

## DLO Course day manual for AIOS

Version February 2024

We are delighted to share our new DLO with you!

The OIGT has created the DLO in collaboration with many different specialists and hope to be able to offer more resources and learning opportunities to you all that can be accessed from anywhere in the world. Also offline available on your phone.

### *First time logging in*

During your introductory period to the OIGT, you will receive an email from “Academy OIGT” with the login instructions to access the DLO. Please make sure you follow these instructions: you will have been issued a temporary password that will need changing before you have access to the courses online.

1. As an AIOS you do not need to login as a guest. You have been granted access to all relevant courses. As an AIOS you have a permanent user account and access to this “library” of resources and courses.
2. Your login email address is the same as the one that Academy OIGT used to send you the login instructions. It is important to use the same email address when logging in for the first time!
3. When you are logged in please check your personal details in your profile and fill in your BIG number.
  1. You can do this under “Edit profile” à “Additional Information” à “BIG number”
4. When logged in please check that you have access to the correct courses.
  1. You should have access to all Mandatory course days
  2. You should have access to all Non-Mandatory course days

### *How to navigate the DLO*

The Dashboard is the best place to start when getting familiar with the DLO. You can find:

- Your in progress courses
- Any new available course
- A site calendar - this will display

### *Course days*

In order to register to attend the in person course days, you must do so through the OIGT DLO. You should have been given access to all mandatory course days and all non-mandatory course days. Mandatory course days start with M and are between 100 and 199. Non-mandatory course days start with NM and are between 200 and 299.

#### **1. Mandatory course days**

- a. General Practitioner & Mental Health – M101
- b. Transcultural Rehabilitation – M102
- c. Paediatrics – M103
- d. Travel Medicine - M104
- e. Introduction to the OIGT - M105
- f. Infectious Diseases - M106
- g. ENT (Ear, Nose, Throat) - M107
- h. SRHR (Sexual & Reproductive Health and Rights - M108

- i. Dentistry - M109
  - j. Urology - M110
  - k. Ophthalmology - M111
  - l. Dermatology - M112
2. **Non-mandatory course days** (variable, you will receive automatically an update)
- a. Obstetrics and Gynaecology in a Low Resource Setting – NM201
  - b. Anaesthesiology - NM202
  - c. Bowel anastomosis - NM203
  - d. Basics for open fractures - NM204
  - e. POCUS in LMIC - NM205
  - f. Surgical Obstetrics Skills – NM207
  - g. ETAT – NM208
  - h. Helping Babies Breathe - NM209
  - i. Burns – NM210
  - j. Plaster Casting Skills – NM211


Non-mandatory course days often require an extra step to register as they are being organised by external parties. These steps can be an additional payment and/or registering on the organisers own website. Make sure that you check carefully the information within the appointment booking so as not to miss out full registration.

### *Course day registration for in person attendance*

#### Rules and regulations

Please inform yourself of the rules and requirements regarding to course days by reading the document “Rules and regulations” which can be found on the OIGT website under “AIOS” and then “cursusdagen”. The key message is to plan ahead and cancel your booking in time (>6 weeks).

#### How to register for a course day?

1. Click on the course day that you would like to attend
2. Under the tile “Practical Information” you will see the option to “book an appointment”. It will look like this (Paediatrics course day example):
3.  Paediatrics Course day **To do: Book an appointment**
4. Choose if you want to attend for which year’s session and click “Book”.
5. A pop-up will appear with information on the course day (date, time, location, capacity) à Click “Book” again to fully register.

#### Prioritisation & Waiting list

Due to limited places, AIOS that are nearing the end of their training (second years) will receive access to register for course days before others (first years).

If all the places are full you will be put on the waiting list. If someone else cancels and you are at the top of the waiting list – you will automatically be booked in the appointment. So, it is not worth cancelling if you find yourself on the waiting list – you will only put yourself at the bottom of the waiting list and lessen your chance of getting a spot.

**Please always cancel your booking** when you don’t come to the course day - even on the day itself - if you’re for example sick that day. Mutual exchange is not permitted.

Be aware that most mandatory course days are scheduled the **second Friday of each month** (like a “terugkomdag”), so inform your ‘roostermaker’ and ‘opleider’.

### Course day attendance proof

If you attend the course day, it is very important that you complete the evaluation form. This can be found under the tile “Evaluation”.

Only after enrolment and by completing the evaluation form will you be provided with a certificate to prove your attendance of the course day!

Please make sure to upload your certificate to VREST to keep track of the course days that you have attended. In the near future, this will be linked automatically.

### Course day attendance cancellation

If you cannot attend a course day that you are “booked” in for, please make sure to cancel your appointment booking on the DLO **minimum 6 weeks** before the course day.

1. Find the course that you wish to deregister from
2. Go to “Practical information”
3. Click on "course name – Appointment booking”
4. Press the red “Cancel” which is next to your appointment booking status (either “booked” or “waitlisted”)
5. There will be a pop-up asking you to confirm your cancellation. Press cancel again to confirm.

### FAQs

1. *How can I plan so far ahead? I don't know my schedule in 1 or 2 years time!*
  - a. That's understandable. Please still register for the course days you need. You can cancel your registration up until 6 weeks before the course day!
  - b. It is better to just book the course days that you need rather than wait and then risk not being allowed to join due to overcapacity.
2. *I've been put on the waitlist what does this mean?*
  - a. The waitlist is on a first-come-first-served basis. As soon as someone cancels their registration for a course day, you will be moved higher up the list.
  - b. We prioritise the second year AIOS by giving them access to register earlier than to the first year AIOS.
3. *I have access to a course day but there is no option to book an appointment?*
  - a. Do not worry. This just means that the date (or another technical element) has not been set yet.
  - b. You will receive a notification when this becomes available.

Non-mandatory course days are highly recommended by the OIGT and NVTG working groups. The dates for Non-mandatory course days will be released during the year, so check the DLO agenda regularly and you will receive automatically updates by email.

In near the future (once you've graduated), it will be possible to follow accredited e-learning etc for CPD points (Gaia/PE-online punten) etc.