



ESSENTIALS OF PSYCHIATRY:

AN OVERVIEW FOR FAMILY PHYSICIANS
AND OTHER SPECIALISTS

VIRTUAL CONFERENCE SERIES

NOW AVAILABLE ON-DEMAND



Faculty of
Medicine and
Health Sciences

Essentials of Psychiatry: Registration & Access Guide with FAQs On-Demand (Asynchronous) Course

HOW TO REGISTER FOR THE COURSE:

STEP 1: Select Course

To register for **Essentials of Psychiatry: An Overview for Family Physicians and other Specialists** click [here](#).

Note: This course is only sold as a bundle, participants cannot register for individual dates/sessions. You will have access to the course materials and video recordings of all presentations for 1 full year, until May 2022.

STEP 2: Select Bundle Type

Select the bundle you wish to register for (i.e. FOR REGISTRANTS LIVING IN CANADA or FOR REGISTRANTS LIVING OUTSIDE OF CANADA) and click “Add to Cart”.

You will see all four sections of the series listed. Please make sure that all the sections are selected. Click “Continue”.

STEP 3: Select Discount

If applicable, select the discount that applies to you based on your registration category by clicking the “Apply a discount” button from the drop-down list. If none apply, simply skip this step.

If you have been provided with a promotional code, click on “Coupon Code Discount” and enter the code that was provided to you. Please note that codes are case sensitive.

STEP 4: Review Order

Review your order and click the “Checkout” button if you have completed your selection and are ready to proceed to payment.

STEP 5: Log In or Create your Account

The system will prompt you to log in or create your Athena account.

If you do not have an Athena account, create an account under the “I am a new user” tab. If you already have an Athena account, you can enter your account information under the “I have Athena credentials” tab.

Note: You can consult the [“How to create an Athena student account”](#) guide for help in creating a new account and setting your password

Once you have created your account click “Continue Checkout”.

Note: You will have to complete an application process to provide your McGill ID, McGill email address or physician license number depending on the registration category you selected.

STEP 6: Review Account Information and Cart

Review your cart and complete the Questionnaire at the bottom of the page. Once this is complete, check the “Policy Confirmation” box, then click “Continue Checkout”.

Note: The registration system will automatically add any applicable taxes at this time.

STEP 7: Payment

Enter your credit card information and click “Process Transaction”.

Note: Your receipt will be automatically sent to you by email. A copy of your receipt can be found within your Athena Student Portal by clicking on “My Account History”.

You will receive one email with your payment receipt and an email for each section/course you registered for.

HOW TO ACCESS THE COURSE:

STEP 1: Log in through the Athena Student Portal

Click [here](#) to log into your Athena profile. Enter the Athena user name and password you created while registering under “I have Athena credentials”.

Athena Login - Student Portal

I have an existing account | **I am a new user**

I have McGill credentials | **I have Athena credentials** | *To complete the transaction, you will be asked to create an account.*

Log in using your existing McGill email address and corresponding password. *I am unable to access my account. What do I do?*

** Only McGill students who have an active McGill email account and have previously accessed Athena can use this option.*

Log in | [Forgot User Name](#)

Athena User Name (case insensitive)

[Forgot Password](#)

Athena Password (case sensitive)

Log in

Please enter a valid email address to begin.

Email

Retype Email Address

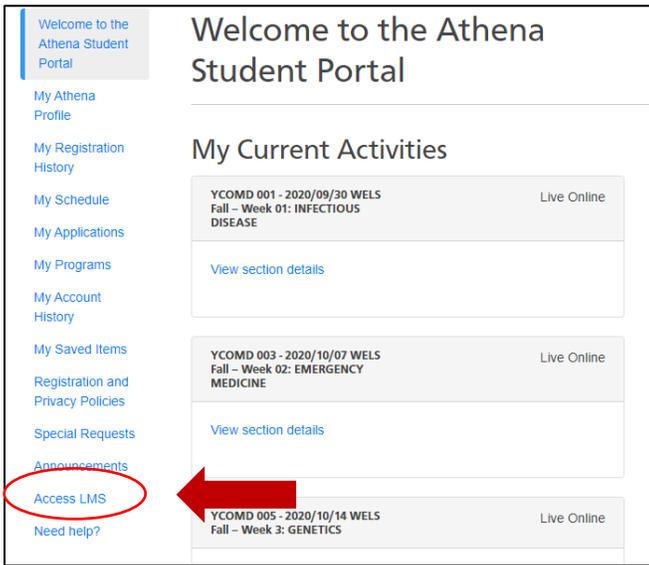
Create Account

I am unable to create an account. What do I do?

Do I need to create a new account every time I register? Can I create more than one account?

STEP 2: Access LMS

Once logged in, click on the “Access LMS” tab on the left hand side. A new window will open.

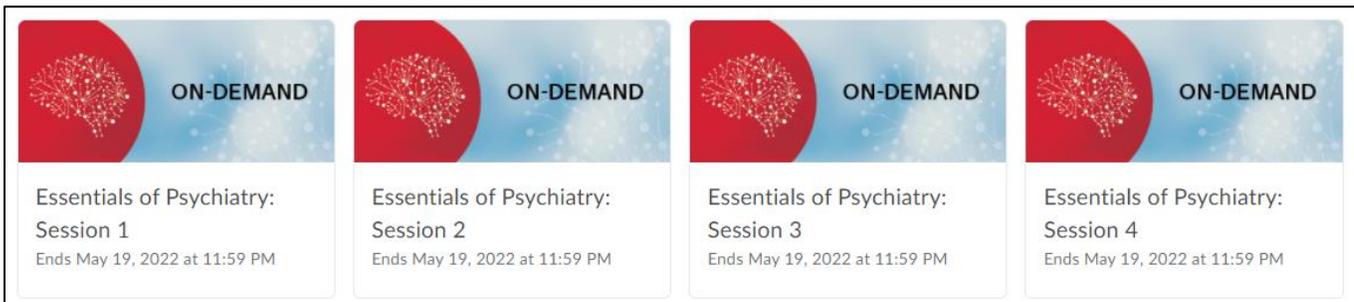


The screenshot shows the Athena Student Portal interface. On the left is a navigation sidebar with the following links: Welcome to the Athena Student Portal, My Athena Profile, My Registration History, My Schedule, My Applications, My Programs, My Account History, My Saved Items, Registration and Privacy Policies, Special Requests, Announcements, **Access LMS** (circled in red), and Need help?. The main content area is titled "Welcome to the Athena Student Portal" and "My Current Activities". It lists three course sections: YCOMD 001 - 2020/09/30 WELS Fall - Week 01: INFECTIOUS DISEASE (Live Online), YCOMD 003 - 2020/10/07 WELS Fall - Week 02: EMERGENCY MEDICINE (Live Online), and YCOMD 005 - 2020/10/14 WELS Fall - Week 3: GENETICS (Live Online). Each section has a "View section details" link. A red arrow points from the "Access LMS" link in the sidebar to the course list.

STEP 3: In the new window that opens, Click on “View All Courses”

Registrants of the Essentials of Psychiatry course will see all sessions listed here. Click on the specific course session you wish to access.

You can also search for a course in the “Advanced Search” bar at the top of the page.

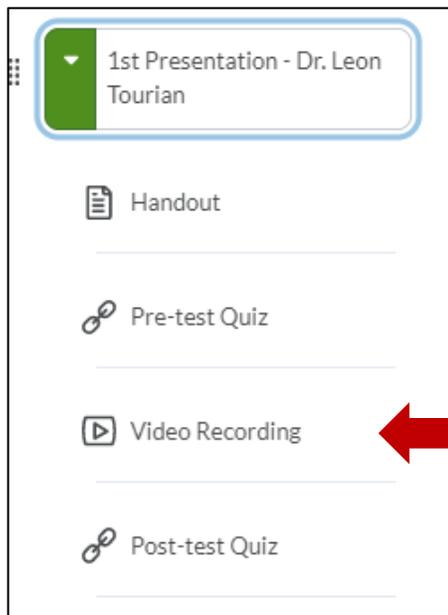


The screenshot displays four "ON-DEMAND" course cards for "Essentials of Psychiatry". Each card features a red circular graphic with a white tree-like pattern on a blue background. The cards are:

- Session 1: Ends May 19, 2022 at 11:59 PM
- Session 2: Ends May 19, 2022 at 11:59 PM
- Session 3: Ends May 19, 2022 at 11:59 PM
- Session 4: Ends May 19, 2022 at 11:59 PM

STEP 4: Access the video recording of the presentation

To access the recording, click on the presenter's name, and on the "Video Recording" tab on the left-hand side of the page.



Need Help?

If you require assistance or have any other questions, please contact the Office for Continuing Professional Development (CPD) of the Faculty of Medicine and Health Sciences:

Lianne Deguire, Administrative Coordinator

cpdcourses.med@mcgill.ca

514-398-4797

FAQ

Where is the handout?

The handout(s) can be found on the content page for each specific course session. Click on the name of the presenter for the lecture whose handout you wish to view, then click the first tab with the file icon. From there you can download the PDF file.

Where can I complete the pre-test and the post-test?

The pre-test and post-test can be found on the content page for each specific course session. To access, click on the name of the presenter for whom you wish to complete the pre-test/post-test, then click on the “**Pre-Test**” or “**Post-Test**” tab, click on “**Open Survey**”, complete the questions and click “**Submit Survey**” at the bottom of the page. The pre-test must be completed before listening to the presentation and the post-test must be completed after.

Where I can find and complete the evaluation form?

The evaluation form can be found on the content page for each specific course session. To access, click on the name of the presenter for whom you wish to complete the evaluation form, then click on the “**Evaluation Form**” tab, complete the evaluation and click “Submit” at the bottom of the page.

What do I need to do to request my credit(s)?

On the course session content page, click on the presentation for which you want to request credits. Then click on the “**Credit Request**” tab. Enter your information and click on the “Credit Request” checkbox, then click “Submit”.

How can I get my certificate for completing the On-Demand session?

On-Demand program certificates can be downloaded from the myCourses content page under the “**Certificate**” tab. The certificates for each session are blank and must be completed by the participant depending on the maximum number of credits they are claiming. Participants can claim credits for either the live or on-demand program, but not both. The on-demand accredited program will be available for up to one full year.

How can I ask a question to the speaker?

To ask a question to the speaker, click on the name of the presenter for whom you wish to ask a question to, then click on the “**Ask the Expert**” tab, type in your question and click “Submit” at the bottom of the page.

Need Help?

If you require assistance with the registration process, accessing the on-demand content, or have any other questions, please contact the Office for Continuing Professional Development (CPD) of the McGill University Faculty of Medicine and Health Sciences:

Lianne Deguire, Administrative Coordinator

cpdcourses.med@mcgill.ca

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Research FAQ

What is the purpose of the study?

This study aims to assess the impact of the CPD intervention (i.e., the course entitled Essentials of Psychiatry: An Overview for Family Physicians and other Specialists) at the levels of participation, feasibility, satisfaction, knowledge, competence and reported changes in practice. This program evaluation study contributes to the evolving field of research and scholarship in CPD by applying best practices and by its alignment with standards from national and provincial licensing and accrediting bodies. This study was reviewed and approved by the Institutional Review Board of the Faculty of Medicine and Health Sciences at McGill University.

What is required to participate in this study?

1. Attend at least one of 4 sessions (synchronously or asynchronously)
2. Complete the [consent form](#)
3. Complete any or all of the following options over the duration of the course (Feb 11, 2021- May 2022):

- [Two-part log](#)
- [Two-part log](#) + evaluation form
- [Two-part log](#) + evaluation form + pre-post tests
- [Two-part log](#) + evaluation form + pre-post tests + PodReflect (suggested option)

What is a Two-part Log?

It is a short online survey where you will reflect on the impact of the course in your practice. Part I is completed immediately after viewing one session (i.e., all 3 presentations). Here you will anticipate 1-3 possible changes in your practice. Part II is completed three months after Part I. In Part II you will rate the level of implementation of those anticipated changes. Estimated time to complete both parts is 10 - 15 minutes depending on the number of anticipated changes. The course offers the opportunity to complete a maximum of 4 Two-part logs over one year, for a maximum of 4 credits.

What is the aim of the Podcast/PodReflect?

Driven by spaced education, the Podcast/PodReflect aims to provide an opportunity for reinforcing what has been learned/confirmed during the course over time. The goal of the Podcast/ PodReflect is to have expert faculty members answer and discuss participants' questions in a podcast-style video recording. After viewing/listening to a podcast, participants will have the option to complete a short online questionnaire called a PodReflect. For each PodReflect you will be able to claim 0.5 credit for a maximum of 2 credits with both CFPC Mainpro+ and RCPSC self-learning credit.

What is the difference between participants who do not wish to participate in the study and those who do?

The only difference is that those who participate will: a) have their data included in the study and b) are required the minimum required activities.

Do I receive extra credits if I agree to participate in the study?

You will not receive extra credits as you will be able to claim the same type and number of credits as those who did not participate in the study. However, as an appreciation for your time and research participation, you will be entered in a random draw to win 1 of 4 of the following prizes*:

- 1 x free registration for [Thursday Evening Learning Series \(TELS\)](#) for one academic year (2021-2022) with the Office for Continuing Professional Development (an annual registration value of \$790.00 CAD)
- 1 x free registration for [Wednesday E-Learning Series \(WELS\)](#) for one academic year (2021-2022) with the Office for Continuing Professional Development (an annual registration value of \$515.00 CAD)
- 1 x Gift card to the McGill bookstore (value of \$150.00 CAD)
- 1 x Gift card to the McGill bookstore (value of \$75.00 CAD)

* Draw will take place in June 2022.

If I consent to participate, how and where will my data be used?

Any personal information obtained during this study will be kept strictly confidential. All data and documentation will be kept in a password-protected file on the McGill University Network, accessed only by authorized members of the research team. The results of the study may be published, but your identity, and/or any identifying information will not be revealed in any scientific publication or report. Direct verbatim quotations (anonymized) from the qualitative portion of the study may be used in published results. The ethics committee of McGill University may review the records containing your personal information to ensure proper management.

What if, after I agreed to participate in the study, I change my mind and decide to withdraw from the study?

Your participation in this study is completely voluntary. You may refuse to participate or may discontinue your participation at any time without explanation, and without penalty or loss of benefits to which you are otherwise entitled. If you withdraw from the study, any data you generated will be destroyed. To discontinue your participation, you can contact cpdresearchassist.med@mcgill.ca.

Is it possible to receive the results of the study?

We will be pleased to share the results of the study. If you are interested, please send your request to cpdresearchassist.med@mcgill.ca.

Where do I get the certificate for having participated in the course?

Program certificates for the Two-Part Logs and Podcast/PodReflect can be downloaded from the myCourses content page under the "Certificate" tab in the Research section. The certificates for each session are blank and must be completed by the participant depending on the maximum number of credits they are claiming.

How many credits will I be able to claim for having participated in the course?

All information about credits is posted under the tab "Accreditation" of the course website [here](#).