



Informed Consent On the Net

User guide

Section A: Users - Pages 2, 3 & 4

Section B: Contacts - Page 4

Section A – Users

1) Login

Go to your login screen at http://www.ipinfo.co.uk/icon/***, where *** is your organisations abbreviation and press the button labelled “CLICK HERE TO CONTINUE”; you will be presented with the login screen.

The first time you reach this screen you will need to click REGISTER to create your ICON login account. Enter your email, password, first and last name, choose your profession and click “REGISTER”. You will be logged in automatically.

If you are already registered enter your email address and password and click LOGIN. You will then go to the disclaimer page, where you will need to select “I AGREE” to continue to the training.

If you have forgotten your password select “REQUEST”, on the login screen, enter your email address used when you registered, and a reminder of your password will immediately be emailed to that address.

The next page contains some important information about ICON. Please read this and then select “OK” at the bottom of the page. You will then be presented with the module menu main page.

2) Using ICON – Module Menu, Main Page

ICON contains five sections containing a total of 21 modules.

Sections	Modules
Basic consent I	Capacity Voluntary Informed
Basic consent II	Capacity in Complex Cases Application of Basic Principles Department Of Health Guidelines
Intermediate consent	Doctrine Of Emergency Doctrine Of Best Interests Shelf Life
Advanced	Human Rights Fluctuating Capacity Withdrawal Of Treatment Do Not Attempt Resuscitation Access to Records and Data Protection Clinical Trials
Specific user groups	Human Tissue and Post Mortem Public Health Mental Health Patients Pregnant Women Children Religious Groups

To begin the case studies, simply click a module name to view the first case study.

Modules can be done in any order, however we strongly recommend going through them in sequence, as the learning is cumulative, and each module re-affirms key learning points.

You can do as much or as little as you want at anytime, your score is automatically saved. If you log out in the middle of a module, when you next return to that module you will be taken straight to the first question that you have not completed.

This screen also shows you which modules you have started and completed and your score as a percentage.

3) Modules

After selecting a module you will be presented with a brief introduction to the modules contents, click "CONTINUE".

You will see the first case study, read it carefully and answer the question by clicking the "ANSWER" button next to the answer that you believe is correct, given the amount of information you have been presented with.

You will then be taken to the answer page. This shows the answer you gave and the score for that answer out of the maximum possible for the question. The text will then explain whether you were right or wrong, and the correct answer is also clarified. Any reference documents, (which may include guidelines, codes of practices, acts, and legal judgements) are hyperlinked in the answer text to enable you to refer to these directly for further clarification.

At this point you may wish to be reminded of the question so that you can be absolutely sure that you read and understood the case study and question. To do this, select the "QUESTION REMINDER" button.

When you are happy that you fully understand the question, the answer and have accessed and read any hyperlinked reference documents, then press the "NEXT QUESTION" button.

Continue to the next question on that particular case study. To review the case study scenario at any time click the "SHOW CASE STUDY SUMMARY" button.

At the bottom of each case study answer there is the facility to comment on, and provide feedback about any issue within ICON. Simply click the "COMMENT" button, and this section will expand to allow you to select the subject of your comment, your comment itself (in the free text box), together with the option to select tick boxes to signify your desire for a response and whether you wish to comment anonymously.

Continue until you have answered all the questions in all the case studies for that module.

When you complete the last question, click the "MODULE MENU" button to return to the module menu main page. You will then see the score for the module you

have just completed. Click on another module name to continue your ICON training.

4) Reference Documents

In addition to accessing reference documents within the case study answers, you can access all the documents referenced within ICON at any time by clicking on the “REFERENCE DOCUMENTS” button at the top right hand side of each page within ICON. The list will open in a new window, and it is recommended that you keep this page open whilst working through the case studies. This list also shows you which case study/ies that the document appears in within ICON, to allow you to navigate back to that particular case study (via the module menu), should you wish to review this again.

5) Revision/Re-scoring

Once a module has been completed in full, you can then revisit and revise this module as many times as you wish, however your subsequent answers will not affect your original score. If you do wish to “archive” your earlier stored answers and be re-scored for the training, then you will need to contact your Trusts ICON Administrator, who can facilitate this for you.

If you do not know who is the ICON Administrator currently is at your Trust, then this information should be available within our introduction section. To access this, you will need to click “LOGOUT”, and then select “INTRO” at the top of the page. This page should include the individual’s name.

If you are still unsure whom to contact at the Trust, then please email or telephone the contact in section B, below, who will be able to assist you further.

Section B – Contacts

For further information or assistance please either email:

warren@dumasltd.com or joanne.haswell@inpracticetraining.com.

Or contact Warren Diddams at:

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