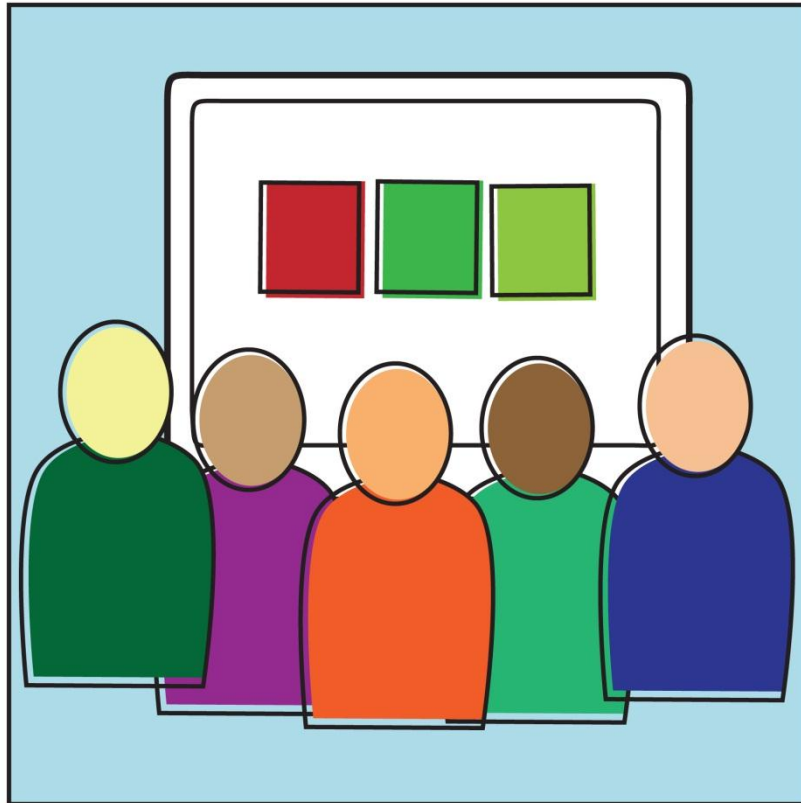




GSF Virtual Learning Zone

Dementia Care User Guide

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Welcome to the GSF Virtual Learning Zone

This User Guide provides important information to ensure your training progresses smoothly. Please read it carefully.

The aims of the GSF frameworks and quality improvement programmes are to support and enable health and social care workers to deliver

- better quality care for people nearing the end of life
- better coordination, communication across boundaries and team-working
- improved patient outcomes, enabling more to live and die where they choose

The training programmes are designed to be flexible and accessible by being delivered online so that you can work through them at your own pace and at a time that is convenient to you. You may be working through your GSF VLZ training programme as an individual or as a team, whichever way this has been set up you will have **three months from registration to complete your course**. To maximise your learning we would suggest where possible you set aside a minimum of an hour each time you visit the virtual learning zone, do not leave too much time between each of your learning sessions otherwise you may forget where you've got up to or what you've previously learnt!

Each programme includes filmed modules with clear teaching, illustrations from real practice, opinions from experts and practitioners in each area and exercises for completion, plus access to all resources and evaluations. You may find it useful to have a notepad available as you work through each session; depending on your working environment you may like to use headphones when working on the VLZ.

Use of the Virtual Learning Zone

The Virtual Learning Zone website can be accessed from all internet browsers (Internet Explorer, Safari, Firefox etc); video content is provided using Vimeo software, if video material is not visible when using the site please discuss with your IT department the need to allow Vimeo content through any additional firewalls your organisation may have.

The VLZ screen has been designed to best fit wide screen PCs and laptops, other screens may have a large blue footer at the base of the page, this is normal. When you begin using the VLZ you will see that we provide you with the option of using an egg timer to help you ensure you do not run over the suggested time allowance for each activity, this function requires installation of Adobe Flash Player on your computer (this can be download free <http://get.adobe.com/flashplayer/> nb this function does not work with iPad).

Cookies are, in internet terminology, small packets of information that are stored on your computer. These cookies allow websites to recognise returning customers and improve their online experience. We use cookies to create the most secure and effective site possible for our Users, full details can be found in our Information Governance Privacy Notice available from the GSF website www.goldstandardsframework.org.uk.

Useful Information

Portfolio of Evidence - Workbooks and Other Resources

Good Practice Guide & Workbook - Each training programme includes an online copy of the GSF Good Practice Guide & Workbook (GPG); this valuable resource is full of useful information about the Gold Standards Framework, the programme you are undertaking as well as copies of all GSF resources and evaluations.



The GPG is available from the Virtual Learning Zone Home Page; alternatively you can view the Chapter relating to each Session by clicking on the image whenever it appears on your screen.

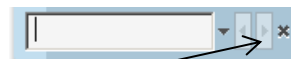
To view the GPG click on to the document image, it will open in a new window in Adobe format; to maximise the document to fill your whole screen click , to minimise the screen and continue your VLZ learning click , to close down the GPG window click .

We would advise you to print a copy of the GPG for your future reference; this will give you a hard copy of each of the templates referred to within the training programme and enable you to keep any notes, copies of Action Plans and any other evidence of your learning within the workbook. To Print or Save a copy of the GPG hold your mouse over the page and a small tool bar will appear:



You can Save or Print the Guide from here; to access the full range of functions click on the Adobe logo, all tools will become visible at the top of your screen.

Whilst viewing the GPG, pressing 'Ctrl +F' at the same time on your keyboard will activate the 'Find' function; this enables you to find out more about information you are learning about on the VLZ, for example type Prognostic Indicator Guidance in the Find box and the page where this next appears within the GPG will be visible on your screen, click on the forward arrow to move to the next instance.



Evaluations

During the Introductory Session and towards the end of the Programme you will be asked to complete GSF Evaluation documents; completing these before and after your training will enable you to see how you have progressed. An Evaluation Pack containing templates of each evaluation tool can be found within the Getting Started tab on your Home Page.

Gaining Academic Credits

Learners can attain 15 academic credits towards a degree or diploma at Level 4. To gain credits, in addition to the evaluations outlined above, you will be required to submit a reflective essay relating to each of the four learning session's key question and action plan (approx. 1600 – 2000 words in total). If you would like to work towards gaining these credits contact the GSF Centre to register with Stafford University.

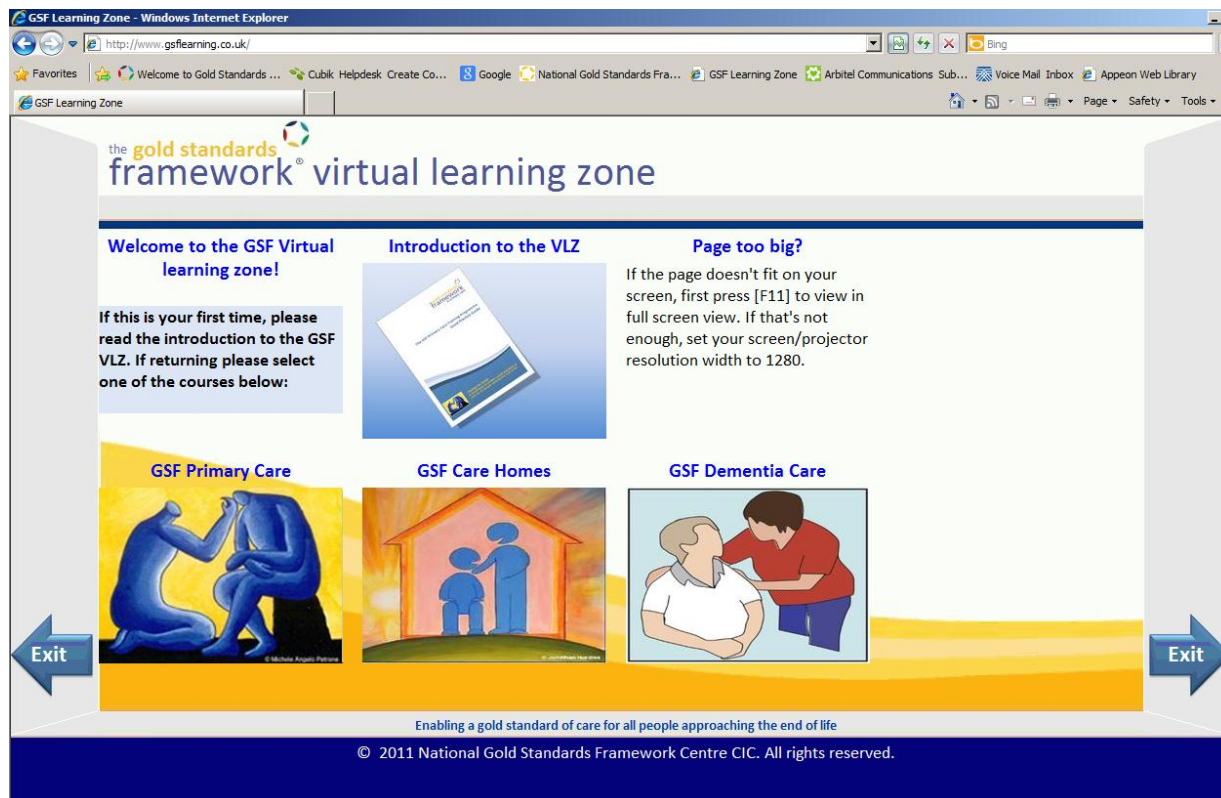
VLZ Time Out

The Virtual Learning Zone has a security feature where you will automatically be logged out if, after 30 minutes, you have not moved on a screen/page. If this happens simply return to the site home page and re-enter your username and password to log back in and resume your learning.

Getting Started

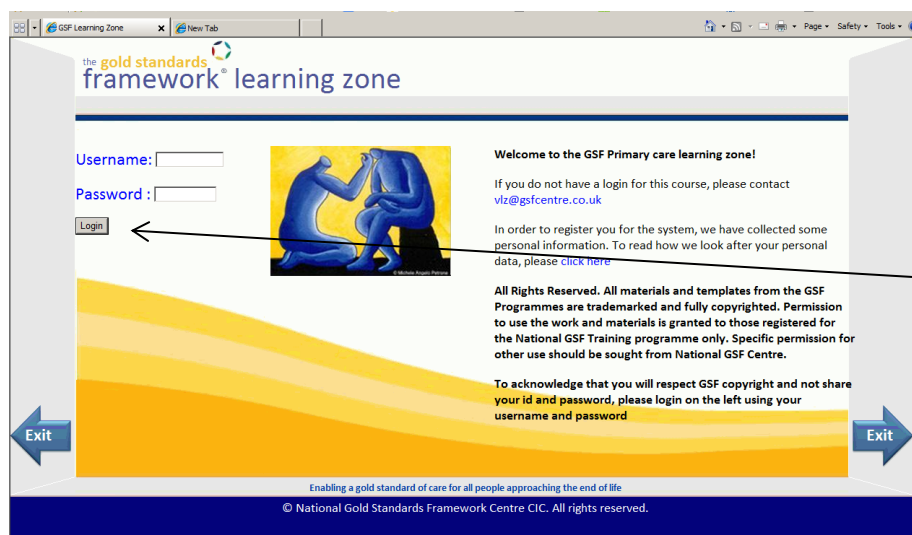
The National GSF Centre administration team will send you the Username and Password you need to access your VLZ training programme. Don't delay in beginning your learning - remember your learning account will only be available for 3 months from registration.

Begin by clicking onto the internet and type in the link www.gsfllearning.co.uk or alternatively visit the GSF website www.goldstandardsframework.org.uk and click on the home page link to the Virtual Learning Zone.



If the VLZ page does not fill your computer screen please follow the onscreen instructions; should you need to amend your screen resolution settings click  at the bottom left of your screen, next click Control Panel followed by Appearance & Personalisation, Adjust Screen Resolution – click the down arrow to set your screen setting to a resolution of 1280x1024 (if you do not have this setting click/set to the nearest available setting).

Click on the Dementia Care image to login to your learning programme.



Click in the Username then Password fields and insert your personal username/password as provided to you by the GSF administration team. Click on 'Login'.

Please remember your username/password is confidential and for your sole use. All GSF materials are trademarked and fully copyrighted

Your Home Page

The Learning Programme 'Home Page' shows you each of the training sessions in your programme, each session contains information for you to read, video footage with clear teaching containing examples of real practice, opinions from experts and practitioners, and activities for you to reflect upon or undertake. The GPG & Workbook can also be accessed from the Home Page together with an Evaluation Pack which contains an example of each of the GSF evaluation tools used throughout your learning programme (see pg 3 for instructions).



You will also see tabs at the top of the screen which enable you to move around the VLZ quickly and easily:

Home tab – clicking on this at any point will bring you back to your Home page

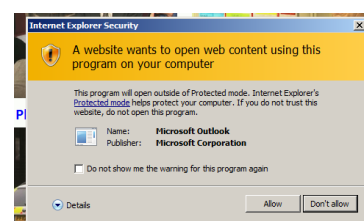
Previous – clicking on this tab will take you back to the last screen you viewed (this can also be achieved by clicking on the 'Prev' arrow at the bottom left of each screen)

Getting Started – contains electronic version of the VLZ Dementia Care User Guide (see pg 3 for instructions re use).

Chatroom – communicate with others who are online at the same time

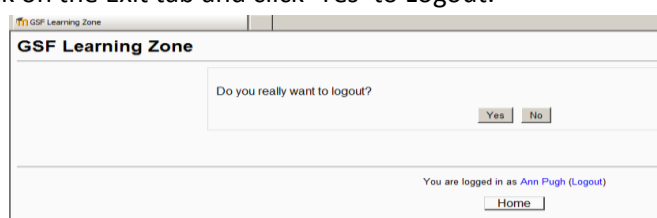
Forum – using the Forum will enable you to post questions or thoughts for response by the GSF team or other learners

Email an expert – if you have a question regarding your learning click on this tab, by clicking 'Allow' Microsoft Outlook will open an email on your computer which is addressed to the GSF VLZ team (vlz@gsfcentre.co.uk). Type in your query and a member of the team will review and respond to you.



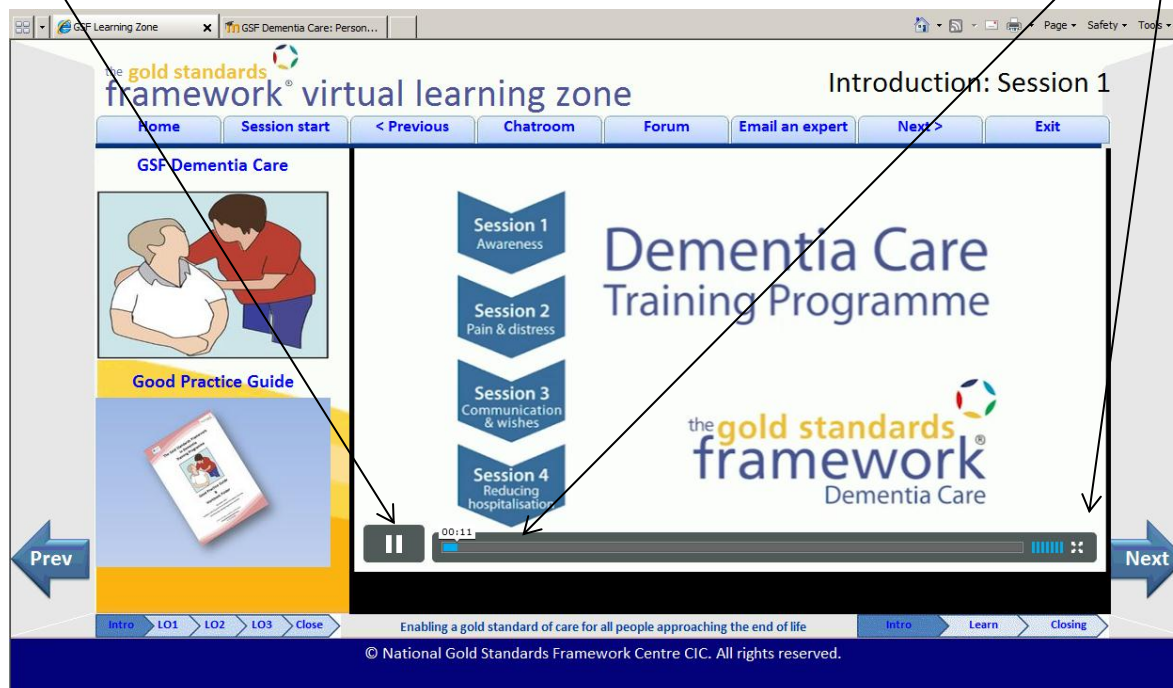
Next - clicking on this tab will take you to the next screen in your learning (this can also be achieved by clicking on the 'Next' arrow at the bottom right of each screen).

Exit – to end your session click on the Exit tab and click 'Yes' to Logout.



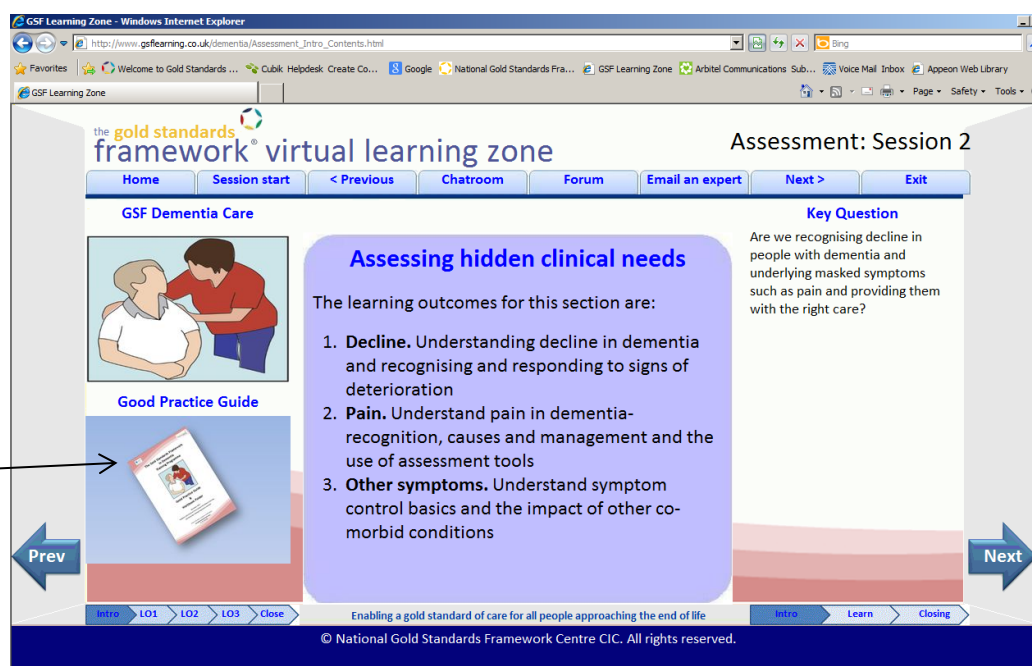
Beginning your learning:

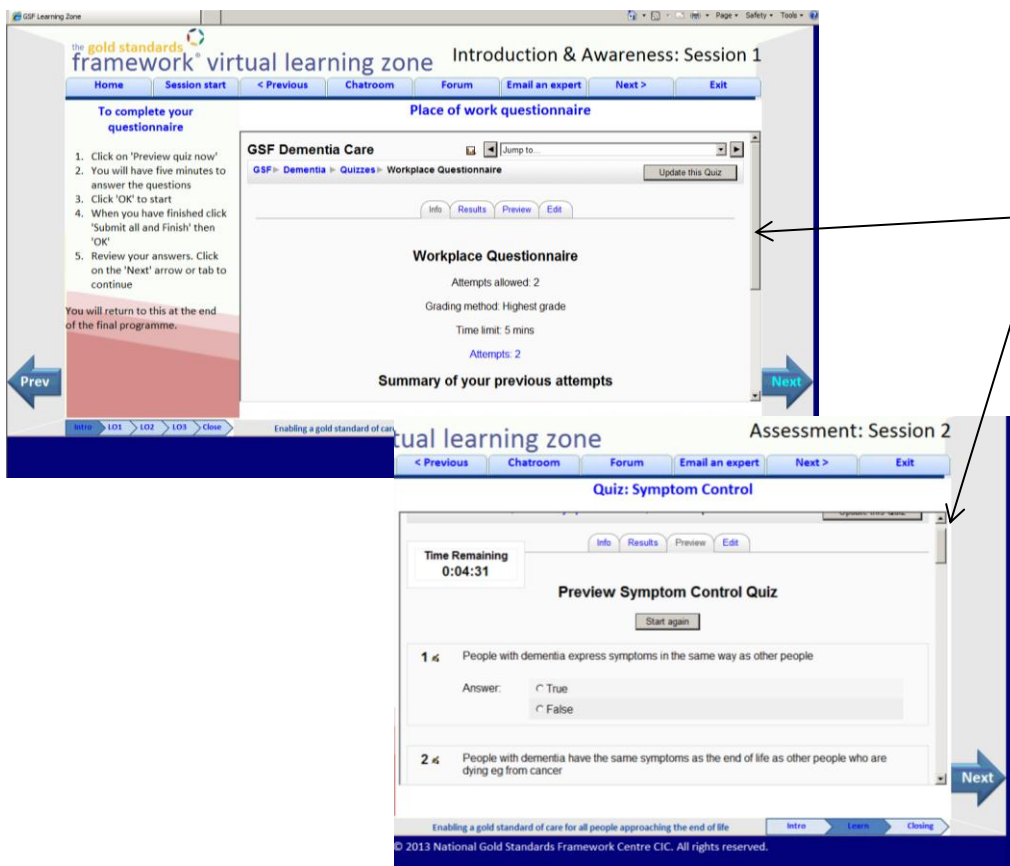
Let's start your first session - click on the Introduction image to begin. The title of your session is displayed at top right of your screen. Each session consists of information, video footage and activities to complete. If you would like video content to fill your computer screen hold your mouse over the video film and click on  (click on this icon again or press the 'Esc' key to return to normal view); you can pause the video by clicking the pause symbol, click play  to resume, you can also rewind by clicking onto and dragging back the blue line.



Once you have watched the video click 'Next' to continue; follow the screens in sequence, do not move on until you have watched the video or completed the activity.

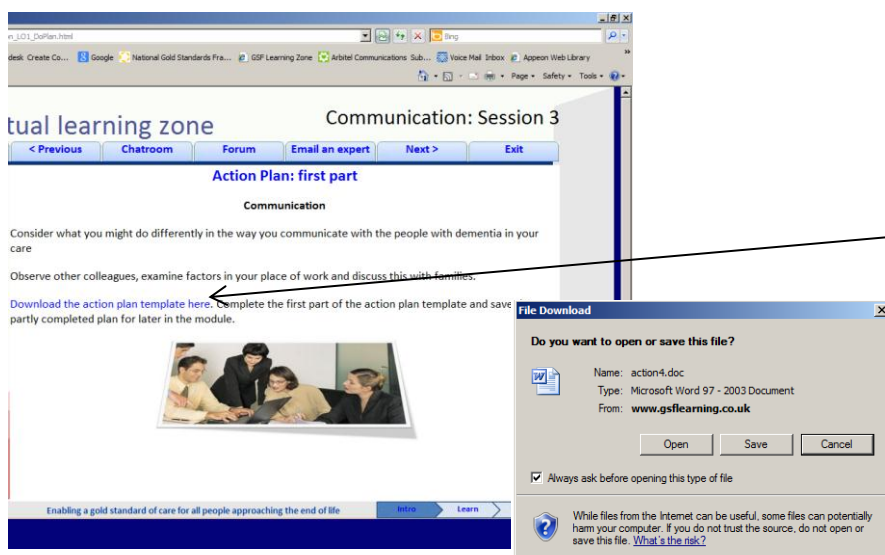
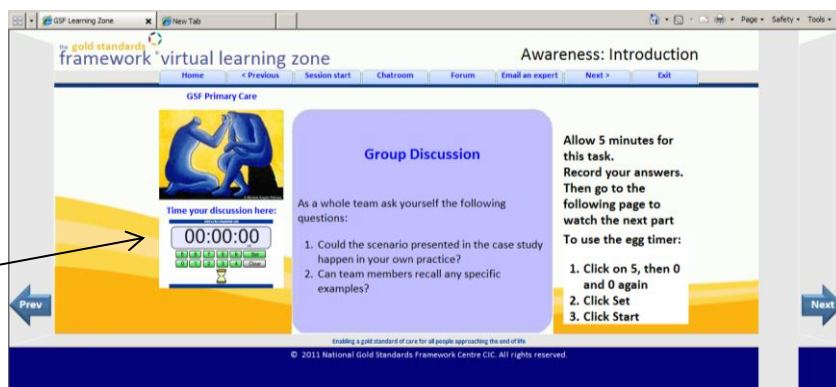
The Learning Outcomes and Key Question are displayed at the beginning of each session. To view the section of the GPG which is relevant to your current session, click on the image



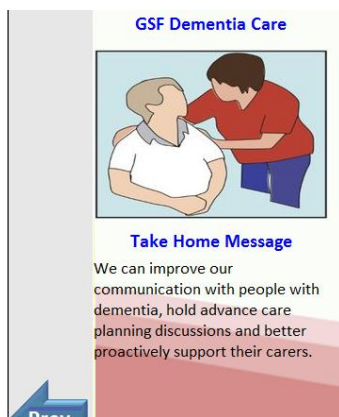


To complete the course evaluation questionnaires use the scroll bar to move up and down the screen and follow the onscreen instructions. When you have finished click Next to continue your learning

When completing session activities you may be asked to reflect, discuss or complete an action; in some instances we have suggested the time you should spend on these activities, click 'Next' to view activity information/templates and use a timer which will enable you to ensure you keep your session on track and do not overrun.

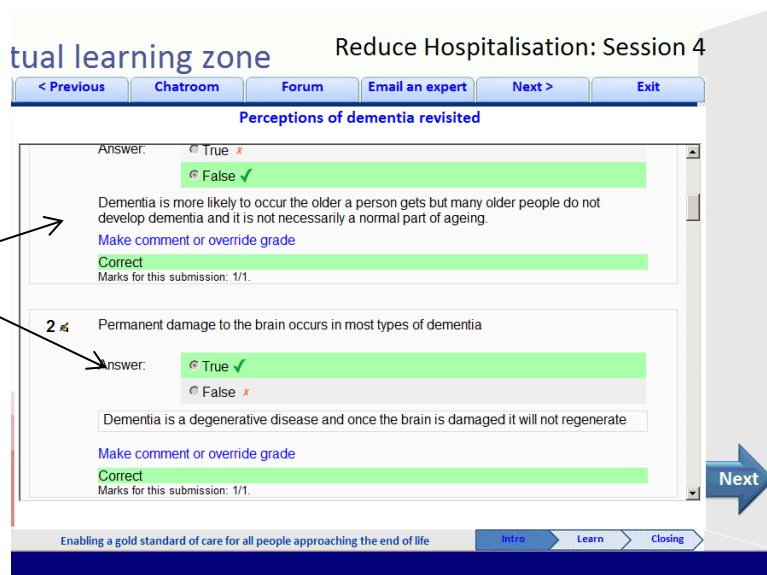


Each Session contains an Action Plan for you to complete, this is then reflected upon when you begin your next Session. Click on the text to download the template, you can then open the file, complete as you work through, save, and print a copy to store in your Workbook.



All sessions close with a Take Home Message. When you have completed a Session, click Next to return to the Home Page to begin your next Session or Exit and Log out until your next visit.

At the end of the final Session you will repeat the Evaluations you completed in Session 1, answers and feedback are provided where appropriate. Repeating these evaluations enables GSF to analyse your responses and see the progress you have made.



When you have completed all VLZ sessions the GSF team will review all your evaluation submissions and contact you within 4 weeks regarding your completion certificate.

If you wish to submit reflective essays to gain academic credits please contact the GSF Centre.



**We hope you found this VLZ Guide useful;
to contact a member of the VLZ Team
call or email
01743 291 890 / vlz@gsfcentre.co.uk**