

The Telehealth Portal

www.firstnationsth.ca



The Portal: What you need to know

You can click on each tab to open up different sections.

Calendar- Will give you access to all the calendars on the portal.

- Education sessions are **ORANGE**
- Clinical sessions are **BLUE**
- Meetings are **GREEN**

Library- will take you to the archive sections so you can view past recorded sessions and view handouts

Info/Help- You can view our Troubleshooting Documents

Announcements: News and important information will be posted here.

Today's sessions: These are the sessions that are scheduled for today

The screenshot shows the homepage of the First Nations Telehealth Portal. At the top, there is a navigation bar with tabs for Home, Calendars, Library, Info/Help, and Contact. Below the navigation bar is a large banner with the text "CONNECTED. INFORMED. HEALTHIER." and a background image of a snowy mountain landscape. To the right of the banner, there is a search bar and a login button. Below the banner, there are several sections: "Announcements" with a welcome message, "Quick Links" with buttons for "View TeleHealth Calendar" and "Request New Session", "Today's Sessions and Registration Deadline" with a table of sessions, and "Today's Registration Deadline" with a table of registration deadlines. At the bottom, there is a copyright notice and a subscribe button.

Subscribe: Click on this link to get notification from the Telehealth team. You will be notified via email of upcoming Education Sessions and any new announcements

Quick Links: These Quick links will take you to the Request a Session page or the Telehealth Combined Calendar

Today's Registration Deadline: This section lets you know what registration deadlines are today

Before You Start: Things you should know

1) All rooms must be booked BEFORE requesting a session

- Telehealth does not have access to room bookings for any sites (**Including Canada Place**)


2) All sites need to be confirmed BEFORE requesting a Meeting or Invite Education

- If a site wishes to be added to a Meeting or Invite Education after the request was sent in, the request must be made by the original meeting organizer.
- Requests can be sent to vhelph@firstnationsth.ca (Be sure to include session name, date and time in all requests)

3) If a registration deadline passes you may not be added to the session

- If a deadline passes this is up to the discretion of the original meeting organizer.
- There is no guarantee you can be added to the session

4) You should always be aware of your rooms IP address

- If there are ever any connection issues you will be asked to read out your IP address
- To find your IP address, Press the Home Button  on the Polycom Remote. The bottom the of screen you will notice a small set of number that says "My IP". Your IP address will have a series of numbers and dots such as: 123.4.56.789. If you notice all zeros (0000000.00) you are not connected to the internet.

5) VMR (Virtual Meeting Rooms)

- These are a new procedure put in place for Corporate Government meetings.
- You must be assigned a VMR number to participate in a VMR Session. (This number is not given out by Telehealth)

6) Scheduling times and "emergency video conferences"

- Telehealth requires 3 days' notice before a Bridged Session (this is a session with multiple sites involved)
- There is no guarantee that Telehealth will be able to connect your session without 3 days' notice
- If you have any questions about time frames and emergency sessions please contact Telehealth Support at vhelph@firstnationsth.ca or 1-888-999-3356.

Understanding the types of Video Conference Sessions

Telehealth offers a wide range of unique and creative ways to use video conferencing! We encourage everyone to use video conferencing in the following areas:

- Education
- Clinical Services
- Meetings
- Invite Education

Education Sessions

- Education sessions are advertised on the Telehealth Portal (www.firstnationsth.ca).
- Educations sessions are offered on a wide range of services and topics
- Almost all are open to everyone who wishes to attend EXCEPT Invite Education Sessions. They are only offered to specified attendees

Visit www.firstnationsth.ca to find upcoming education sessions and to register!

- View the Education Calendar and click on the session you are interested in
- On the pop up window there will be a green "Register here" button
- fill out the required information
- That's it!



Registration Information

Select Your Site: ↕

Site Details: (if your site isn't listed, select Other and put your site info here)

First Name: ↕

Last Name: ↕

Phone: ↕

Email: ↕

Organization:

Address:

Comments:

Email I'd like to receive all TeleHealth email advertisement.

Advertisement: No Thanks

If there is an Education Session you wish to attend that's not advertised on the portal, contact the Telehealth Support Team. Every effort will be made for you to attend.

Invite Education sessions

- These Sessions are only offered to specific sites as instructed by the meeting coordinator
- All sites must be confirmed and registered by the meeting coordinator at the time of the request
- Sites cannot register individually on the portal

Clinical Services

A range of clinical services are offered such as:

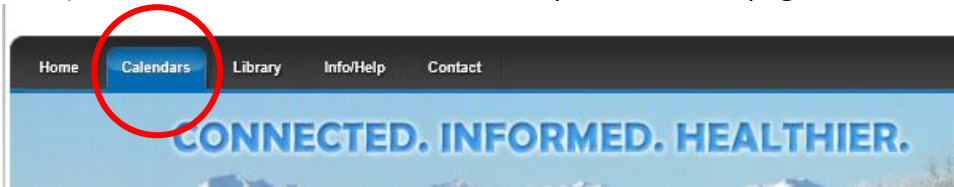
- Doctor's Visits
- Family visits to urban hospitals or treatment centers
- Mental health sessions
- AND MUCH MORE

Meetings

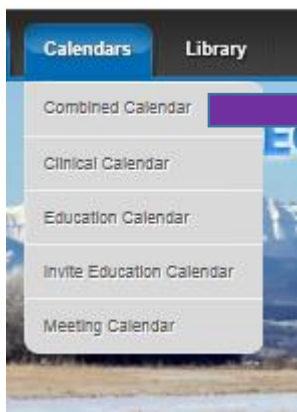
- Meetings can be arranged between any other location that has working Telehealth/Video Conferencing Equipment
- Meetings can be between two people or can include multiple sites!

How to view scheduled sessions on the Telehealth Portal

1) Click on the Calendar Tab on the top of the Portal page



2) From here you can choose which calendar to view things



Combined Calendar: This is all the different calendars available on one simple view

12	13	14	15	16
<p>UAH NARP General Nephrology Clinic (D ... (2)</p> <p>Meeting with Dr. Toth (6)</p> <p>NIHB Managers/Supervisors Weekly Meeting (2)</p>	<p>SGH Discharge rounds (Tedrick) with S ... (2)</p> <p>Prevention Programs Subcommittee (8)</p> <p>Aboriginal Health Tribal Chiefs Ventu ... (2)</p> <p>Telepsych - Ur - KAP (N) (2)</p> <p>FNIHB FNIHB CDC Presents - Immunization Pro ... (27)</p>	<p>Prevention Programs Subcommittee (9)</p> <p>Community consult for Sunchild (2)</p> <p>KEC Epilepsy (Micheale Davies and Lau ... (2)</p> <p>Mental Health Crisis Response AHS-FNIHB (2)</p> <p>MM grievance or discussion (2)</p> <p>UAH Narp-Ric Clinic with Goodfish Lake (2)</p>	<p>RRDTC Dermatology Clinic (Dr. Haber) ... (2)</p> <p>Cognitive-Communication Disorders Com ... (0)</p>	<p>CCI Oncology-Dr Sandhu, with Garden R ... (2)</p>

Education sessions are in **ORANGE**

Meetings are in **GREEN**

Clinical Sessions are in **BLUE**

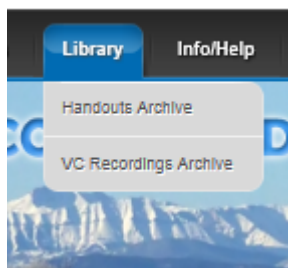
Invite Education Sessions are in **GREY**

How to view handouts and videos from previous sessions

- 1) Click on the Library Tab on the Portal page



- 2) Choose handouts or video



- 3) Enter in the information

Handout Archive

The Handouts Archive holds all handouts (past and current) for all VC sessions advertised on the Telehealth Portal since 2007! (For handouts inclusive, please search our original archives located near the bottom of this page.) You can search the archives for handouts for current sessions. You can search for handouts by: dates, session title, handout title, topic, and if the session was presented.

by:

 Session Type:

 Hosted By:

 VC Title:

 Doc Title:

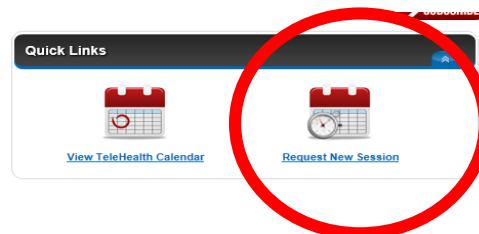
 Period: (dd/mm/yyyy)



Note: You may need to change the date range and the Session Type to reflect what you are looking for

How to book a session on the Telehealth Portal

- 1) Go to the Request new session on the Quick link



- 2) Fill in your information

VC Type:

SubCategory:

Your Booked Site:

Site Details: (If your site isn't listed, select 'Other' and put your site info here)

No. Of Sites Two Sites (Site to Site): add only one site on Participating Sites below
 More than Two Sites

VC TYPE: You can choose between Meeting Session, Invite Education and Education Sessions

- Clinical Sessions are not to be booked through the Portal

SUB CATERGORY: The Sub Category list is different for each of the different types of sessions.

Meetings- Choose who is hosting the site (FNIHB, Health Canada, AHS...etc.)

Education- Choose which category best describes what area you work in


YOUR BOOKED SITE: Where are you going to be having this session from?


- Click on your site to select it from the list


NO. OF SITES: How many sites will be in this session?



Remember all participating sites need to be booked and confirmed **BEFORE** requesting a Video Conference


3) Add the sites that are joining your session

NO. OF SITES  More than Two Sites

Participating Site(s) List: 



 ADD (Choose from the Drop Down Box below)


 REMOVE 



- Choose your participating site from the drop down menu
- Once the correct site is selected click the ADD Button 
- Add participating sites one at a time
- If you accidentally add a wrong site highlight the site with your cursor and press the remove button

4) Continue filling out your VC and personal information

VC Title:  

Date/Time:   7:00   7:00  

Requested by:  

Your Phone:  

Your Email:  

5) Fill in your session information (if applicable)

Session Information: 

If you are booking a....

Education Session

- Please provide as much information about the topic as possible (Presenters, Learning Outcomes, Topic overview. Etc.)
- This information will be shared with everyone

Meetings:

- Add IP addresses for sites that are connecting
- Add VMR information (If Applicable)
- Any information Telehealth Schedulers should be made aware of that could not be inputted elsewhere on the request
- We DO NOT need to be informed of your meeting content/ agenda
- This information will not be shared with anyone

6) Attachment information

Attachment: 

- Attachment Exists
- No Attachment

SUBMIT

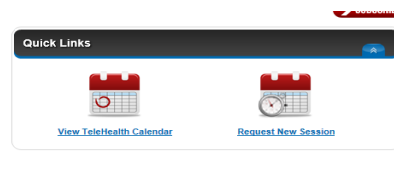
You cannot upload the attachment to the portal, please send all attachments to the Telehealth Support Team via email vchelp@firstnationsth.ca.

** The Telehealth Team will upload your document as is, so make sure all formats and edits are done prior to sending the document to Telehealth.

Connection information:

To view your connection details, on the portal, before your session

- 1) Click on Telehealth Calendar on the Quick Links section
- 2) Go to the confirmed date of your session
- 3) Click on your session (you will see the picture below with your details)



NIHB Managers/Supervisors Weekly Meeting
Jan 19, 2015 14:00 ~ 15:30

Registration Status	Site	Site Details	Connection Info	Con Time	Submitted On Date
Site Registered	Canada Place 8-004		Canada Place to dial DDC	13:45	Jan 12, 2015 07:25
Site Registered	FNIHB - DDC		Canada Place to dial DDC	13:45	Jan 12, 2015 07:25

If you are not connected to your session by the Connection Time, call 1-888-999-3356 to ensure you get connected BEFORE your session starts

Connection info: Tells you how to connect and who to call if there are problems on a bridge call.

Connection time: The time you are requested to dial out, receive a call or bridge connection. **YOUR EQUIPMENT MUST BE ON AT THIS TIME**