

SIRNR

CPD ONLINE DELEGATE PACK - HOW TO USE
MIZARU



How to guide - Mizaru | Mark Widdowfield

Welcome

Hello and thank you for enrolling in a SIRNR CPD session. The session will be held entirely on-line through a platform called Mizaru, which uses the Adobe Connect platform. This pack is intended to let you know what you will need to participate in the session and also the different functions of Mizaru to ensure that you get the most out of this learning experience.

What do I need?

First of all an internet connection will be required (for obvious reasons). If you find that your Wi-Fi can be a little slow or it occasionally drops out then we would advocate you connecting your laptop/PC directly to your router via an Ethernet cable as this may help keep you connected.

You will need the most recent version of Adobe Flash Player® installed on your computer. Please go to <https://www.adobe.com/support/flashplayer/downloads.html> to download the latest version of flash (this is free of charge).

It would be useful to have a headset with earphones and a microphone (or just earphones if you can use the microphone on the computer) as if you use the speakers on your laptop then it can create feedback in the session. If you do not have these then you can still participate in the debates through a chat function. It is also advantageous to have a webcam, however again this is not an absolute necessity as you will still be able to take part in the session.

The session will take place via the follow the link <http://guidestream.tv/sirnr/>. You can login via the 'enter as a guest' tab. Please use the name that you registered with SIRNR. You will then be allowed entry into the 'classroom'. It is recommended that you access the room using either Internet Explorer (PC) or Safari (Mac). If you use other internet browsers, such as Firefox or Chrome, the setup of Mizaru can be complicated within these browsers.

The Classroom

What is Mizaru

Mizaru is a programme that allows webinars (essential seminars that take place online) with the same interaction that you can have in a normal face-to-face session. These webinars take place in an online 'classroom' where you can ask questions of the speaker, speak to other people who are attending, and take part in question and answer sessions, just like you would at a conference, but without leaving your home or workplace.

Below is a screenshot of the 'classroom' as it may be set up during a typical session. We will go through the sections labelled within this pack, to ensure that you know what they are and how you will be able to use them.

You will also notice that different people are called one of three things; the host, the presenter and the participant. As a delegate you will be a participant and as such you will not have to power to move the presentation along, change the room layout, etc. The presenter is the person who is presenting and the host may be a person who is helping the presenter with some of the additional functions of the room.

The screenshot shows the Adobe Connect interface for a webinar titled "webinar Implementation of the WHO checklist.ppt". The interface is divided into several sections, with red circles and numbers highlighting specific features:

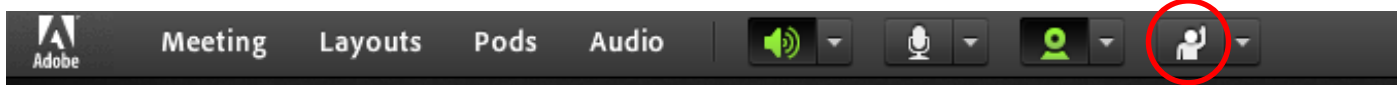
- 1:** The top navigation bar containing "Meeting", "Layouts", "Pods", and "Audio".
- 2:** The chat window at the bottom right, showing a message from Mark Widdowfield: "Hello ar... one and all!".
- 3:** The central whiteboard area, currently blank.
- 4:** The "Question" panel at the bottom left, showing a poll with three options: "Answer 1" (0%), "Answer 2" (100%), and "Answer 3" (0%).
- 5:** A video thumbnail of Mark Widdowfield in the top right corner.
- 6:** The "Q & A" panel at the bottom center, showing a question from Jonathan Pearce 2: "ah thats so clear".
- 7:** The "Attendees" panel on the right side, showing "Hosts (1)" and "Mark Widdowfield" as the host.

The main content area displays a slide titled "Surgical Safety Checklist - for Radiology ONLY (Adapted from the WHO Surgical Safety Checklist)". The slide text includes:

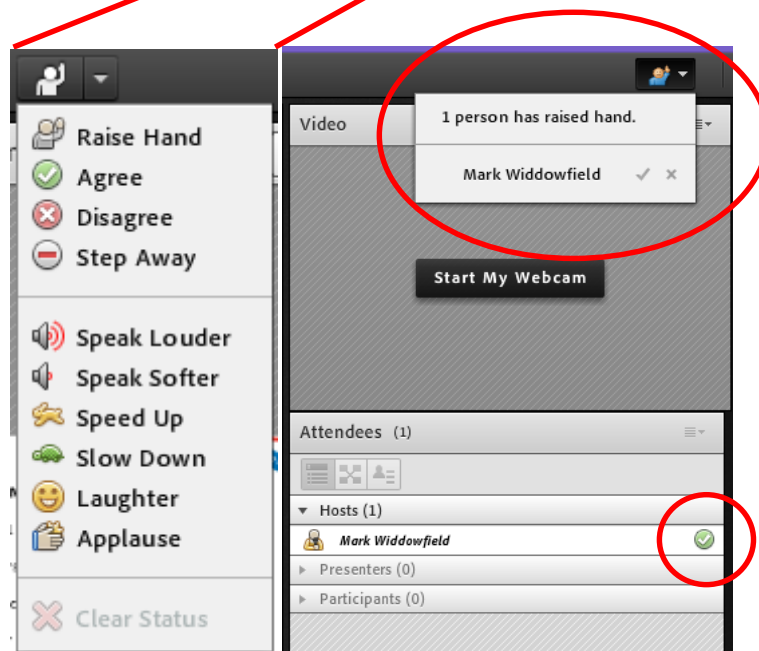
- Performed by Circulating Nurse/Anaesthetic Nurse
- SIGN IN/TIME OUT** (to be read out loud) Before giving anaesthetic(local or general)
- Have all team members introduced themselves by name and role?
o Yes - introduce staff and patient so all are aware of who's who
- All team members verbally confirm:
o What is the patient's name
o What procedure, site and position are planned? - planned operative site and approach
- If general anaesthetic given the above two questions should be moved to the beginning of TIME OUT
- Has the patient confirmed his/her identity, site, procedure and consent?
o Yes - correct patient, consent etc
o Stating agreed procedure - as above
- Has essential imaging been reviewed?
o Yes -> N/A -> CT, MRI, USS images seen by radiologist prior to commencement of procedure
- Are all IMRER requirements met?
o Yes -> N/A ->
- Is the procedural site marked?

Basic Functions

1. The Toolbar



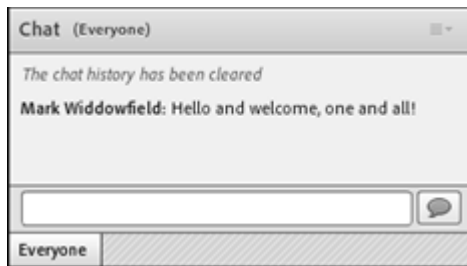
Tool bar shows the different types of tools that can be used. The icon with the hand raised (circled) shows a number of other icons that can be used to indicate certain things to the presenter (see below). This is accessed through the drop down menu (through clicking the arrow that points down).



So here you can raise your hand to ask a question of the presenter. They can give you microphone and webcam rights (so that you can ask in person) or you can use the chat function (see number 2) to ask your question. You can also disagree with the speaker; ask them to slow down if they are going too quickly for you; etc.

When you press the icon it will appear next to your name so that the presenter knows that you have a request.

2. Chat Function



This is the chat function which allows you to ask others questions during the session or discuss things prior and after the session as well. Be aware though that everyone can see the chat function (including the speaker).

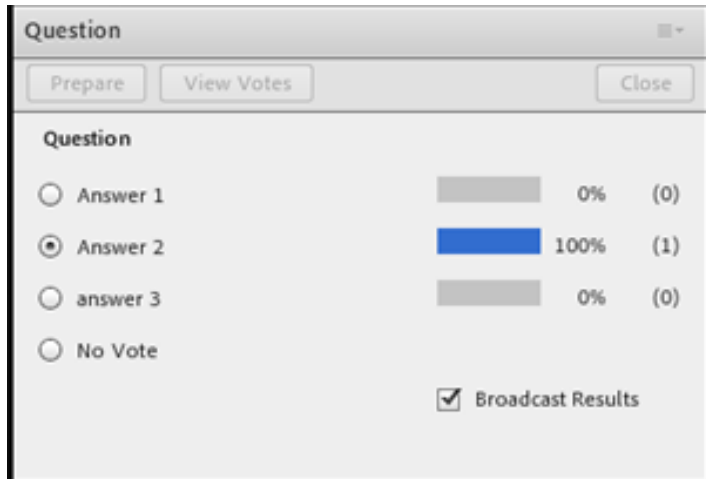
3. Documents and Whiteboard

This is where the presenter may have loaded their presentation, whether it's a PowerPoint, Keynote or Prezi. They are able to draw on their presentation, use a pointer, symbols etc. so that you don't miss out on anything. They can also load in documents, web pages, videos, audios, their desktop and have access to a whiteboard should they require it.



4. The Poll

The presenter may also ask questions of you during the session. These can be simple yes or no answers, multiple choice or even short answer questions. The results of these can be given instantly.



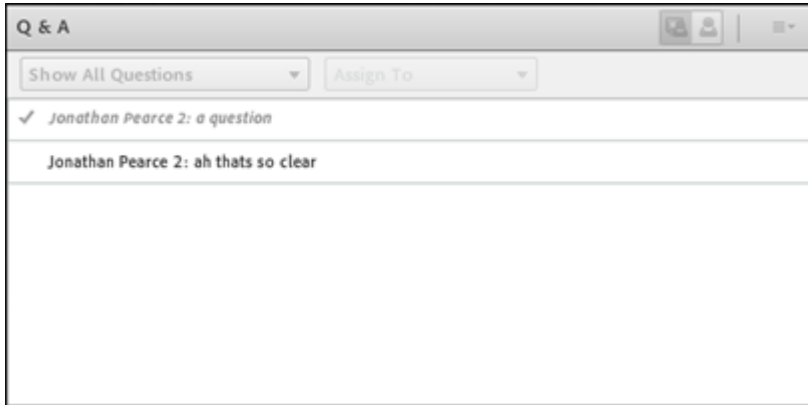
5. The Webcam

This is the webcam. It can be used by more than one person in the room. For multiple participants the screen is split. The presenter or host will give you webcam permissions if you want to ask a question. It is not essential to have this to ask a question, as discussed in number 1.



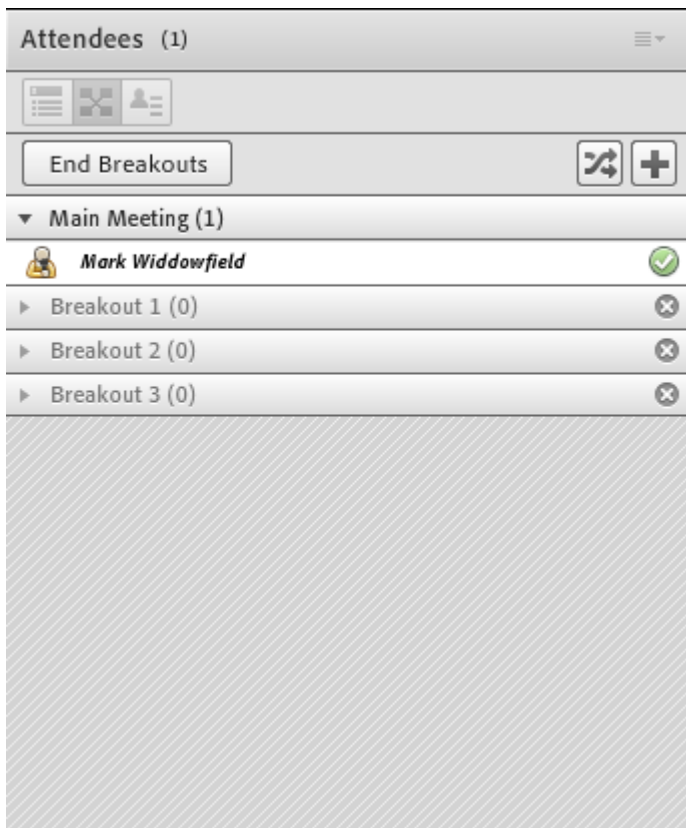
6. Question and Answer Section

Also if there is time at the end of session there is a possibility of having a Q&A session with the presenter. This is a section where everyone can add a question and the speakers can answer. This section may also be transcribed and transferred to the SIRNR/BSIR website so that you can look at them after the session.



7. Breakout Rooms

The host and presenter may decide to split you into 'breakout rooms' for group work etc. This will be done for you automatically and you may notice that the room layout will change slightly. You will be told that the breakout session has started and when it has ended.



We hope that you will enjoy the CPD session. The session will be evaluated at the end and once the evaluation is completed you will receive your certificate of attendance.

Also please let other members know that they can access a recording of the session from the members' area in the BSIR/SIRNR website. Thank you for attending. If you think that we have missed anything out in this guide, please let us know and we will amend.