2021-2022

A Trainee's Guide to Bridge

The Online Learning Platform

EAST OF ENGLAND

Powered by BRIDGE · Panopto   NHS Health Education England

East of England Foundation School Learning Platform

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What is Bridge and why do I need to use it?

What is Bridge?

Health Education England East of England have procured a suite of software packages (Panopto and Bridge) to enable the creation and storage of video lectures and to self-build online courses for all Postgraduate Medical Specialties within the East of England. This comes at an extraordinary time for the Healthcare profession and we want to support Doctors in Training by giving our Trainees access to resources that give them the very best tools to manage patients on the ground, in one central, secure, online space.

Bridge is used to create training sessions, courses and programmes that can be attended, viewed or completed. It serves as a central location to access all of the learning. We also use it to manage Hub days and make them easier to set up and mark attendance.

Why do I need to use it?

There are three main reasons for using Bridge:

- Use the Bridge Online Calendar to register for Regional Training Days (Hub Days) and receive links to webinars to your email automatically.
- Use Bridge to enrol onto online courses on a variety of curriculum matched topics. You can enroll on any online course you wish, even outside of your specialty!
- Use Panopto to view previous regional training day recordings from any specialty across the region.

How do I access Bridge?

There are multiple websites for Bridge that relating to your specialty, which the HEE EoE Webpage https://heeoe.hee.nhs.uk/blended-learning-platform links to. It's important to make sure you are signing into the right website. **For Foundation Trainees, you need Bridge Foundation.**
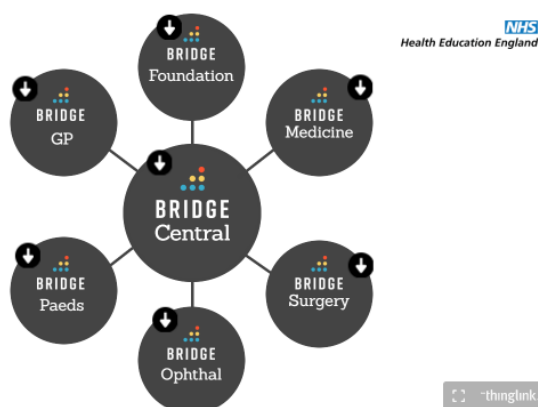
To login, go to http://foundation-heeoe.bridgeapp.com/ and type in your username and password.

Your Foundation Programme Bridge will look like this on the log in screen:
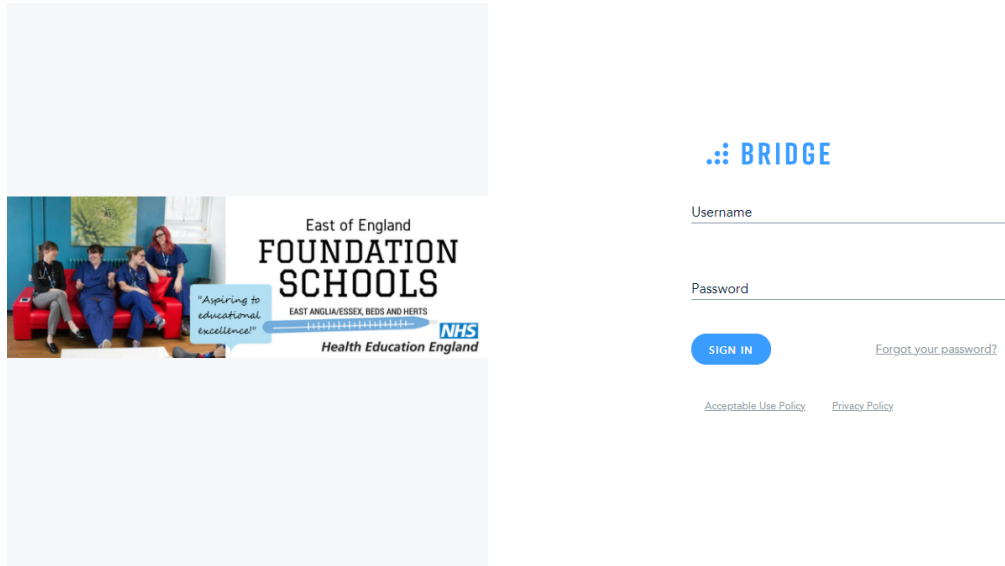
Username = Your username will be the email address you are registered with for HEE EoE.

Password = A welcome email would have been sent to you when you were first registered. If you can't find it just click "forgot password" on the login page.

Remember to check your junk/spam mail!

Working with Bridge

Once you log into Bridge, it will load your "My Learning" page. This will show you things you have already signed up for, or things you have been assigned to do. If you have just started in your FY program, you may have only a few things here, or nothing at all!

Here is an example of what this could look like.
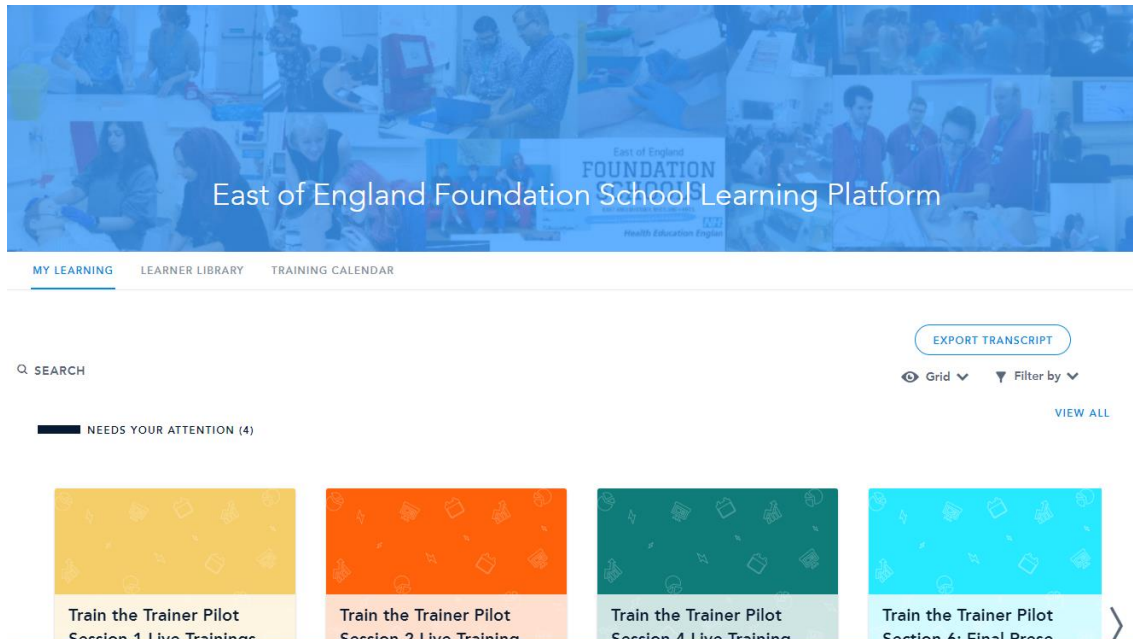
From this screen, you can navigate to the whole library of training sessions, view a calendar of training you have signed up to, or click into a session to find out more or start working on a course.

Learner Library

If you select "Learner Library" you will find a vast array of courses, programmes, training days and useful information that can be looked at and signed up to. These all have categories and tags that will help you search for things and refine which categories sessions are sorted into. For example, a Clinical Hub Day on Surgical Skills will be in the Category Hub: Clinical and have tags such as surgery and practical skills. If you then search for surgery in the search bar, the Hub Day will appear in the results.

Where there are multiple sessions, there will be an arrow to scroll through, and an option to view all. This will bring up all the sessions under that category.

If you are looking for Hub Days, finding the Hub: Clinical and Hub: Non Clinical Categories and viewing all is the easiest way to look at what it on offer.
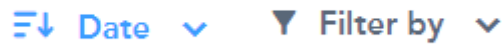
Training Calendar

The third option you should see is the "Training Calendar". Selecting this presents a calendar view of the training sessions you have signed up to.

You can change how this looks in a few ways and the settings for this at the top right of the calendar. Firstly, selecting Date gives you options as to how you want to sort the list

Selecting Date on the above calendar gives us this view:

Notice that the Calendar changes to a List. Down the right hand side you will see options to register if you haven't signed up for a time slot in a live session (you have only expressed interest in a session, rather than asking for a ticket). If you have already signed up for a slot (asked for a ticket) there may be the option to Download Invite, which will create an Outlook calendar invite.

Signing up to a Hub on Bridge

Log into your Bridge account

You should see the East of England Foundation School Learning Platform

Navigate to Learner Library. You can either scroll down and through the categories (you can view all in each category), or if you are looking for something in particular, use the search function. In this guide we are looking to find a Non Clinical Hub to attend.

To find the events happening in my region, I need to use the search function and type in my region. I am based at Royal Papworth, which makes my region EAFS West. The Trusts and Regions are listed below:

EAFS West	EAFS East	EBH West	EBH East
Hinchingbrooke	Colchester	West Herts (Watford)	Southend
Royal Papworth	Ipswich	E+N Herts (Lister)	Basildon
Peterborough	James Paget	Luton	Mid Essex
Kings Lynn	West Suffolk	Bedford	Harlow
Addenbrookes	NNUH		

Searching for the region will bring up all content tagged with that region.

For Central Hub events, you will need to search for **Central Foundation School** and register for tickets under your region.

The image below shows that results are sorted into categories so you can easily find the type of content you want.
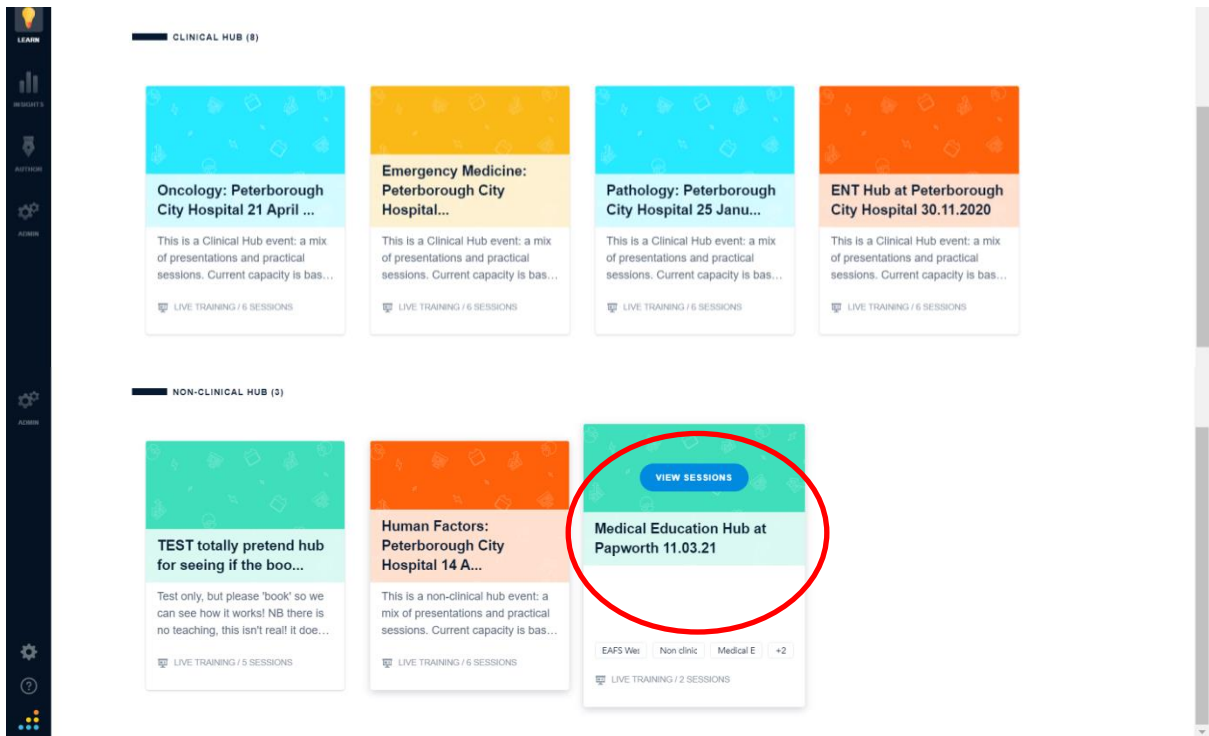
Hub sessions have a limited number of tickets depending upon whether the sessions are being held face to face (and therefore limited due to Infection Control policies) or are being held online. Pressing the small arrow next to a session will tell you how many spaces are left.
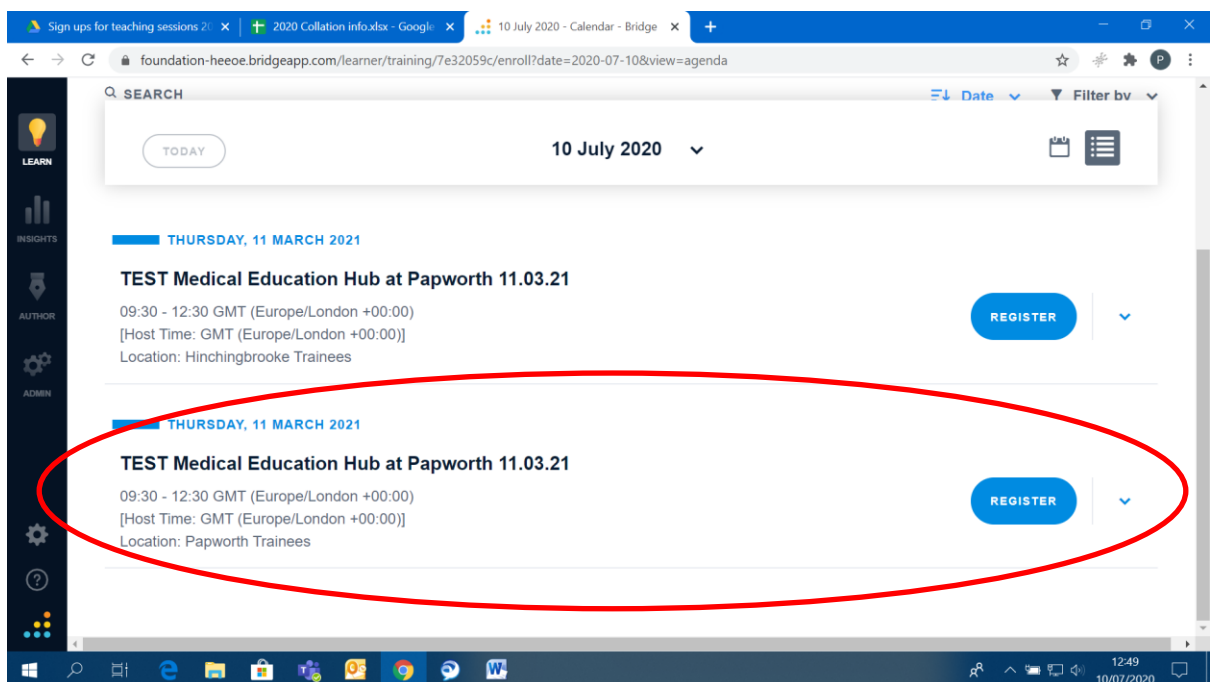
Clicking Register will send you an email that includes a calendar invite but you can also press download invite to get one. If the session has any online meeting information (Such as a Zoom link), or other important details, these will be included in the invite.
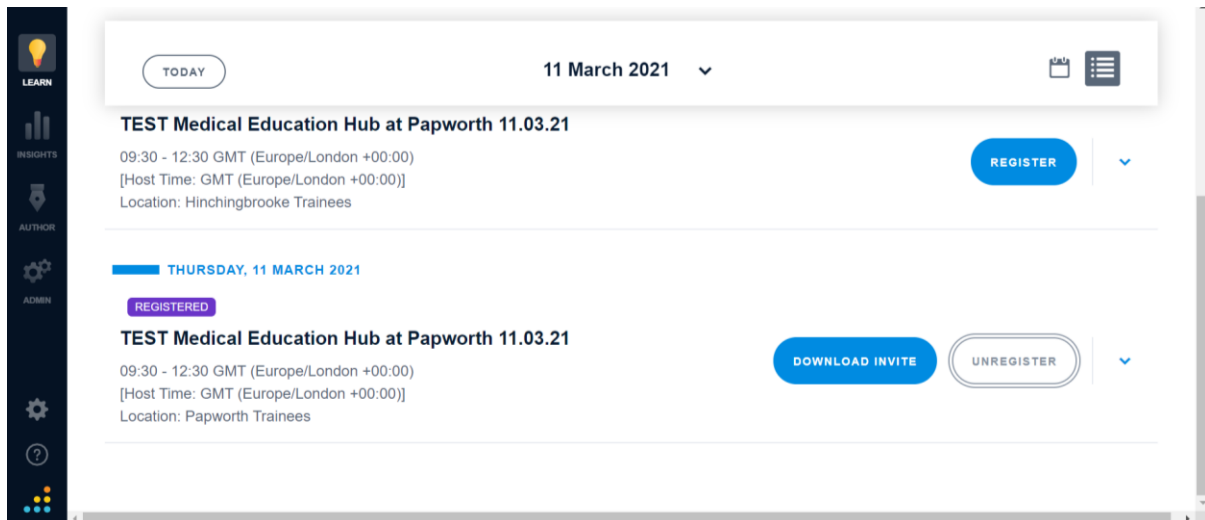
If you register in error, you can unregister by clicking the Unregister button.

Events you have registered for will show up in your "My Learning" section of Bridge.

If a Hub session for your Trust fills up, the option to register will be faded out and will show as No Seats Available. Please do not register for another Trust's tickets.
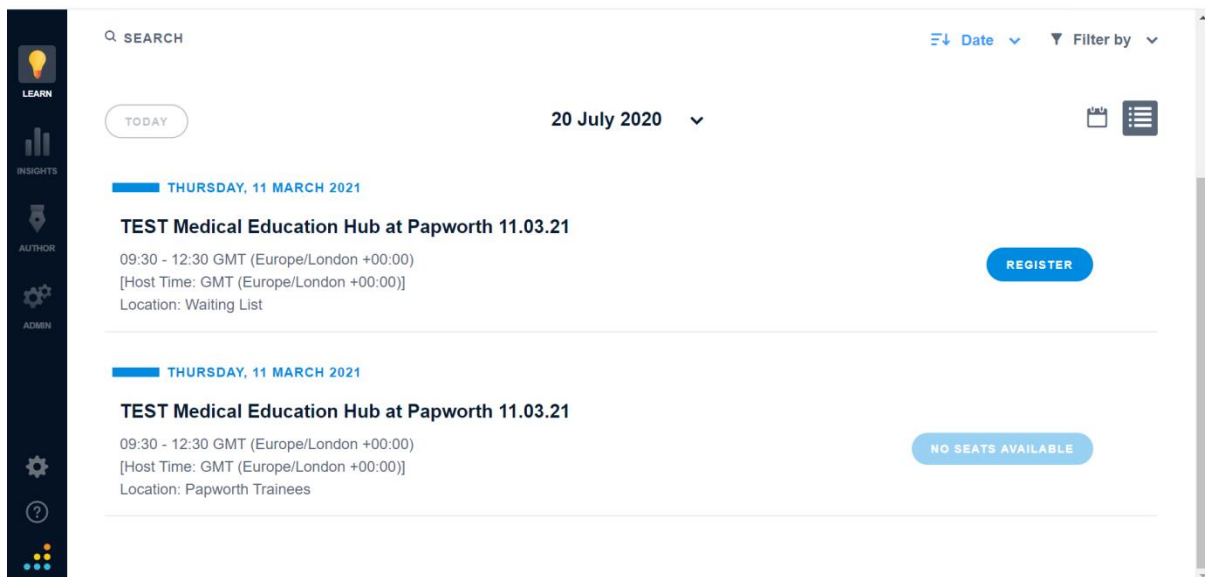
Should there be no more spaces on your chosen event, you may need to register for the waiting list. This is done the same way.

Please note that if you are registering on the waiting list we do advise that you book onto another hub which has space.

Removing yourself from a session

You may need to remove yourself/"unregister" from a session you were due to attend. You should inform the administrator of the session you were due to attend out of courtesy and to allow them to offer the space to someone else.

You should then also "unregister" for the event on Bridge.

Navigate to your "My Learning", and change to List view.
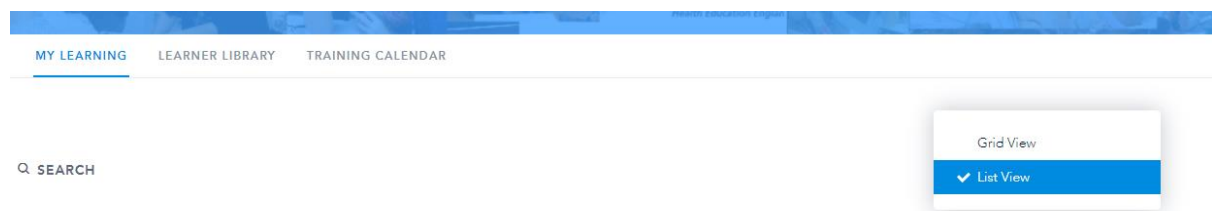
Scroll to the event you wish to remove yourself from and select it. You will see the option to Reschedule on the right hand side. You can click this or the title of the session.
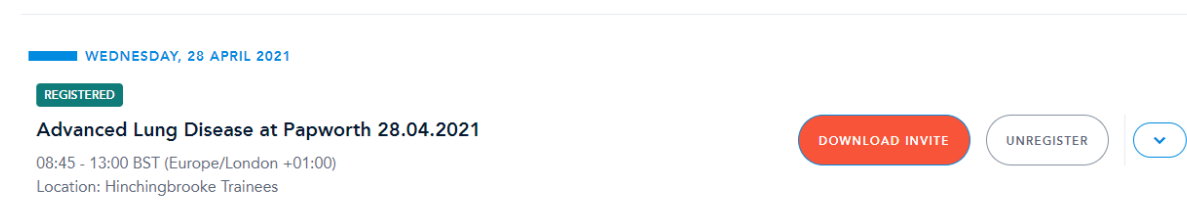
From here you can click unregister. Please be aware that the system will not ask you to confirm your selection, so if you do this in error you will need to re-register. Be very careful doing this, particularly at the start of placements as events fill up very quickly and you may find you can no longer re-register.

Finding session attachments

Sometimes there will be a need to attach documents to a session, whether it is a map of a location, instructions to follow before a session or perhaps to share a presentation after a session concludes. These documents can be attached to Bridge sessions by the creators and viewed either when you register for a session or when the session ends.

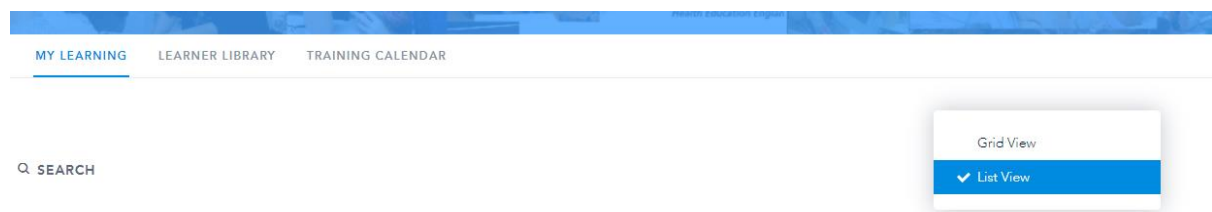Please be aware that this is not where you find your attendance certificates, which will be covered elsewhere in this guide.

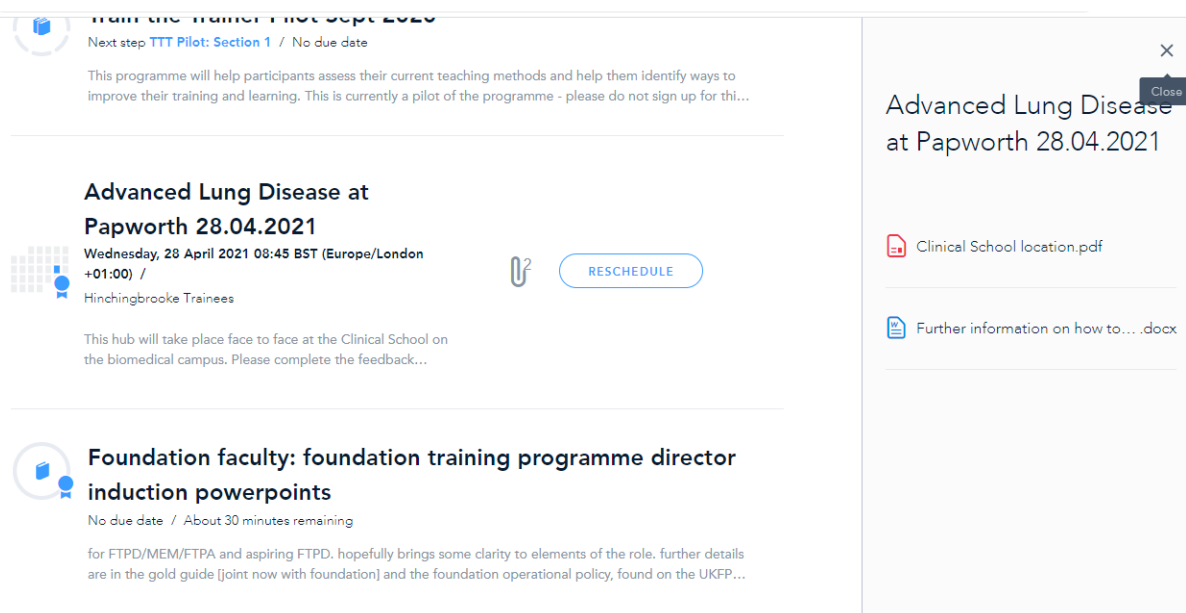First navigate to My Learning and change the Grid view to List

Then scroll to find the event you are looking for. You can also search for it. If the event has any attachments, you will see a paperclip symbol on the right hand side.

Clicking on this paperclip will open a side panel which will show you what attachments are available.


You can then select the attachments you want to read or download.
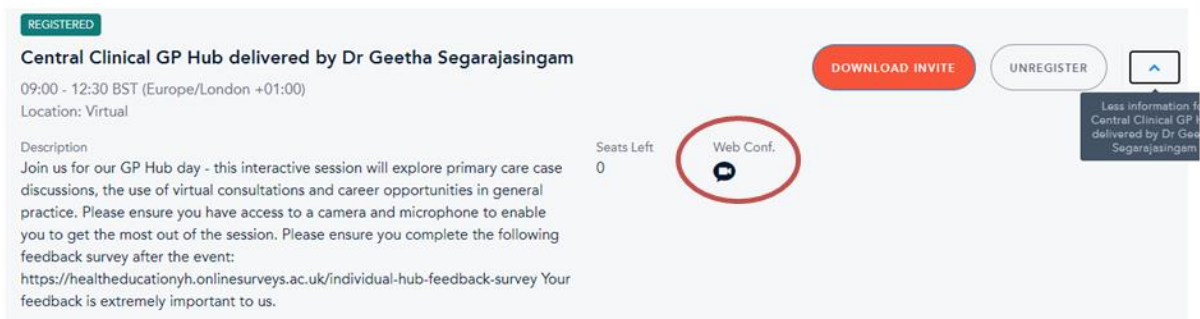
Marking your Attendance

If you are attending an event, you will need to make sure your attendance is marked. If it is a face to face session this may be done in a number of ways depending on the location you are at. If the session is virtual, provided the option has been enabled by the creator, you will be able to mark yourself as present just by loading the conferencing program. If this has not been enabled, someone running the session should be taking a register to mark your attendance later.

If the option is enabled, you will be able to access the session through your My Learning. Find and click on the event you are attending virtually. This should present the below.

Click the small arrow next to Unregister, which will open more information.
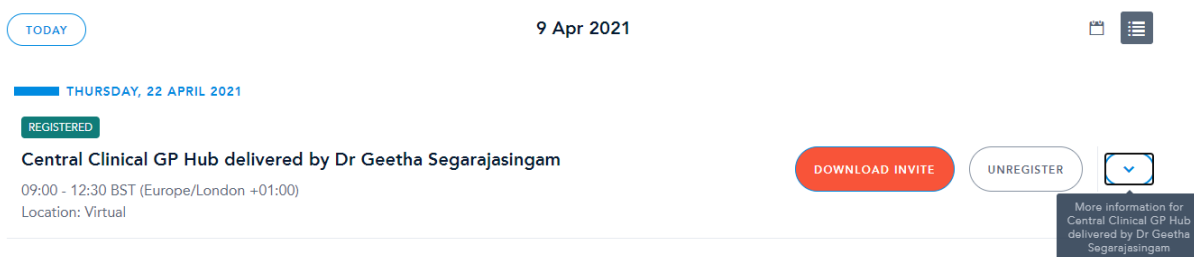
You should then see a small camera icon as below. If you click this at the time of the session, it should open the appropriate program (eg Zoom or Microsoft Teams). If you click it outside of this time, it will pop up with an error telling you the session has not started.

Assuming the creator has enabled the relevant options, opening the session through this will automatically register your attendance and also issue you a certificate of attendance after the session finishes.

If for some reason you cannot access the session this way, you can download the invite which will provide the appropriate log in details for the session, and you will need to contact the relevant administrator to inform them so a certificate can be issued.

Virtual Professionalism

Please be aware that virtual sessions usually require microphone and video use, particularly in interactive sessions. You should endeavour to attend virtual sessions in quiet areas with a reliable

internet connection. Microphones should be muted when not speaking unless otherwise indicated, and it is good practice to have your video on in these sessions.

There have been instances when individuals have logged into a session but left partway through a session, or logged in and were doing other things. If you log into a session but the speakers feel that you are not actually there or you disappear partway through, it may impact on the decision to offer a certificate and you may not be counted as having completed the session. If you sign up for a session you are expected to attend and take part.

Accessing a Certificate

After a session is complete, and assuming the creators have ticked the relevant option during set up, a certificate will be available to those who are marked as attended. If the session was virtual and your attendance marked automatically as in the previous section, this is usually as soon as the session is finished. If the session is face to face or otherwise does not have automatic attendance marking, certificates are usually issued about 10 minutes after someone has marked you as attended manually.

Certificates can be found by navigating to your "My Learning".

You need to make sure you are in 'List' view:
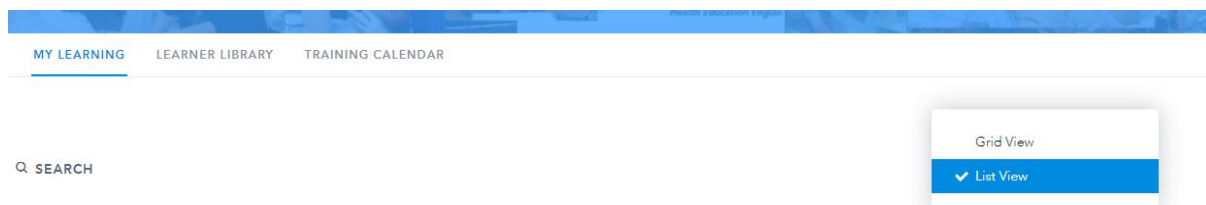
Then if you go down to your 'completed training', you will see the certificate attached to that session:

If there is no certificate option and you believe there should be, contact the administrator for the hub you attended. In the above example, you would need to contact the Central Team.