



Live, Online WREN Education Days

Preparation and Etiquette

Facing Challenges of Remote Education

The Loddon Mallee regional DNS network has requested we present most of our education via Video Conference (e.g. Zoom) to reduce the risk of pandemic-related cancellation.

This will be the first time many of us have presented and/or attended a full day of education via Zoom, or other Video Conference (VC) platform such as Microsoft Teams. **The link for each presentation day will be emailed to the email address indicated during registration.** If you haven't received it by the day prior to the presentation, please email Lisa Hewitt on lhewitt@bendigohealth.org.au.

Check Equipment Setup from 8am-8.30am.

We'll be online from 8am each presentation day to allow you to check the setup of your webcam, microphone and speakers/earphones prior to the official start of the day at 8.30am.

Social Aspect of Learning

During past WREN programs, nurses attending valued networking and group discussion opportunities. Hearing the experiences of other district nurses from a variety of localities adds depth and context to learning. We aim to duplicate this experience as closely as possible by including discussions and group interaction via video and limiting the number of participants.

Preventing Fatigue

We know it's easy to lose concentration sitting at a computer all day! The following breaks will allow you to stretch your legs, grab a drink and food and walk outside and fill your lungs with fresh air. Morning tea 1030 – 1045; Lunch 1215 – 1300hrs; Afternoon tea from 1430 – 1445hrs. We will also have micro breaks during sessions to allow you to stand and stretch for a couple of minutes.

What to Prepare prior to day 1

Quiet Location

- These study days require your full attention and will involve video and audio interaction.
- Try to find a quiet place where you can set up. Please don't set up in a shared area of a busy home where other people are speaking or dogs are barking.
- **If there is no quiet place at home, there may be a suitable education room or office at your work place.**
- Consider these days to be equivalent to a face-to-face study day. If you'd normally arrange childcare for a face-to-face study day, then aim to do the same for these VC study days. We understand there may be unavoidable situations where Covid isolation makes this impossible, but we don't expect this to be the 'norm'.

Desk / Table and Chair

- Please find a comfortable desk/table to sit at where you can take notes and type comfortably.

Print Handouts & Resources

- We'll do our best to have the handouts ready a couple of days before the VC days so you can print them to take notes on.
- When ready, we'll notify you by email (expect an email by Wednesday morning for day 1).
- If might also like to print the resources, such as key best practice documents (especially if you don't have two computer screens).

Computer Setup

- **Internet Connection** with enough data for all day VCs
- **Laptop or Desktop** computer:
- Reasonable screen size.
- **Tablets and phones are not acceptable devices for the VC days.**
- Keyboard. You will need to be able to type properly.
- **Install Chrome:**
- Make sure Chrome is installed on your computer. Do *not* use internet explorer.
- If you need to use a 'Mac' computer or laptop, it's been my experience that you might face issues such as security settings that need changing. Allow extra time prior to Day 1 to work through any issues.
- **Webcam Essential** (usually built into modern laptops)
- If you're using a desktop computer or a laptop *without* a webcam, please purchase and install one before Day 1. It is essential that the rest of the group can see and interact with you.
- **Speakers/ headphones.**
- Options include earbuds, headset, headphones or speakers (if you are alone).
- **Microphone** (usually built into modern laptops)
- You will need a way to speak to the group. If your laptop or desktop computer doesn't have an inbuilt microphone, consider using a headset or as part of an 'add-on' webcam.

Software

- We will be using either Microsoft Teams or Zoom (yet to be confirmed).
- Check the email you registered with for the link, which will be posted by Wednesday 6pm.
- We may be use Microsoft Teams or Zoom

Etiquette during VC sessions

Consider what is 'normal' at an interactive face-to-face session, and try to translate that to a VC as closely as possible.

Webcam On

- **Turning your webcam off is seen as equivalent to 'leaving the room' at a face-to-face day.**
- Please only turn off your webcam for things that you would briefly leave the room for at a face-to-face day, such as:
 - To take an urgent phone call.
 - Urgent toilet break.
- If you do need to briefly leave the room, please type a brief note explaining why in the 'chat' section. If it's for longer than a couple of minutes, please let us know.

Food/ Drink

- Feel free to enjoy a drink / mint / small snack on webcam, just as you might if you were at a face-to-face session.

Microphone

- If there is no background noise, please leave your microphone on to encourage natural conversation. On the other hand, if background noise is unavoidable, please mute your microphone when not speaking.