

Introduction

be INFOrMED is designed to teach health professionals the medico-legal principles of consent to treatment. The course is founded on problem-based learning, identifying difficult situations and explaining how they should be tackled.

This user guide will explain how to register for be INFOrMED and complete the course.

Registration

To register for the course, go to www.beinformedplus.com and click on 'Register Here'. You will need:

- a valid email address
- a valid organisation code and password

If you do not know these details, please contact your hospital's be INFOrMED administrator.

Fill in your details, taking care to make sure your email address is correct. You will receive an email so that we can validate your address. Click the link in the email to activate your account.

Logging in

To log in, return to the be INFOrMED home page and enter your email address, along with the password that you created when you registered.

Before you can access the course content, you will be prompted to answer a small set of questions. Your answers will allow be INFOrMED to recommend which modules you should study. You can change your answers to these questions at any time.

Click 'Submit' to save your answers and proceed to the course content.

The dashboard

This acts as the central 'hub' of the course, giving you an overview of your progress. Some modules may be 'greyed out'. You are not required to complete these, but you may if you wish.

Use the dashboard to navigate through the content of the course. Each module contains an introduction, main content, test scenarios, and self-test questions.

My account

Click on 'My account' on the top navigation bar to update your name, email address or password.

You can also use this link to change your answers to the introductory questions. If you do this, modules that were greyed out on the dashboard may now become available (and vice-versa).

If you completed an earlier version of the course, you will also see a link to your old certificate here.

Download current progress

To download a PDF certificate of your current progress through the course, click on 'Download current progress' on the top navigation bar.

Completing the course

To complete the course, you need to complete all of the recommended modules and take the assessment.

The assessment comprises multiple-choice questions. You will only be tested on the content you have studied. You will be notified of your result immediately after submitting your answers.

Do not take the assessment without first working through the course content. You can only take it once, unless your course administrator allows you to retake it.

You must complete the assessment in one go. If you navigate away from the page before submitting your answers, you will need to start again.

The recommended pass mark is 75%. Check with your course administrator what the pass mark is for your hospital or trust.

CPD hours

be INFOrMED has been approved for 12 CPD hours by the Association of Surgeons of Great Britain and Ireland (ASGBI). Print off your PDF certificate as evidence of completion.

Frequently-asked questions

Where is my validation email?

The email normally arrives within a few minutes. Check your junk or spam folder. If you still cannot see it, click on 'Re-send validation email' on the login page. If you are told that we cannot find your email address, you may have entered it incorrectly when you registered. Contact your course administrator or EIDO Healthcare.

Why does my certificate shows modules that are incomplete?

Return to the dashboard to see which sections you still need to complete (they are indicated with a small red cross).

I completed the course 'x' months/years ago - how can I prove this?

If you completed a previous version of the course, you should find your old certificate on the 'My account' page.

Why are some modules 'greyed out' on the dashboard?

When you registered, you answered a set of questions to allow *be* INFOrMED to recommend which modules you should study. The greyed out modules are not applicable to you, although you can still study them if you wish.

Can I retake the assessment?

Please contact your course administrator, who may be able to reset your assessment.

Who are the administrators at my hospital/trust?

Course administrators are listed on the dashboard when you log in.

What if I move to a different hospital?

If you move to a different hospital, contact EIDO Healthcare. If your new hospital licenses *be* INFOrMED, we can transfer your account.