

iQ user guide

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Shealthcare

#### iQ user guide

Welcome to iQ, an online training platform to help encourage good infection prevention and control practices among healthcare professionals. To access iQ, please follow the guidance below. For any questions or issues you may have, please contact gama-iq-au@gamahealthcare.com.

# Logging into iQ

To create your iQ account, you can either enter the login details provided by your local GAMA Healthcare Sales Representative or create a new account.

Should you need to create a new login, please click 'Create new account' and enter all the relevant information for each field. Once all the details have been entered, you will receive a confirmation email alerting you of your new iQ account.

If you forget your login details, you can reset your password by emailing your registered email via the 'Lost password?' prompt.



Create new account

Log in as a guest

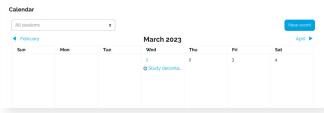
Lost password?

## Navigating the home page

Once you've successfully logged into iQ, you will be greeted by the homepage from which you can access the rest of the iQ learning platform.

From here you will have access to your dashboard in the top menu, where you can add events to the calendar to plan out your study using the 'New event' button.





### **Accessing sessions**

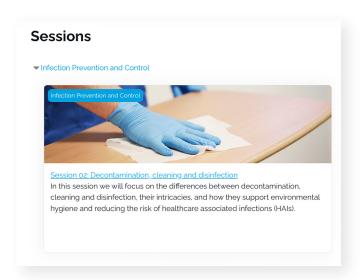
To access the different sessions iQ provides, click the 'All sessions' button.

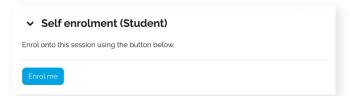
It is recommended that you complete the sessions in the order in which they are listed for the best learning pathway, however, you can complete sessions in the order you choose.

To select the session you want to enrol on, click on that session, which will lead you to the session landing page.

Below the session description will be a button labelled 'Enrol me', which, once clicked, will register you to the selected session and add this to the 'My sessions' section.







### Completing sessions

Once you have enrolled in a session, you will be taken to the session page. Along with a session summary, each session has a list of learning outcomes and objectives around what you will learn throughout. Within each session, you will find the following assets:

• Mandatory video • Mandatory short quiz • Workbook and additional resources

Click on 'View your progress >' under 'Session completion status' to see how you're progressing through the mandatory activities.

The content can be revisited at any time, allowing you to complete sessions at your own pace, and work through the modules in any order. Each session also has a selection of further reading materials which can be used to support learning objectives.

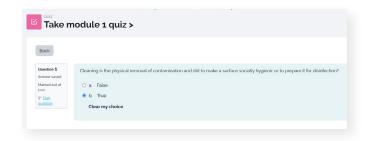
You can easily progress through the modules by clicking the 'Next activity' button at the bottom of each activity.

Next activity

Take module 1 quiz >

## Pass requirements

To complete a session, you are required to have watched the mandatory video and completed a short quiz with a 100% pass rate per module, testing your knowledge and understanding of the content.



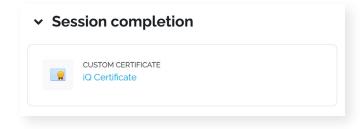
If you require subtitles when watching the video, press the video's button labelled 'CC' to enable them. If you need to adjust the speed of the video/subtitles, you can do so under 'Settings' using the cog icon.

Every user has a maximum of 3 attempts for the quiz. If you do not successfully pass the quiz after 3 attempts, you will need to re-enrol in the session.

To re-enrol, navigate to 'More v' in the top blue menu and then 'Unenrol me'. You will then need to follow the previous instructions in the 'Accessing sessions' section to enrol in the session again.

Upon completing a session, you can download your certificate.

To access your certificate, scroll down to the bottom of the session. Under 'Session completion', click on 'iQ certificate', then 'View certificate'. You can then view, print or download your certificate. If this doesn't appear, there are modules you are yet to complete, as outlined under the certificate requirements and progress section.



Good luck and thank you for using iQ.

For any questions or issues, you may have, please contact gama-iq-au@gamahealthcare.com

