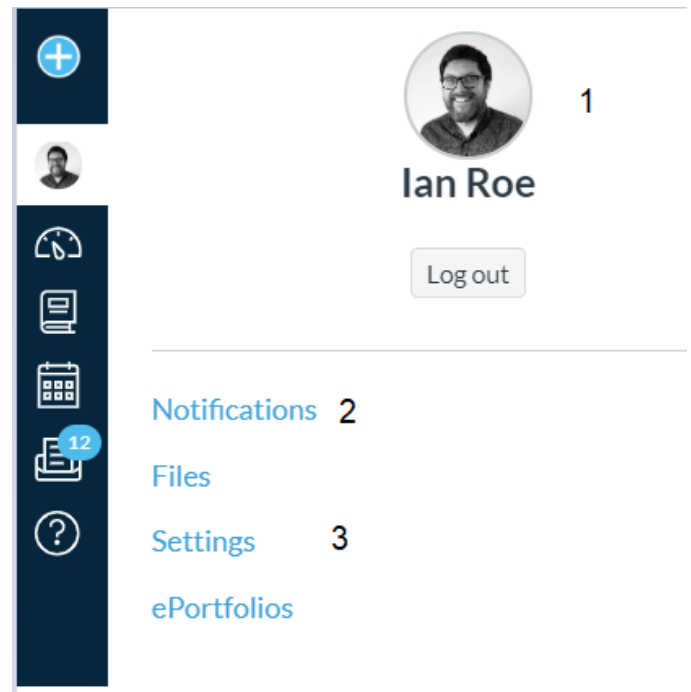
The next two **Dashboard** and **Courses** will bring you to the same page – providing a breakdown to subject/topics and to the content for each week.
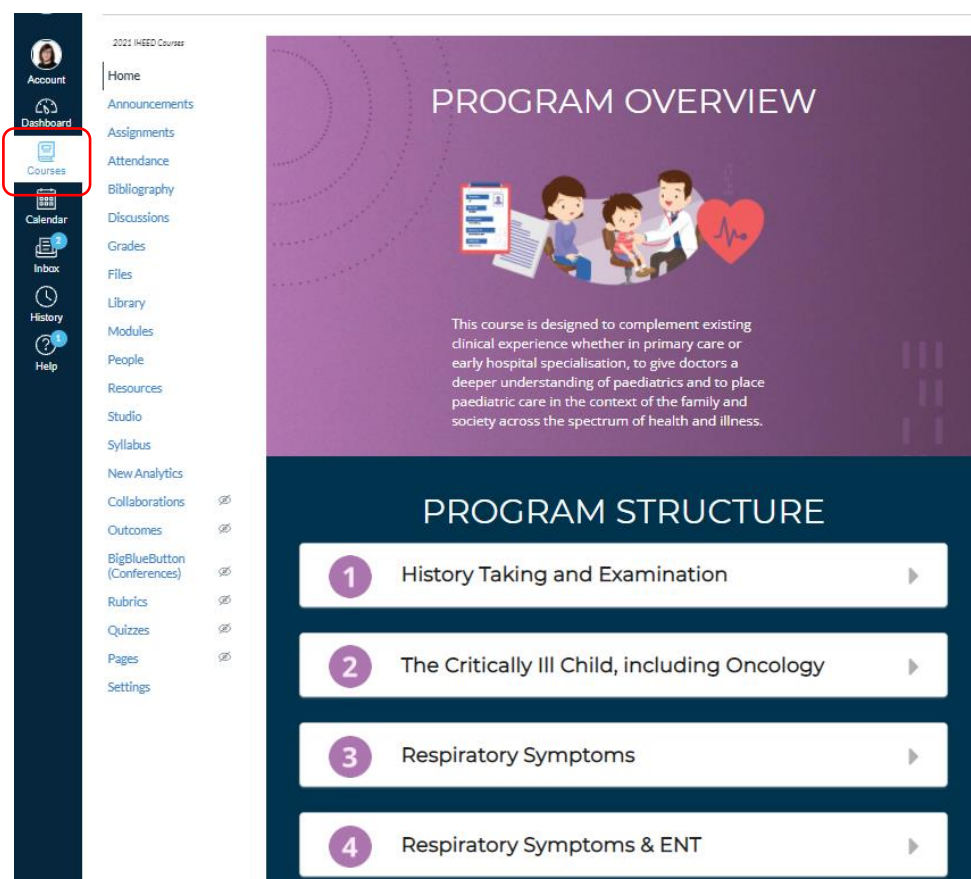
Each week there will be a series of Learning Outcomes, and throughout the course material you will be introduced to Reflective Questions, Case Studies, and Interactive Multimedia.

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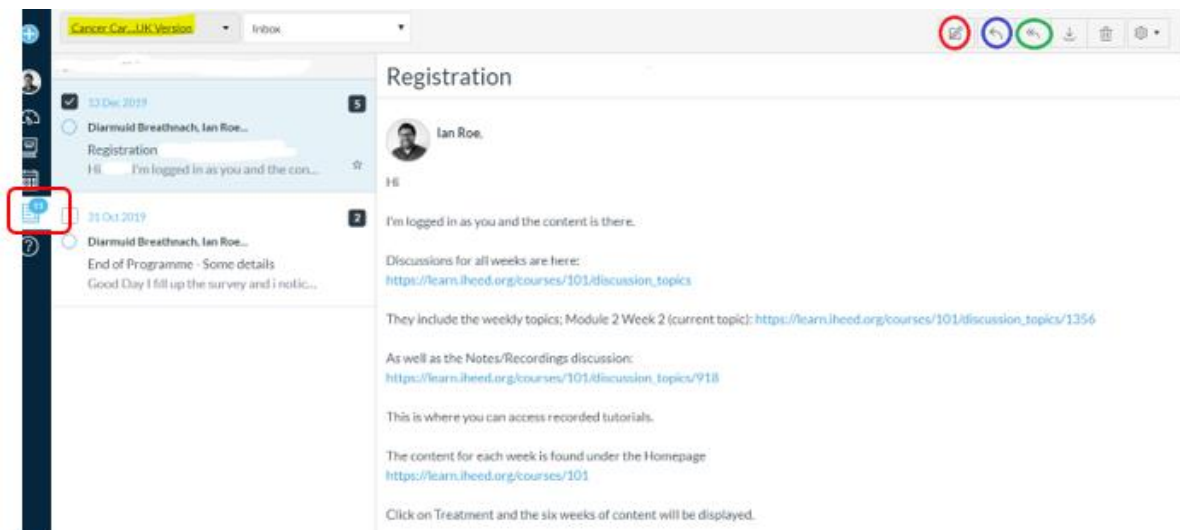
Your course name will be highlighted in the top-left corner, and all emails are displayed on the left.

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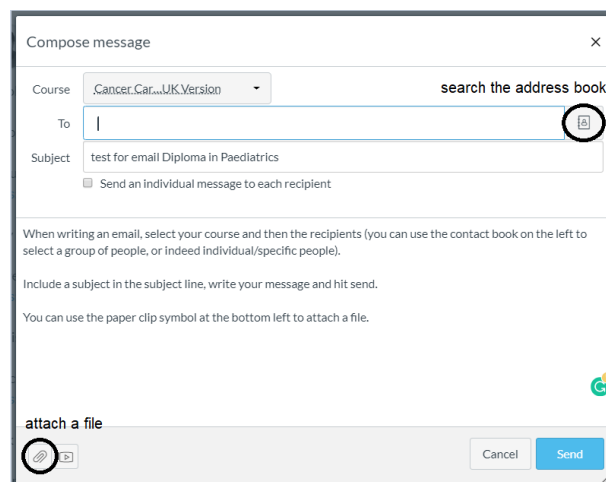
The **Help** button (F) is for technical issues – if there is an unresponsive page or a broken link, you can let the IT Support team for assistance. For more general queries, please contact the Academic Affairs team by email.

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.

Online Tutorials: Using Zoom

For the tutorials, we will be using the online video conferencing app **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**.

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.**