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Welcome to ESME Online and thank you for participating. Through our ESME course we seek to promote international excellence in education in the healthcare professions. This handbook is designed to give you an overview of the key elements of the course. If you have any questions, please don’t hesitate to contact the ESME Administrator on: esmeonline@dundee.ac.uk or via our learning management system platform.

Our online courses are delivered on Moodle. Please refer to the How to Moodle Guide for instructions. All guides and handbooks are available via your welcome email and on Moodle.

The course is 12 weeks long and consists of six modules. Each module lasts for two weeks, begins with a one-hour webinar, and is followed by online discussion groups and completion of an assignment.

There are three core requirements in order to be awarded an ESME Certificate:

1. Webinar viewing
2. Participation in Module discussion groups
3. Satisfactory completion of the assignment for each module.

Each webinar is presented twice at the beginning of each module, in order to reach as many time zones as possible. It is also recorded for later viewing. The platform is Adobe Connect, for which Google Chrome or Safari are the recommended supported browsers. The Adobe Connect app should be installed on your device prior to the first webinar. This eliminates the requirement of Adobe Flash player to be installed. If you are unable to install the app please ensure that you have the latest version of Adobe Flash player on your device. You will find the PDF document Introduction to the Adobe Connect Platform via the link or in Moodle.

Discussion groups (also known as Forums) are an important part of the course which participants can find extremely valuable. Feedback from end of course evaluations reveals that hearing about the different experiences and approaches used by participants from other countries and institutions is one of the highlights of the course. Please join the discussion groups as often as you can – the greater the participation the better the experience for everyone in the group.

The minimum participation requirement is:

1. One substantive post on the set topic of the module
2. Reply to any comments received on your post
3. Comment on the posts of at least one other group member

There is a two-week time limit for participation in the discussion groups, after which the discussion will be closed. If you miss the deadline please contact your tutor or the ESME Administrator who may be able to help.

Assignments should be submitted within one week of the module end date and feedback will be given by the tutor as soon as possible after submission. Assignments are marked on a ‘Pass’ or ‘Resubmit’ basis. If you are asked to resubmit, constructive feedback will be given as to what the tutor considers needs to be done in order to pass the assignment. A maximum of two resubmissions per assignment is permitted. Tutors are committed to working with you to achieve the necessary standard and the main reason to fail assignments is failure to submit.
If you feel that an assignment is not appropriate for your professional background or experience, please let your tutor know and we will try to adapt the assignment to your own particular circumstances.

**Time management**

We recognise that clinical and other responsibilities can sometimes take priority and tutors have the discretion in mitigating circumstances to accept late submissions. It is important that you inform your tutor or the ESME Administrator if you are unable to meet the course deadlines for whatever reason so that we can try to support you as best we can. The ESME Board of Examiners meets approximately 1 month after the end of the course to ratify tutor recommendations and to award Certificates and all submissions and assessments must be completed 2 weeks in advance of that meeting.

If due to accepted mitigating circumstances you are unable to complete the course, deferment to the next available course may be considered for an administrative charge of £50. See Course T&Cs for more information.

**Course Evaluation**

At the end of the course you will be asked to complete the online evaluation form. We very much appreciate your feedback, especially if there is anything you think could be improved. Certificates are awarded to eligible participants following completion of the online feedback form in the Moodle platform.

**Change of personal details**

Please inform the ESME Administrator of any changes to your personal details in line with GDPR (see below).

**Data Protection**

In line with GDPR, the Association processes personal data in accordance with the following data protection principles:

- the Association processes personal data lawfully, fairly and in a transparent manner;
- the Association collects personal data only for specified, explicit and legitimate purposes;
- the Association processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of the processing;
- the Association keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay;
- the Association retains personal data only for the period necessary for the processing;
- the Association adopts appropriate measures to make sure that personal data is secure and is protected against unauthorised or unlawful processing and from accidental loss, destruction or damage

Data protection legislation prescribes the way in which the Association may collect, retain and handle personal data. The Association will comply with the requirements of data protection legislation and all employees and contractors who handle personal data in the course of their work must also comply with it.
What we expect of you

We hope you find the course both enjoyable and useful. In order to maximise the value of the Course we have put together a set of expectations for both you and us and we hope you find these acceptable.

As an AMEE-ESME course participant, we expect you to adhere to all of the policies and procedures outlined in this handbook and in the T&Cs including:

- Completing all sections of the course, including the Introduction forum and end of course evaluation
- Updating us of any change of personal details
- Viewing each webinar, either live or archived
- Engaging in the module discussions with your group within the allotted time
- Submitting assignments within the allotted time
- Communicating with your tutor or the ESME Administrator if any unexpected situation or difficulty arises
- Reporting any technical or other platform-related issues to the ESME Administrator

What you can expect of us

As providers of the AMEE-ESME courses, AMEE will:

- Deliver a 6 module, 12 week ESME Online course designed to meet the competencies indicated
- Allocate you to a group of approximately 10-12 participants, each with a group tutor to help guide you through the course, to facilitate the group discussions and give timely feedback on your assignments
- Deliver a webinar at the start of each module, each of which is given twice live and then archived for future viewing
- Receive your feedback and deal promptly with any issues you report either through your group tutor or to the ESME Administrator
- Hold an ESME Exam Board meeting one month after the end of the course to review participant contributions and to award ESME Certificates as appropriate
- Record your ESME Certificate in Medical Education as a contribution towards the AMEE Specialist Certificate in Medical Education (awarded for successful completion of the ESME Certificate and 3 other ESME courses)
- Treat your data with care and as set out in the General Data Protection Regulations (GDPR).

AMEE

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