Thank you for participating in the Geriatric Lecture Series. We hope that the flexibility of being able to view these presentations "anytime, anywhere" is helpful for your schedule.

The following instructions are for viewing the presentations on your own. If you are participating as part of a larger group at your facility, your site coordinator may have arranged a certain time each month to offer the presentation for group viewing. If you are planning to view the presentations as part of a larger group, the process for documenting and validating your viewing history for credit is different. Please see page 10 for details.

**How to Access the Presentation**

Access the Geriatric Lecture Series presentations online using the following link: [http://www.healthcare.uiowa.edu/igec/e-learning/geriatric-lecture-series/](http://www.healthcare.uiowa.edu/igec/e-learning/geriatric-lecture-series/). This will take you to the Geriatric Lecture Series homepage.

Click on the link that says "GLS Presentation":

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**GERIATRIC LECTURE SERIES**

**February-01-13 - Dementia Screening in the Elderly**

In this presentation, Dr. Butler will review the epidemiology of dementia. He will address medical screening evaluation of dementia and discuss cognitive assessment screening tools. In addition, he will present the risks and benefits of screening for dementia.

**Click here for the presentation objectives.**

Nicholas Butler, MD, received his medical degree from the University of Illinois, Rochester. He is a fellow in geriatrics medicine with the University of Iowa Department of Family Medicine.

**About GLS**

The Geriatric Lecture Series online presentations cover a wide range of topics in the clinical management of older adults. Find out how to participate here.

**GLS Schedule**

Each month's lecture is accessible online for the entire month. The lecture schedule for 2013 is available here. The first lecture is scheduled to be available to view in February 2013.

**GLS Forms**

Participants in the Geriatric Lecture Series can download the handouts for the month's presentation and appropriate forms to get CME or CEU credit here.

**GLS Presentation**

GLS students can login to view the month's presentation in a digital format. Login to view the presentation here.
This will take you to a secure login page, which will look like this:

Your group has been assigned a unique user name and password. This information was sent to your site coordinator, and she or he will share it with you. Type the user name and password, and then click the button that says, "LOGIN."

**Viewing the Presentation**

After you log in, you will be taken to the presentation homepage. It will look like this:

Here, you can read a brief description of the presentation, find the presentation objectives and handouts, and access the presentation.

To start the presentation, click on the brown "View Presentation" link:
This will open the presentation player in a new window. When it first opens, you will see this:

![Presentation Player](image1)

To start the presentation, click the blue "Press to Play" button in the middle of the screen.

The presentation will look similar to this:

![Presentation](image2)
**Player Controls**

Player controls can be found at the bottom of the screen. When the presentation is playing, you will see a "pause" button in the bottom left corner:

To pause the presentation at any time, click this "pause" button.

When the presentation is paused, the "pause" button turns into a "play" button:
To play the presentation again after pausing it, click this button.

When the presentation is paused, a box will also appear in the middle of the screen:

You can also click this box to continue playing the presentation.

The volume control can be found in the bottom right corner of the screen:

Click on this button to open the volume control slider. It will look like this:

Click on the small yellow square (circled in red above) and drag it up or down to adjust the volume. When you are done, click the volume control button again to make the slider disappear. If the volume control is at maximum and you need the volume to be louder, adjust the volume on your computer's speakers.
**Presentation Schedule**

When a new presentation is available to view online, an e-mail notification will be sent to the designated coordinator for your group, and that person, in turn, will notify you. In general, a new presentation will be available on the first working day of the month. You will have the entire month to view the presentation for continuing education credit (nurses/physicians) or participation credit (all other disciplines). Once a new presentation is posted, it replaces the previous presentation, so only one presentation is available to view at a time. When a presentation has been replaced, it is no longer available to view for credit.

Should a scheduled presentation ever not be available on the first working day of the month, we will notify your group coordinator via e-mail as soon as possible and let that person know how the schedule will be adjusted.

**Continuing Education Credit**

Geriatric Lecture Series presentations are approved for continuing education credit for physicians/physician assistants (CME), and nurses/nurse practitioners (CEU). For physicians/physician assistants, each presentation is designated for a maximum of 1.0 *AMA PRA Category 1 Credit™*; for nurses/nurse practitioners, each presentation is awarded 1.2 contact hours. The total number of presentations you view is tracked and you will be awarded the appropriate CME or CEU credit after the end of the entire series. In order to receive credit, you must complete the online attendance sign-in/evaluation form after viewing each presentation.

For all other disciplines, a certificate of participation is available upon request after the end of the entire series. Each presentation is 1 hour of participation. To receive proper credit for participation, you must complete the online attendance sign-in/evaluation form after viewing each presentation.

**Accessing and Completing the Online Attendance Sign-In/Evaluation Form**

You must watch the entire presentation to receive either continuing education or participation credit. At the end of the presentation, a "CME/CEU Form" tab button will appear near the top of the presentation player:

![CME/CEU Form](image)

Click this "CME/CEU Form" button when the presentation ends in order to fill out the online attendance sign-in/evaluation form and application for credit. (Even though it is labeled "CME/CEU," you must still complete it, even if you only want a certificate of participation.) The form will open in a new web page. The information that you enter on this form is sent to a secure electronic database.
The attendance sign-in/evaluation form will look like this:

![Image of the CME/CEU Evaluation Form: Dementia Screening in the Elderly](image-url)

### CME/CEU Evaluation Form: Dementia Screening in the Elderly

This form must be filled out completely to receive Physician and Nurse CEU credit. Demographic information will be used only for grant reporting purposes in the aggregate. All other information will be used to award continuing education and/or participation credit.

All fields are required.

**CME/CEU Information:**

- **Name (First Last):** 
- **Institution:** 
- **Location:** 
- **Zip Code:** 
- **Professional License Number:** 
- **License State:** 
- **Last 4 Digits of SSN:**

**Home Address:**

- **Home City:** 
- **Home State:** Iowa 
- **Phone:** 
- **Email:** 

**County of Practice:**

- **Select:**

**Mailing Address:**

- **Mailing City:** 
- **Mailing State:** Iowa 
- **Mailing Phone:** 

**Birth Date MM/DD/YY:**

- **Select:**

**Birth Date MM/DD/YY:**

- **Select:**

**E-mail Address:**

- **Select:**

**Mailing Address:**

- **Mailing City:** 
- **Mailing State:** Iowa 
- **Mailing Phone:** 

Please take a moment to answer the following questions, as required for our Health Resources and Service Administration (HRSA) funding, so that we may continue to provide this program and its cost to you.

### Background:

- **Which of the following best describes you?**
  - Select

- **Most advanced degree earned:**
  - Select

- **Are you from an economically disadvantaged background?**
  - Yes ☐ No ☐

- **Are you from an economically disadvantaged background?**
  - Yes ☐ No ☐

- **Did your high school have lower graduation rates or test scores?**
  - In what of the following areas did you grow up?
  - Urban area with population > 50,000 or federally designated as urban area
  - Rural area with population < 50,000 or federally designated as rural area
  - Remote area where access to medical care is limited by weather or other distance
  - Suburban area (rural or suburban community with commuting distance from a city)

### Health Profession Type:

- **Select:**

- **Select Sub-Category:**

### Work/Training:

- **Where do you work or train?**
  - Select

- **If working or training outside the U.S., select country:**
  - Select

- **Do you work or train in a rural setting?**
  - Yes ☐ No ☐

- **Do you work or train in a Medically Underserved Community (MUNC)?**
  - Yes ☐ No ☐

- **Do you work or train in a Health Professional Shortage Area (HPSA)?**
  - Yes ☐ No ☐

- **Select your primary work/training location:**
  - Select

### Age, Gender, and Race:

- **Age:**
  - Select

- **Gender:**
  - Female ☐ Male ☐

- **Race (check all that apply):**
  - American Indian or Alaskan Native ☐ Asian-Thai ☐
  - Asian-Chinese ☐ Asian-Other ☐
  - Asian-Filipino ☐ Black or African American ☐
  - Asian-Indian ☐ Native Hawaiian or Other Pacific Islander ☐
  - Asian-Japanese ☐ White ☐
  - Asian-Korean ☐

- **Are you Hispanic/Latino?**
  - Yes ☐ No ☐
(Attendance sign-in/evaluation form, continued):

Complete the form and click on the "Submit" button at the bottom of the page:

You will then be taken to a page with a confirmation message similar to this:

**EVALUATION FORM SUBMITTED**

Your evaluation for the presentation "Dementia Screening in the Elderly" by Nicholas Butler, MD has been received.

If you viewed this presentation in conjunction with your participation in the Geriatric Lecture Series, you will receive credit letter or certificate at the end of the series.

Remember, completing and submitting this form serves as validation that you watched the presentation. This is how the number of presentations you view is tracked and the appropriate continuing education or participation credit is awarded.

Should you ever encounter difficulty submitting the form, please let us know as soon as possible so that we can make sure you are able to receive credit for viewing the presentation. In that situation, we suggest you do a "print screen" of your completed form or save a screen shot of your completed form if possible, as that could serve as your viewing documentation.
When completing the online form, please note that there are 4 fields that need to be completed by nurses/nurse practitioners only:

- Professional License Number
- License State
- Last 4 Digits of SSN
- Birth Date (MM/DD)

This information is required for the nursing continuing education certificate. It is kept confidential and used only for the purpose of submitting for continuing education credit. Without this information, we are unable to submit your certificate to the nursing continuing education provider and you will not receive a certificate.

If you are NOT a nurse/nurse practitioner, you may complete those 4 fields as follows:

- Professional License Number – enter zeroes (00000)
- License State – you may leave it at the default selection of "Iowa"
- Last 4 Digits of SSN – enter zeroes (0000)
- Birth Date (MM/DD) – leave it at the default selection of "01/01"

If you are from a country outside of the United States, please note the following regarding the online form. The "License State" and "Home State" fields have drop-down lists that contain only U.S. states. Until we are able to add options to these lists for you to choose from (for example, provinces or territories), when you complete the form, you should leave those two fields with the default selection of "Iowa" and indicate your province in the text box for the "Home Address" field. You may also need to enter zeroes (00000) in the "Zip Code" field. The "County of Practice (if practicing in Iowa)" field has a selection for "Outside Iowa" at the very end of the drop-down list. In addition, there is a field even further down the form that allows you to select your country if you work outside the U.S.

**Presentation Handouts**

Handouts of the presentation slides are available. Click the "Handouts" tab at the top of the presentation player:

This will open a new dialogue window that will allow you to choose the location on your computer where you want to download the handout document (for example, your desktop). The "File name" box will already be filled in with the name of the handout document. The "Save as type" box will already be filled in with "All Files (*.*)". Just choose where you want to save the handout document, and then click "Save." The dialogue window will close. You can then go to the location where you saved the handout document and open it.

You can also access and print out the handout document before viewing the presentation by clicking the link on the presentation homepage that says, "Click here for presentation handouts."
Exiting the Program

After you submit the attendance sign-in/evaluation form and receive confirmation, you can close the web page. Just click the "Close" button in the top right corner of the web page window:

You can close the presentation window in the same way.

To log out of the Geriatric Lecture Series section of the website, just click the "Logout" link on the presentation homepage:

This will take you back to the main homepage of the Iowa Geriatric Education Center website.

Potential Security Messages

Depending on your computer's security settings, you may encounter a security "warning" message when you try to access some elements of the Geriatric Lecture Series program.

On the Geriatric Lecture Series homepage, when you click on the "GLS Presentation" link to access the page to log in and view the presentation, you may see a message similar to the following:

Please note: it is safe to click on "OK." This notice comes up because you are moving from a standard web page to a secure page for entering your user name and password. Once you click "OK," you will be taken to the secure login page.
On the secure login page, when you enter your user name and password and click the "Login" button, you may see a message similar to the following:

![Security Alert]

Please note: it is safe to click on "Yes." This notice comes up because you are moving from the secure login page to a standard web page. Once you click "Yes," you will be taken to the online presentation homepage.

In the presentation player, when you click the "CME/CEU Form" button at the end of the presentation to access the online attendance sign-in/evaluation form, you may see a message similar to the following:

![Security Alert]

Please note: it is safe to click on "Yes." This notice comes up because you are moving from a standard web page to a secure page for entering your personal information. Once you click "Yes," a new web page will open with the attendance sign-in/evaluation form.

**Group Viewing: Completing the Paper Attendance Sign-In/Evaluation Forms**

In order to receive credit for viewing a presentation in a group setting, you must complete a paper attendance sign-in form and a paper evaluation form after viewing it. These forms are available at:

[http://www.healthcare.uiowa.edu/igec/e-learning/geriatric-lecture-series/gls_forms.asp](http://www.healthcare.uiowa.edu/igec/e-learning/geriatric-lecture-series/gls_forms.asp)

The designated coordinator for your group should have copies of these forms available for you at the group viewing. After watching the presentation, fill out both forms completely and return them to the coordinator. The coordinator will collect all the forms and submit them to the Iowa Geriatric Education Center. These forms serve as validation that you watched the presentation. The total number of presentations you view is tracked and you will be awarded the appropriate continuing education or participation credit after the end of the entire series.
**Computer Requirements**

To view the Geriatric Lecture Series presentations from your computer, you need the following:

- a broadband Internet connection
- Adobe Flash Player 10.2 or later
- a sound card with speakers
- screen resolution set at 800 x 600 or higher

Adobe Flash Player is a free program. If you need it, go to the following website: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/).

On this page, you will find a link that will allow you to download the most recent version of the free Flash Player.

**Troubleshooting**

As technology is far from perfect, you may find yourself facing an issue when trying to view a presentation, especially if this is your first time participating in the series. To help us find a solution as quickly as possible, when you contact us regarding an issue, please provide the following information, including as many details as possible:

- At what point did you encounter a problem? (for example, logging in, trying to view the presentation, etc.)
- Describe your experience. What do you see on the screen? What happens when you try to log in or view the presentation?
- Do you see an error message? If so, include the exact wording of the message.
- What kind of computer are you using to view the presentations (PC or Mac, brand/name of computer [Dell, Toshiba, etc.], and desktop or laptop), or are you using another device, such as a tablet?
- What operating system and version is your computer running? (for example, Windows XP, Windows Vista, Windows 7, Mac OS X Mountain Lion, Mac OS X Yosemite, etc.)
- What Internet browser and version are you using? (for example, Internet Explorer 9, Firefox 24, etc.)
- What version of Flash player are you using? Do you have the most current version on your computer?
- Where are you trying to view the video presentation? Are you at home using your home connection, or are you at work on your work network?
- Does the computer you are trying to view the presentations from allow you to view files like YouTube videos, or do your security settings prevent you from viewing those?

If you are able to include a screen shot of the issue, that can also be very helpful.
Contact Information

If you have any questions, please contact the Iowa Geriatric Education Center:

Iowa Geriatric Education Center
2153 Westlawn
Iowa City, IA  52242
Fax:   319-335-6785
E-mail: geriatric-education@uiowa.edu

Whenever possible, we will respond within 1-3 business days.

Thank you for participating in the Geriatric Lecture Series!