



VGMP Website Information

www.vgmp.org

The VGMP has a website (www.vgmp.org) for its trainees, to enable them to effectively interact with the program. We house all training event information, resources and data there.

After logging in trainees can:

- Register for training sessions,
- Submit evaluations of sessions attended
- Send an apology for a session
- View their personal training record
- Update their personal details.
- Access training resources and other information of interest

The information below is aimed to assist trainees to access and utilise all areas of the site.

Should you experience any difficulties at all in using the site please contact us by email vgmp@svha.org.au or alternately via Christine Lloyd's email Christine.lloyd@svha.org.au or mobile 0448538197

What is on the Website?

Open Access Area

The url opens on the Home page where:

- There is general information about the VGMP and specialist training in Geriatric Medicine
- Trainees enter log in information.
Note: We advise that you save the site to your phone home screen and if using Google Chrome you may be able to save your password so you do not need to enter log in information each time you enter the site.
- There are also menu links to the VGMP Learning Modules and information about the Central Match (when process is active)
- There is a copy of these instructions.

Trainee only Area

Once a trainee has logged into the site they are taken to the Training Participation page. They still see the information above but can also:

- Complete and edit their personal training details. This **must** be completed at the start of each year as details will have changed.
- Access their personal training participation report.
- Register (on the day) for a training session or provide an evaluation via the respective buttons which will pop up at the top of the page. These are only visible when active so the button to register your attendance at the session is only there on that afternoon, the evaluation button is active for a few more days.
- Register (in advance this time) to book a spot in a Communication Skills session and to record your attendance afterwards. Trainees will be advised when Communication sessions are open for booking and which one is running.
- Send an apology for a session so it appears with the attendance data.
- Access the 2023 Program where you can see all upcoming training Sessions.
- View articles or other posted resources such as session recordings.

Logging onto the Website

New Trainees

For **new trainees** who have not logged into the site before you follow the process below:

- Go to www.vgmtp.org enter username and password and click to Login.



- Your username is your current preferred email address which you used for the Centralised Match.
- Your current password is - **letmein** followed by the first letter of your first name and then your surname all in lower case (i.e. Jane Lee's password would be – **letmeinjlee**).
- You will then be prompted to set your own password so complete that process.
- Now click the *Update Your Profile* button (see image below) to complete your profile ensuring all details are correct.
- Click on the Update button to save the information.



Returning Trainees

At the start of the training year **returning trainees** who have logged into the site before need to update their training details. Log in using your previous details then follow one of the following options:

- A) If your current email address remains the same as the last time you logged in:**
- Click Update Your Profile
 - Continue to use your current email address as your username and use the same password (unless you wish to change it).
 - Check to update the other details under your profile which will have changed (year of training, hospital etc.)
 - Click on the Update button to action changes

	<p>Or</p> <p>B) If your current email has changed from one previously used, to a new email which you have used in the Centralised Match we will already have used that email address to contact you. If you want to change to completely different email address please contact the office so we can amend the email distribution list and your username in the database.</p> <p>Log in using your previous username (old email address) and password.</p> <ul style="list-style-type: none"> • Click Update Your Profile • Change both your username and email to the new email address. • Check which other details under your profile have changed and need updating (year of training, hospital etc.). • Click on the Update button to action changes <p>Once you have done the initial check that your details are correct please continue to use the same email when you use the site. We use email addresses to communicate with all trainees. If you need to change your email address/login please contact the office.</p>
<p>Further notes on website functions</p> <p>Advanced Training Sessions</p> <p>Alliance Training Sessions</p> <p>Communication Skills Training</p> <p>Resources</p>	<p>For the following you must be logged in.</p> <ul style="list-style-type: none"> • Thursday afternoon sessions are open for registration and the button appears at the top of the page around the training session times. It opens at 1:00 pm and closes at 6:00pm. You just click on the Session Registration button and you will be sent a confirmation of registration. • The evaluation process is open until after the weekend. The coloured button labelled Session Evaluation will show up when active at the end of the training session. Click to complete your evaluation and submit. There is a quick response option on this page or a more detailed feedback option. • Apologies can be submitted any time by clicking on the menu item for it. <p>.....</p> <ul style="list-style-type: none"> • The same process as above is followed for Registration and submitting Apologies • Evaluations are managed locally by your Alliance DOT /FIGM <p>.....</p> <ul style="list-style-type: none"> • Small group sessions limited to 5/6 participants. • There is an Introduction and 4 other unique sessions. • Registration in advance is required in order to attend. • Sessions will be open for registration approximately 2/3 weeks prior to the session date. An email will be sent to all trainees advising when the session is open for registration. • Successful registration via the Communication Skills menu item will automatically generate a confirmation email. • A waiting list is available if the session is full. • After the session you need to confirm your attendance by selecting your session date after clicking on Communication Skills then Session Attendance. • You will automatically receive a survey link here for feedback. <ul style="list-style-type: none"> • You can view the whole 2023 program by clicking on the Program menu item. • Under the Training Resources tab is material thought to be of use to trainees. It tends be added to as the year progresses. • Recordings and related session material will be posted but access will expire at the end of the year.

**Attendance
Reports**

- Attendance data is sent to all DOT's monthly and to all Aged Care Unit Directors quarterly.
- All training activities are collated over the entire length of Advanced Training in a personal record for each trainee and can be saved or printed.
- Data can be requested after graduation by contacting the VGMTP Office.

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