

User's guide



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Registration

Registration on the [Surgical Endoscopy] website must be done with the University of Strasbourg **before October 31 of the current academic year.**

For further information:

- You can send your request with the form on "**Contact**" page **www.master-surgical-endoscopy.eu/contact**

- You may submit your request by email, using the following address: **education@ihu-strasbourg.eu**

- You can also find more information at this address where you will also be able to complete the pre- registration form:

www.ihu-strasbourg.eu/ihu/du-endoscopie-chirurgicale⁽¹⁾

Administrative procedures would need to be completed with the University of Strasbourg for you to be able to access the website and validate your diploma

Two training profiles are available

1. Initial and continuing training with programme certification

a) Prior to the training, you would need to validate your request with the administrative department of the Institute of Image-Guided Surgery of Strasbourg by completing the pre-registration form, at the above address ⁽¹⁾.

b) Registration authorization will be issued enabling you to register at the University of Strasbourg.

c) On the opening of the site or upon completion of your registration, you will receive you login and temporary password.

d) Each module concludes with a theoretical assessment + an assessment by the internship supervisor for "Clinical" practice.

Registration (continued)

e) Through-out the year, you must respect the module calendar.

- Clinical internship in partner centers:
www.master-surgical-endoscopy.eu/stage-clinique

You may book for your clinical internship by sending your request to the following address: education@ihu-strasbourg.eu

- Module Calendar :
www.master-surgical-endoscopy.eu/calendrier-des-modules

- Requirements for the diploma:
www.master-surgical-endoscopy.eu/modalites-du-diplome

f) To validate your diploma, you would need to validate:

- theoretical online courses
- clinical training in one or more of the partner centers
- practical internship at the end of the course in Strasbourg

- Practical internship at the end of the course:
www.master-surgical-endoscopy.eu/stage-pratique-fin-de-cursus

2. Free training

To promote innovation in surgery, an opportunity is given to a larger audience (undergraduate students in medicine, non-medical professionals, industrialists, engineers ...) to follow the theoretical part of [DU Surgical Endoscopy Surgical] as "**Free Listeners**"

This limited participation does not lead to a diploma or recognized certificate

Contact : education@ihu-strasbourg.eu

Registration (continued)

CREATING ACCESS CODES

We remind you that **only those registered** in **initial and continuing training**, or in **free training** can **access the contents** of the online learning modules.

To login and continue your training, you need a **username** and **password**, which will be sent to you by email once your registration has been validated.

The initial password you are provided with is a temporary one. For safety reasons, we recommend that you change it.

If you are having trouble logging in,
you can reach us via the contact form or at the following address :
webmaster@ihu-strasbourg.eu

We will respond as soon as possible.

Registration (continued)

ACCOUNT ACTIVATION

You will receive an activation email with your unique login details within 24 hours.

Important note:

**At times, the email is accidentally flagged as spam.
If you do not receive it within 24 hours,
please check your spam, bulk or junk mail folder to locate**

The activation code is temporary, past the 24h limit, it is no longer valid.
If this is the case, please request for your access codes to be resent by email at:
webmaster@ihu-strasbourg.eu

Registration (continued)

RETRIEVAL OF LOST OR FORGOTTEN ACCESS CODES

The password sent is temporary, we recommend that you modify it immediately.

- **If you have lost your password:**

Click on "**Connexion**", top right of the screen, you will be directed towards the login page [DU Surgical Ultrasound].



Then click on the link "**Forgotten password**"⁽¹⁾

A screenshot of the login page on the DU Endoscope chirurgie website. It shows a form with fields for "Identifiant" (containing "Test") and "Mot de passe" (with masked characters). There is a "Se souvenir de moi" checkbox and a "Connexion" button. A red circle with the number "1" is positioned over the "Mot de passe oublié" link at the bottom of the form.A screenshot of the password reset page on the DU Endoscope chirurgie website. It features a heading "Réalisez votre mot de passe" and a sub-heading "Identifiant ou adresse de messagerie". Below this is an input field for the identifier or email address, followed by a "Calculer un mot de passe" button. A red circle with the number "2" is positioned over the input field.

You will be asked to provide your username and e-mail address⁽²⁾.

Registration (continued)

RETRIEVAL OF LOST OR FORGOTTEN ACCESS CODES

You will receive an email with a link to generate a new password.

You can always modify it by going to **"My profile" > Settings⁽²⁾** or by using, the horizontal bar at the top of your screen **Settings > General⁽³⁾**.

The screenshot shows the user interface for the 'DU Endoscopy' platform. At the top, there is a navigation bar with the logo and menu items: PROGRAM, COURSES, MY COURSES, MY PROFILE, and MY ACHIEVEMENTS. A user profile dropdown menu is open, showing options like 'Edit My Profile' and 'Log Out'. A secondary menu is also visible, listing 'Profile', 'Notifications', 'Messages', 'Friends', 'Groups', and 'Settings'. The 'Settings' option is highlighted with a red circle labeled '2'. Below this, a horizontal bar contains 'Settings > General' with a red circle labeled '3'. The main content area is titled 'Profile - General Settings' and includes a 'Profile' section with a placeholder image. Below this is a navigation bar with 'Profile', 'Notifications', 'Messages', 'Friends', 'Groups', and 'Settings'. The 'Settings' tab is active, showing sub-tabs for 'General', 'Email', and 'Profile Visibility'. The 'General' sub-tab is selected, displaying fields for 'Account Email', 'Change Password (leave blank for no change)', and 'Repeat New Password'. A 'SAVE CHANGES' button is at the bottom. The footer contains links for 'ABOUT', 'UNIVERSITY DEGREE', 'HOTSPOT', and 'PHOTO GALLERY'. Red circles with numbers 2 and 3 are overlaid on the image to indicate the steps described in the text.

Computer equipment needed

For an optimal display of videos and tools available on the website [DU Surgical Ultrasound], please ensure you that your computer has the following equipment.

1. Operating system

Windows XP, Vista, Windows 7 & 8 or
Mac OS or Mac OSX

2. Internet browser

Google Chrome, Mozilla Firefox, Edge, Opera, Safari.
Please make sure that your Internet browsers have the last updates.

3. Video Viewing

The video lessons are in MP4 format.
An MP4 file is a compressed video intended to be read in streaming. The video player is integrated into the website.

If you encounter problems reading the videos, please make sure you have your internet browser up to date.

Site navigation

FIRST CONNECTION

Open your favourite browser and type the following url:
www.master-surgical-endoscopy.eu

At the top right of the main menu you will find the "**Connexion**" button⁽¹⁾.



You should have received your access codes by email. Please have them at hand.

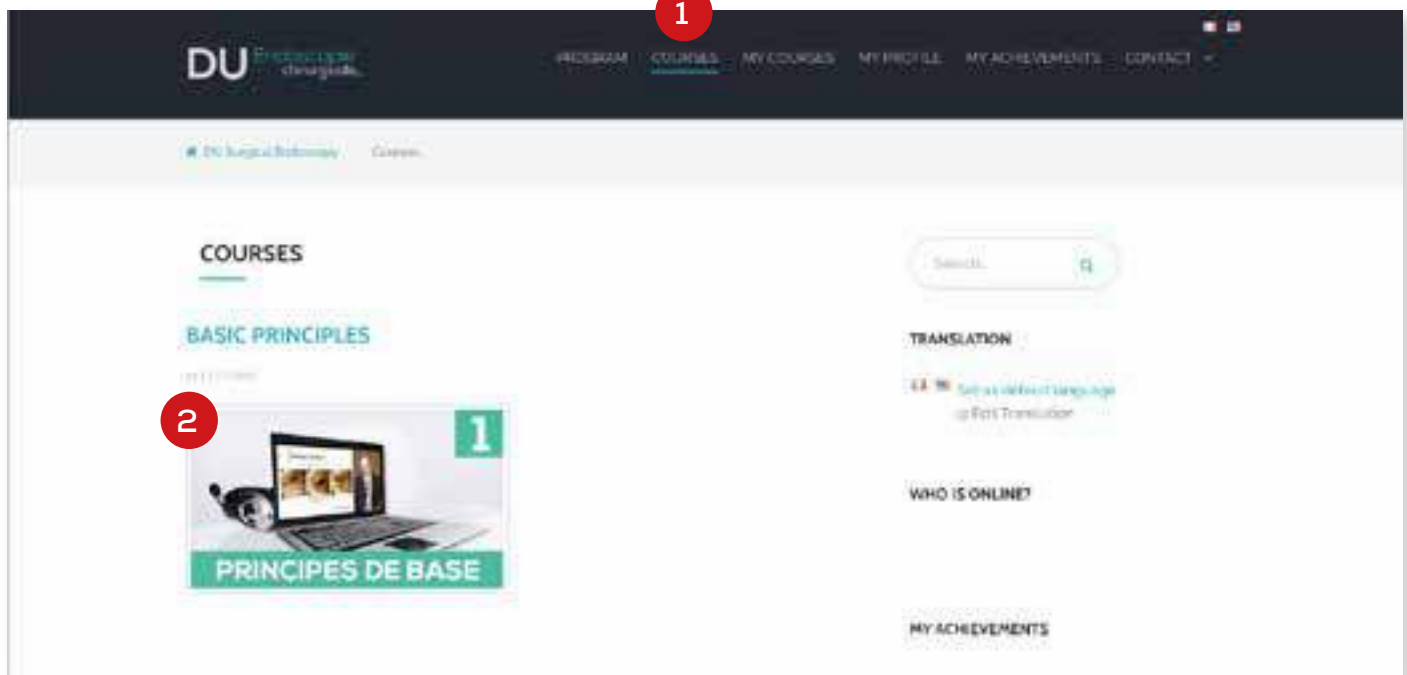
Please fill in all the required fields with your temporary username and password (paying close attention to case sensitive entries)⁽²⁾.



Remember to change your temporary password, the password should ideally be between **6 and 8 characters** long and should contain at least **1 digit**.

Site navigation (continued)

STARTING A COURSE



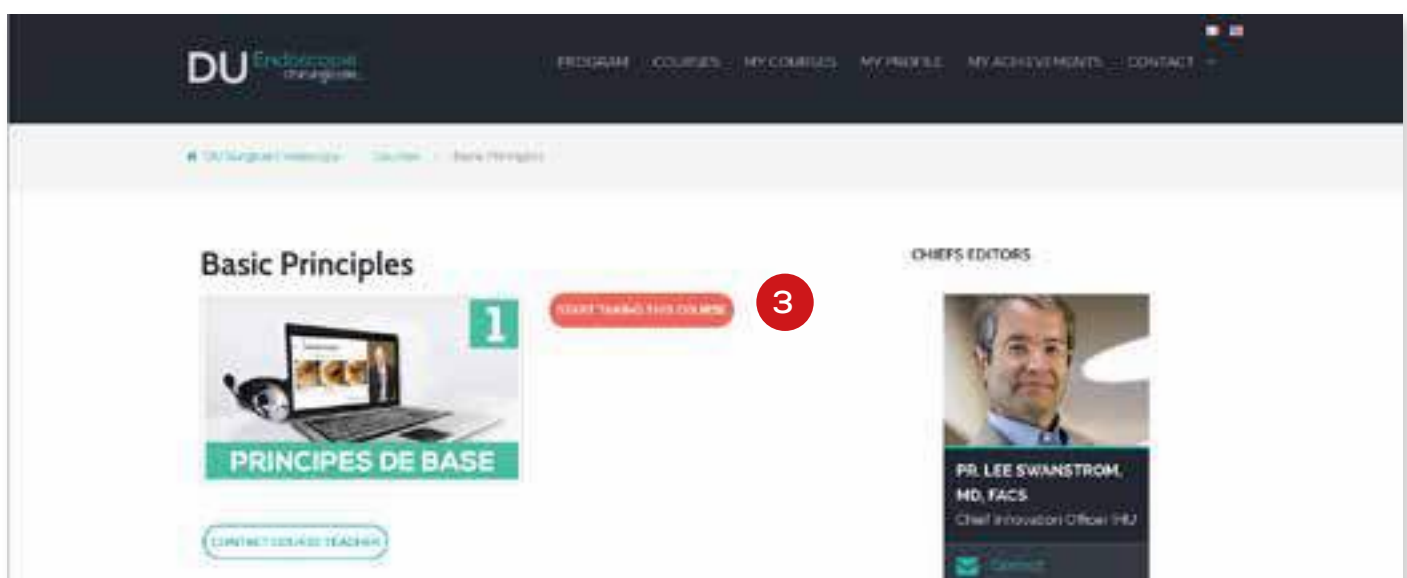
At the top right of the main menu, click on "**Courses**"⁽¹⁾.

This page will show you the 4 course modules to be followed during your training.

Start with the first module - 1. Basic Principles⁽²⁾.

All courses and lessons must be validated in chronological order.

Exemple : Example: you would need to validate module 1 to be able to move on to the second module. The lessons follow this same learning pattern.



Click on "**Start taking this course**"⁽³⁾.

Site navigation (continued)

CONTENT OF LESSONS

DU Endoscopy *University of Dundee*

PROGRAM COURSES MY COURSES MY PROFILE MY ACHIEVEMENTS CONTACT

DU Surgical Endoscopy / Courses / Basic Principles

Basic Principles

Currently completed a lessons of 23 in total

5

1

34 Progress

1

PRINCIPES DE BASE

CONTACT YOUR TEACHER

2

With Module One, "Basic Principles", we introduce you to the fundamental tools, techniques and principles underlying surgical endoscopy. The lectures within this module are divided into sections covering Surgical, Medical and Common considerations. This is

CHIEFS EDITORS

PR. LEE SWANSTROM, MD, FACS
Chief Innovation Officer RLU

CONTACT

Introduction

With Endoscopy Covered The
Weight Loss, Endoscopy
Food Services Provider
Product 2018

3

4

4

5

When you start your first class, there is a button that indicates your **progression** ⁽¹⁾.

An introduction outlines the **objectives of the module** ⁽²⁾.

At the bottom of the page you can see the list of **lessons in chronological order of the module** ⁽³⁾.

Modules

ENDOSCOPY - BASIC PRINCIPLES

3

4

4

5

When you have validated a lesson, **the dot changes to green** ⁽⁴⁾.

The **progress bar** ⁽⁵⁾ indicates your progress in the course.

Site navigation (continued)

LESSON CONTENT

The screenshot shows the lesson page for 'Endoscopy and the GI surgery service'. At the top, there is a search bar and a 'TRANSLATION' section with a dropdown menu set to 'en' (English) and a note 'Set as default language in PBL Translation'. Below this is a 'WHO IS ONLINE?' section and a 'MY ACHIEVEMENTS' section. The main content area includes a video player with a '1' marker, a 'CONTACT LESSON TEACHER' button (3), and a video player with a '2' marker. Below the video player is a 'VIEW THE LESSON QUIZ' button (4). The right sidebar features a 'BASIC PRINCIPLES' section with a list of topics: 'Endoscopy and the GI surgery service', 'Flexible endoscopy principles, indications', 'Basic operation of an endoscopic unit (diagnostic and interventional)', 'Principle of endoscope care and cleaning', 'Diagnostic Esophagogastroduodenoscopy (EGD)', and 'Realisation of one-pass-gastrointestinal endoscopic sleeve modification'. A 'Lecturer: Leo Swainstein' is mentioned below the video player. A feedback section asks 'What do you think of this lesson?' with a star rating and 'Total: 1 Average: 5/5'. Search tags include 'Endoscope Endoscopy Basic Principles Endoscopy IPR'.

Each lesson contains an **introduction**⁽¹⁾ and a **video recorded by an expert**⁽²⁾.

You have an integrated video player with playback control – play, pause, duration, sound and full screen –

After viewing the video, you will need to validate your lesson by completing the quiz in the form of **multiple choice questions**⁽⁴⁾.

To validate the lesson a **minimum score of 75% of correct answers** is required.

Site navigation (continued)

QUIZ SCORE

The screenshot displays the 'Endoscopy and the GI surgery service Quiz' interface. At the top, there is a search bar and a 'TRANSLATION' section with a 'Set an default language' button. Below the search bar, a progress indicator shows '0' and a message 'You require 75% to pass this quiz.' A 'CONTACT TEACHER' button is visible. The main content area contains a question: '1. Which of the following statements corresponds to a measurement tool for practical skills validated in flexible endoscopy? / Which of the following represents a validated tool to measure manual skills in flexible endoscopy?'. Below the question, there are two options in French. At the bottom of the question area, there are three buttons: 'COMPLETE QUIZ' (highlighted with a red circle and the number 1), 'SAVE QUIZ', and 'RESET QUIZ' (highlighted with a red circle and the number 2). The page also features a 'WHO IS ONLINE?' section and a 'MY ACHIEVEMENTS' section. At the very bottom, there is a navigation bar with links for 'ABOUT', 'UNIVERSITY DEGREE', 'HOTSPOT', and 'PHOTO GALLERY'.

For technical reasons, you may opt to do the quizzes either in French or in English. To submit your quiz to automatic scoring, please ensure that you are on the French site and click on the **"Complete quiz" button**⁽¹⁾.

You will also be able to **Save, finish later, or Reset, if you wish to do it again, or if you have not reached the 75% required for validation**⁽²⁾.

Site navigation (continued)

YOUR MARKS AND PROGRESS

The image displays two screenshots of the DU Endoscopy website. The top screenshot shows the 'Endoscopy and the GI surgery service Quiz' results page. A green box with a checkmark and the text 'Congratulations! You have passed this quiz, achieving 75%' is highlighted with a red circle containing the number 1. A 'CONTACT TEACHER' button is also visible. The bottom screenshot shows the 'My Courses' page. The 'My Courses' menu item in the top navigation bar is highlighted with a red circle containing the number 2. The 'Active Courses' tab is selected, showing a course titled 'Basic Principles' with a progress bar at 5%, highlighted with a red circle containing the number 3. A red circle containing the number 4 points to the progress bar. The 'COMPLETED COURSES' tab is also visible.

When you score 75% of the questions correctly, you will see **a green box** (1).

You can also view your progress bar by going to the menu and clicking on **"My Courses"**(2). Two tabs are available - active **courses and validated courses**(3)

Please note, this button allows you to delete your results and your active course. All your results will be reset to zero and your data will be irrevocably lost(4).

Planning

OPENING AND CLOSING DATES OF MODULES

The modules follow a progression of steps to validate knowledge acquired. Please take note of the different opening and closing dates for course modules.
www.master-surgical-endoscopy.eu/calendrier-des-modules

RESERVATION OF CLINICAL COURSES

www.master-surgical-endoscopy.eu/stage-clinique

DU Endoscopie chirurgicale PROGRAMME COURS MES COURS MON PROFIL MES RECOMMANDATIONS CONTACT

DU Endoscopie Chirurgicale Stage clinique

LE STAGE CLINIQUE

Chaque étudiant devra compléter un minimum de **TROIS SEMAINES** de stage clinique au cours de l'année universitaire. Le but de ce stage est d'offrir une exposition à des techniques et des procédures plus complexes endoscopiques ou chirurgicales et l'expérience associée (traitement, prise en charge et suivi).

Ces trois semaines seront placées sous la responsabilité d'un maître de stage qualifié, chirurgien ou gastro-entérologue d'une des institutions nationales ou internationales affiliées à l'EFEE. Le stage pourra également être effectué dans l'établissement d'origine de l'étudiant si celui-ci peut fournir un stage clinique dédié.

Chaque étudiant pourra choisir les périodes de réalisation du stage clinique. Pour des raisons d'organisation, ce stage pourra être réalisé de façon groupée sur une semaine à plein temps ou échelonnée sur plusieurs semaines, en accord avec le tuteur dans le centre d'accueil.

Nous vous recommandons de choisir le lieu de stage en fonction de ses activités, de ses intérêts et de votre niveau d'expérience. Un lien est mis à votre disposition pour chaque site pour vous permettre de mieux connaître le maître de stage, son expertise et l'ensemble des procédures dans ce centre.

Dans l'éventualité où vous choisiriez votre institution d'origine, une lettre de votre maître de stage sera nécessaire, ainsi que ces coordonnées, pour nous permettre de valider les conditions et le contenu du stage.

[Télécharger le contrat de stage \(format word\)](#)

CENTRES PARTENAIRES

FRANCE - STRASBOURG

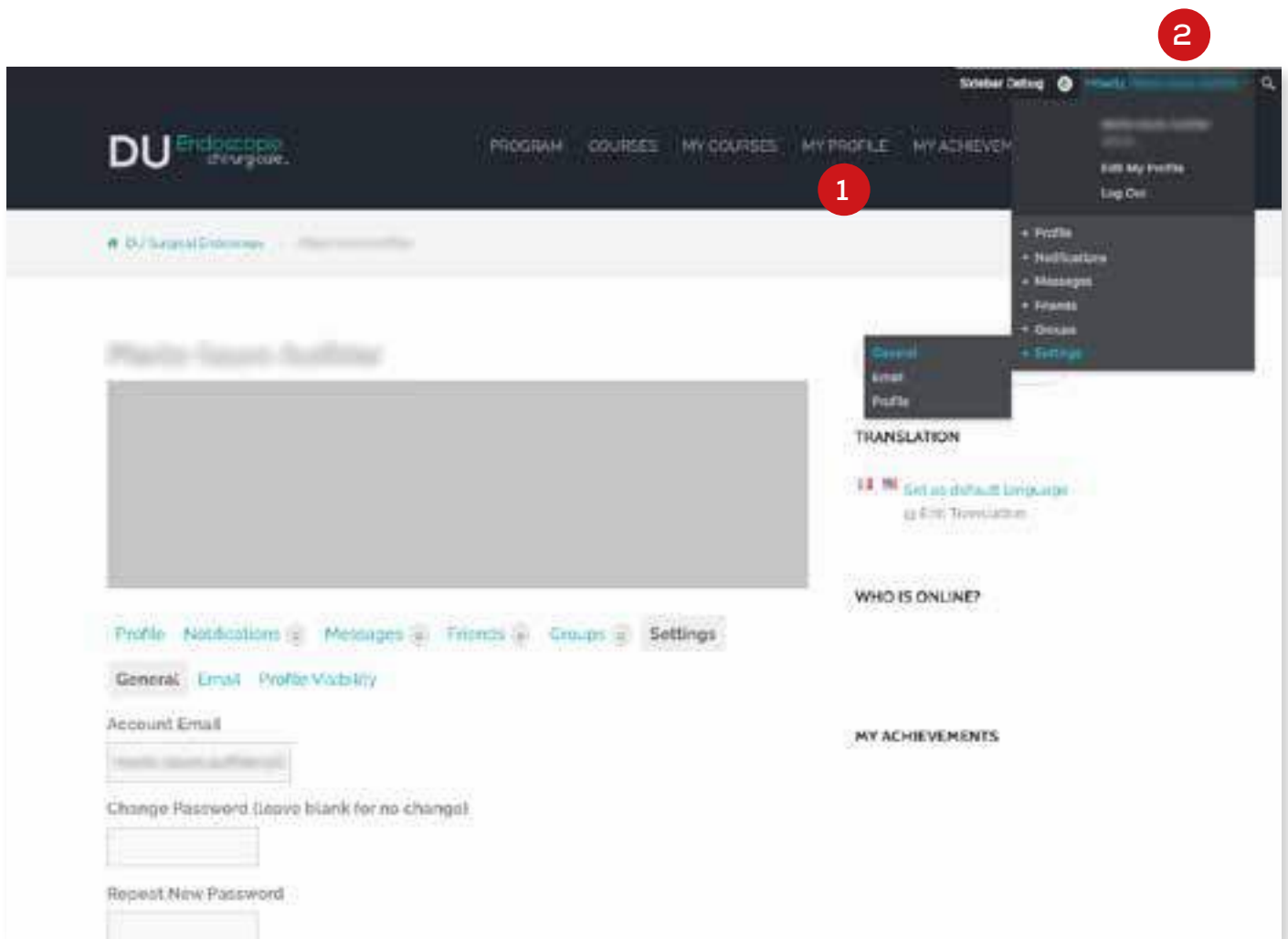
• Pôle Hépato Digestif des Hôpitaux Universitaires de Strasbourg (Nouvel Hôpital Civil) - CHIRURGIE ET GASTROENTÉROLOGIE
Dr. Silvana FERRETTA
1 Place de l'hôpital - BP 420 - 67081 Strasbourg
www.chu-strasbourg.fr - chirurgie@webisurg.com

FRANCE - PARIS

Online tools

PERSONAL PROFILE

The [DU Surgical Endoscopy] platform allows you to access your personal profile page.



When you log in, you have access to your profile by clicking on **"My Profile"**⁽¹⁾ or using the **bar at the top of your screen**⁽²⁾.

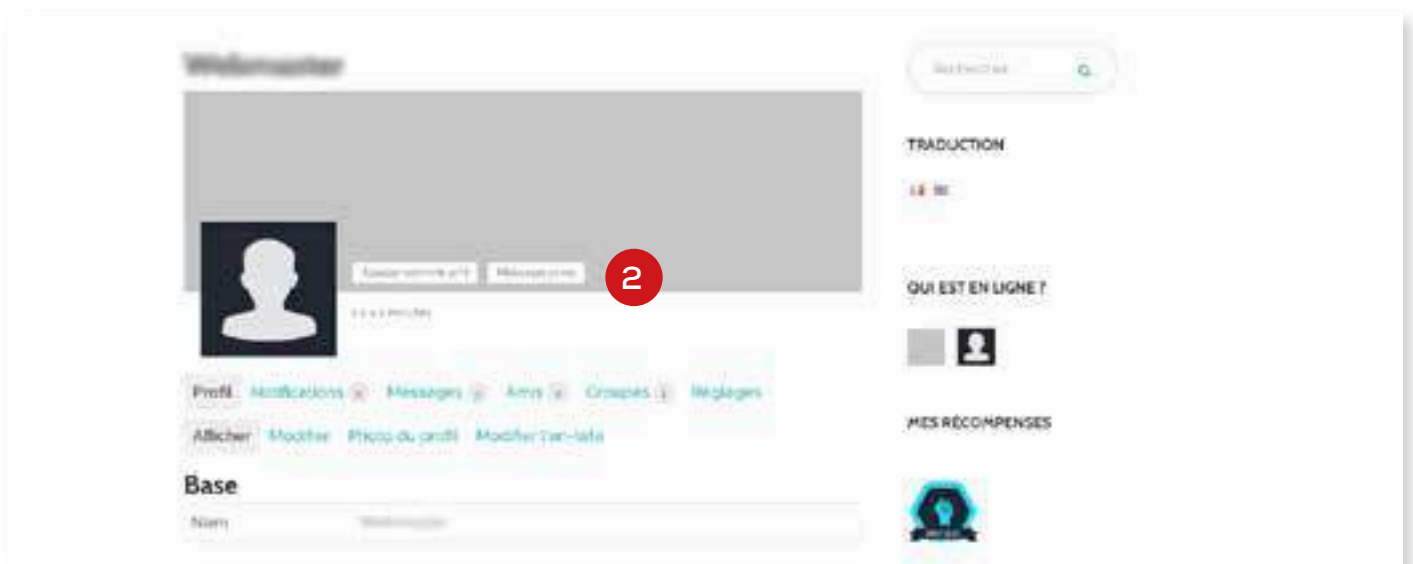
Various settings allow you to customize your profile (avatar download, surname, first name, email account, account password, messaging options, etc ...)

Online tools continued

PERSONAL PROFILE

Part of your profile is public, you can get in touch with other users of the site and exchange personal messages.

This feature allows you to interact with other users of the site.



To become a **"Friend"** with one of the users, you can click on his **Avatar⁽¹⁾** to see his public profile.

You have two options,

"Add him/her as a Friend" or send a **"Private Message"⁽²⁾**.

The person will receive a notification and will be able to answer you.

Online tools continued

SEND A MESSAGE TO THE EXPERTS

You can also send a **personal message directly to the experts**⁽¹⁾.

The screenshot shows the 'Basic Principles' course page. At the top, it indicates 'Currently completed a course of 25.46 total'. Below this is a course card for 'PRINCIPES DE BASE' with a '1' badge and a 'CONTACT COURSE TEACHER' button. To the right, there is a 'CHEFS EDITORS' section with two profiles: Dr. Lee Swanstrom and Dr. Brian Gurkin, each with a '1' badge and a 'CONTACT' button. The main content area includes an introduction to the course and a list of objectives.

Basic Principles

Currently completed a course of 25.46 total

PRINCIPES DE BASE

CONTACT COURSE TEACHER

With Module One "Basic Principles", we introduce you to the fundamental basic techniques and principles underlying surgical endoscopy. The lectures within this module are divided into sections covering Surgical, Medical, and Caregiver considerations. This is done to ensure that students with various backgrounds will take part in this training and allows us to start with a shared understanding of the fundamental principles, facts and practices involved. We begin with the endoscope: its uses, components and accessories and then explain the techniques and tools for technical success. We briefly explain laparoscopy recognizing that much surgical endoscopy begins in the operating room and may involve combined approaches. We cover the common topics of pre-operative patient preparation, airway management, anesthesia and post-operative care. Finally, we create the segue to more advanced modules by introducing the principles and technique for cautery, resection and specimen orientation.

Objectives

- Possess a basic technical understanding of endoscopic equipment, platform and accessories.
- Demonstrate the core cleaning and basic recognition of upper and lower GI endoscopes.
- Understand the principles and practice of patient preparation including anesthesia and airway management for surgical endoscopy.
- Know the indications and contraindications for surgical endoscopy interventions.
- Know the basic principles of laparoscopic surgery.
- Understand the principles of cautery, tissue resection and specimen orientation.
- Be able to recognize and manage common complications.
- Understand the management of post-operative care including pain, fluid and activity.

CHEFS EDITORS

DR. LEE SWANSTROM, MD, FACS
 Chief, Intensive Care Unit
 CONTACT

DR. BRIAN GURKIN, MD, FACS
 CONTACT

Online tools continued

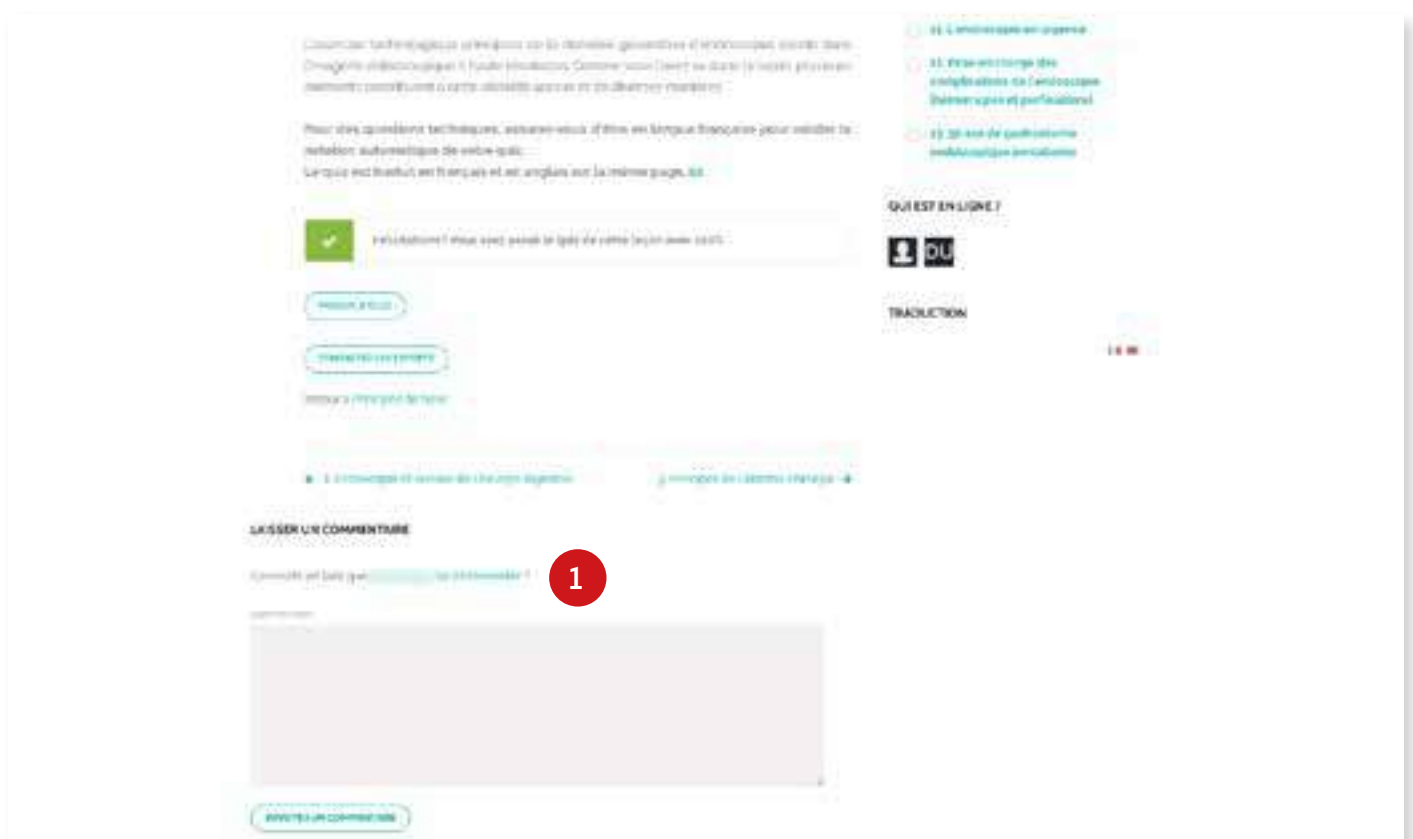
COMMENTS

Comments are open on each lesson⁽¹⁾.

You must be logged on to the site (username and password) if you wish to make a comment.

Before being made visible to the public, comments are subject to moderation by the webmasters of the site.

It is therefore normal for there to be a certain delay between commentary input and validation.



Online tools continued

RATING - APPRAISAL OF THE LESSONS

The educational team encourages you to rate the quality of the lessons⁽¹⁾.

This information will allow us to improve on the layout and content of the training course.

The screenshot shows a course page for 'Endoscopy and the GI surgery service'. At the top, there is a search bar and a 'TRANSLATION' section with options for 'Get as default language' and 'Edit Translation'. Below this is a 'WHO IS ONLINE?' section and a 'MY ACHIEVEMENTS' section. The main content area features a video player with a thumbnail titled 'Laboratory skills development' and a list of bullet points: 'Basic simulation', 'Virtual reality simulation', 'Experience with living tissue', and 'Skills'. Below the video player, there is a 'Lecture | Lee Swenson' label and a rating section with a red circle containing the number '1', five yellow stars, and the text 'What do you think of this lesson? (1 vote) (average 5/5)'. At the bottom, there is a 'LEARN MORE' button and a breadcrumb trail: 'Learn More > Endoscopy > Endoscopy: Basic Principles > Endoscopy: Live!'. On the right side, there is a 'BASIC PRINCIPLES' section with a sub-section 'ENDOSCOPY - BASIC PRINCIPLES' and a list of topics: 'Endoscopy and the GI surgery service', 'Flexible endoscopy principles and indications', 'Basic recognition of an endoscopic unit (diagnostic and interventional)', 'Principle of endoscope care and cleaning', 'Diagnostic: Endogastrroduodenoscopy (EGD)', and 'Reevaluation of our core-gastroendoscopy after modification'. There is also an 'UP' arrow icon at the bottom right.

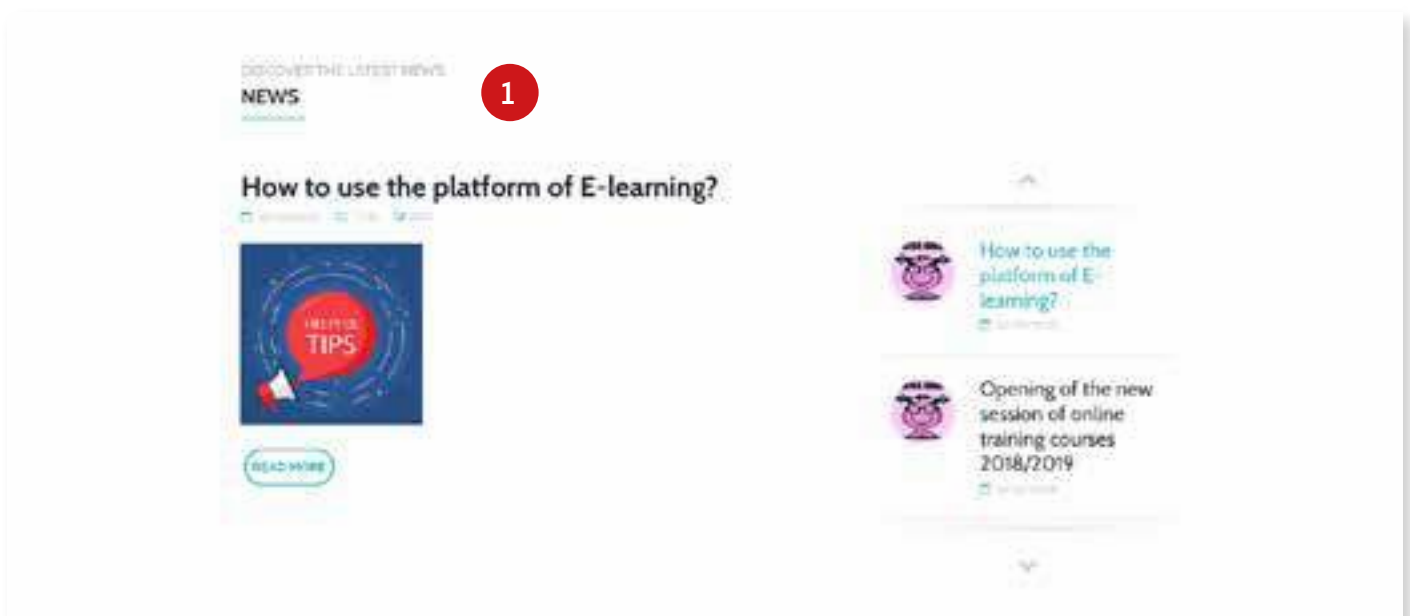
Online tools continued

LA NEWSLETTER

All users of the site are automatically registered to receive the newsletter [DU Surgical Endoscopy]. On request, you can, refuse to be included in the list of subscribers.

NEWS

In addition to the newsletter, you will have regular access to the latest news of the site on the homepage⁽¹⁾:
placing new lessons online, opening and / or closing learning modules, medical information and / or publications related to Endoscopy, etc.



Online tools continued

PROGRESS NOTIFICATION

When you start a class or validate a quiz, you will automatically receive an email notification with diverse information⁽¹⁾.



Contact the team

TECHNICAL SUPPORT

You can contact the technical support of the site for any questions concerning the functioning of the Website.

We will get back to you as soon as possible!

webmaster@ihu-strasbourg.eu

EDUCATION TEAM

If you require information regarding registration, training courses or practical and clinical training, you may also contact our educational team.

education@ihu-strasbourg.eu