



## IPM Online Training – Guidance for Trainees

The IPM has successfully been using 'Zoom', and in some cases 'Teams', for online training for sometime now. To ensure you get the most from your IPM training experience we have produced the following guidelines. Please read in advance of your training and contact your Leader or Mandy Sinnott on [ipmtraining@ipm.org.uk](mailto:ipmtraining@ipm.org.uk) if you have any queries.

### Technical

- Please download the free version of Zoom to your computer, tablet or, if all else fails, your smartphone.
- It is preferable that you use your own equipment and a personal email address for the training. We are aware of issues with those using NHS computers and email domains trying to access Zoom meetings due to some restrictions.
- If there is a technical disaster such as a power failure or if a Leader's equipment fails, we will endeavor to offer the best solution at the time.

### In advance

- Please do check your equipment and use headphones if need be.
- Make sure your room is quiet and you will not be disturbed.
- Please mute any other phones and avoid distractions such as deliveries, children, pets.
- Use a headset if it helps you to communicate more easily.

### On training day

- Follow the link to the meeting - it will be emailed to you before the training session by your Leader or the IPM office. Usually you will easily connect to the meeting by clicking on the link provided, but there may be occasions when you will need to cut and paste the link into your browser.
- You will be admitted into the meeting by your Leader. If there are any problems, please message your Leader by email and text. The relevant telephone number will be provided prior to the meeting.

### Confidentiality

- The newer paid versions of Zoom as used by the IPM are considered to be fairly safe, however when discussing cases, please make sure that your patients' identities are well protected.
- The area in which you are attending the meeting should be completely private and not within earshot of colleagues, family members or any outside parties.
- Recording is not permitted.

IPM Training Committee  
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