

# Hamilton Medical College

## User instructions

Bonaduz, October 2020

IMPORTANT: This version replaces the previous version dated September 2018

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## 1. Introduction

In order to achieve the best possible outcomes with mechanical ventilation, all medical staff involved in this therapy must have adequate user knowledge.

Hamilton Medical College is Hamilton Medical's e-learning service to provide users with essential knowledge. It is free of charge, and open to everyone who possesses a valid user account. Learning is possible anytime, anywhere, as long as you have a computer connected to Internet. Learning is also possible with a tablet or even a smartphone. The technical requirements for viewing the e-learning are as follows:

- Desktop Browser Windows 7+: IE11, Chrome 57+, Firefox 52+
- Desktop Browser Mac OSX 10.11: Safari 10
- Mobile Android V6 Browser: Google Chrome 57
- Mobile Apple iOS10 Browser: Safari 10

This document explains how to use the e-learning service.

## 2. Sign-up

The sign-up process involves creating a user account and defining your username and password. There are two steps: firstly, creating an account and secondly, activating the account.

### 2.1 Creating a new account

1. Go to: <https://college.hamilton-medical.com> and open the login page. (Fig 1)

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## E-learning login and registration

To access the e-learning modules log in with your existing MyHamilton account or create a new one. MyHamilton gives all the e-learning modules, as well as a wide range of user documents and tools.

\* Required

Username or Email \* Password: \*


> Login > I forgot my password

> I want to create a MyHamilton account

> E-Learning User Instructions

Fig. 1: Login page

2. Click on “I want to create a MyHamilton account” to open the registration page. (Fig. 2 below)
3. Fill in the fields; those labeled with a star are required information. Your data will be used internally for statistics only. Define a username and password. We suggest using your email address as the username, although any words or phrases are possible.
4. Click “Submit” to finalize the account creation. (Fig. 2)



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## Register

**\* required**

Mr./Ms. \*

First name \*

Position

City

Email \*

Password \*

AARC member number

Please enter your AARC member number for the AARC-approved certificate.

Are you a customer?  
 I am already customer

Title

Last name \*

Hospital/Organization \*

Country \*

Email confirmation \*

Password confirmation \*

AARC Registration Country

Please enter your state of residency as per your AARC membership for the AARC-approved certificate. If you live outside the USA, please enter your country of residency.

Which ventilator/accessory do you use? You can choose multiple ventilators and accessories.

HAMILTON-C1

HAMILTON-C2

HAMILTON-C3

HAMILTON-C6

HAMILTON-C1 neo

HAMILTON-T1 military

HAMILTON-MR1

HAMILTON-T1

HAMILTON-G5

HAMILTON-S1

IntelliCuff

GALILEO

HAMILTON-H900


RAPHAEL

none

Please confirm that you have read and accept our 'privacy and cookie policy'. (See details below in the footer) \*

I agree to the privacy and cookie policy

I'm not a robot
 



reCAPTCHA  
Privacy - Terms

> Submit

Fig. 2: Registration form

5. If this page appears, your account has been created successfully. (Fig. 3)

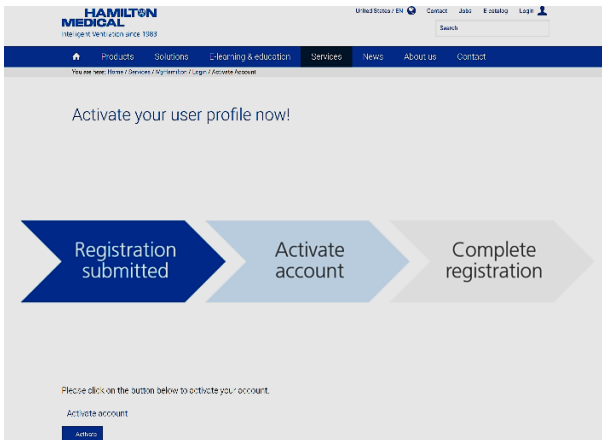


Fig. 3: Account successfully created

**CAUTION:** Your email address must be correct, so we can contact you when necessary. Do not create an account multiple times with the same email address.

## 2.2 Activating your account

Within a few minutes, an activation email will be delivered to your mailbox. (Fig. 4)

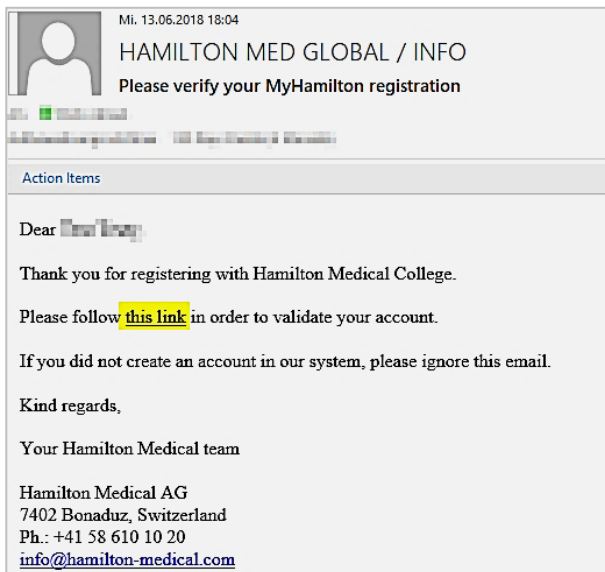


Fig. 4: Activation link

6. Click “this link” (marked here in yellow) to open the Activate user webpage. (Fig. 5 below)

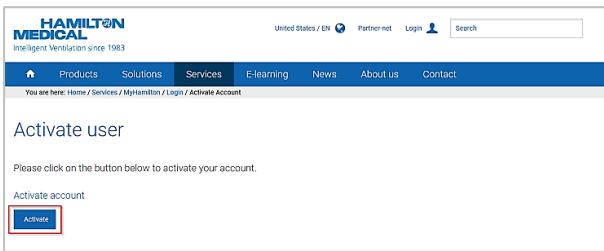


Fig. 5: Activate user page

7. Click the Activate button.
8. If the confirmation page appears on your screen (Fig. 6), your username and password are now ready for use.

Note: An account will be cleared if it is not activated within 48 hours of creation.

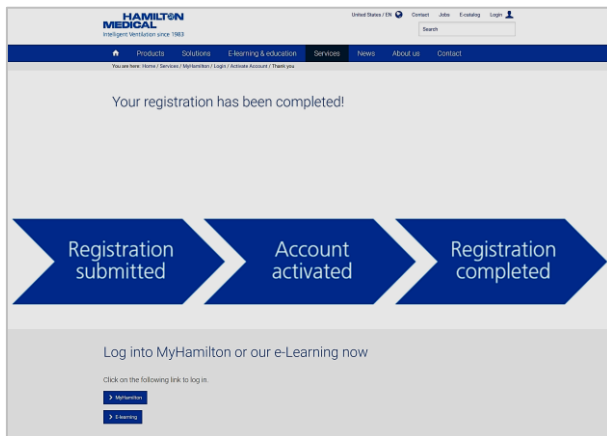


Fig. 6: Registration completed successfully

### What if the activation email does not come as expected?

In rare cases, the expected activation email may not arrive. The most common causes are: a) the email address is incorrect or misspelled, b) the mail lands in your Junk/Spam mailbox, or c) it is blocked by the firewall of your institution or computer.

- Check your Junk mailbox.
- Consult your hospital's IT department.
- Send us a message by using the "Contact" function on the login page. We will help you.

## 3. Login

Login is a simple process to verify users with username and password and give them access to the e-learning modules.

1. Launch the e-learning landing page: college.hamilton-medical.com. (Fig. 7)

Fig. 7: Registration/login page

2. Enter your username and password.
3. Click the Login button. If the Module Overview page is displayed, you are in. (Fig. 8 below)

If your login attempt is denied, you can take the following action:

	Possible cause	Solution
1	The user account was created, but not yet activated.	Activate the account as mentioned above.
2	The username and/or password is incorrect due to misspelling or they are not for this website.	Double-check your username and password for this site and try again.
3	You have forgotten your username and/or password.	Reset your password by clicking on "I forgot my password" on the login page, and then following the instructions.
4	None of the above works.	Send a message to us by using the "Contact" function on the login page so we can help you.

## 4. Module overview page

This page gives you an overview of all available modules. From here, you start your e-learning journey (Fig. 8). Wherever you are on the site, simply click "Home" to return to the Module overview page.

On this page you can choose the module you want to learn.

### 4.1 Module blocks

The e-learning service comprises a number of learning modules. Every module covers one specific topic.

On the overview page, you will see a list of all the module blocks containing the key facts for the respective module. These include the title, playing time, language(s), and available test. (Fig. 8)

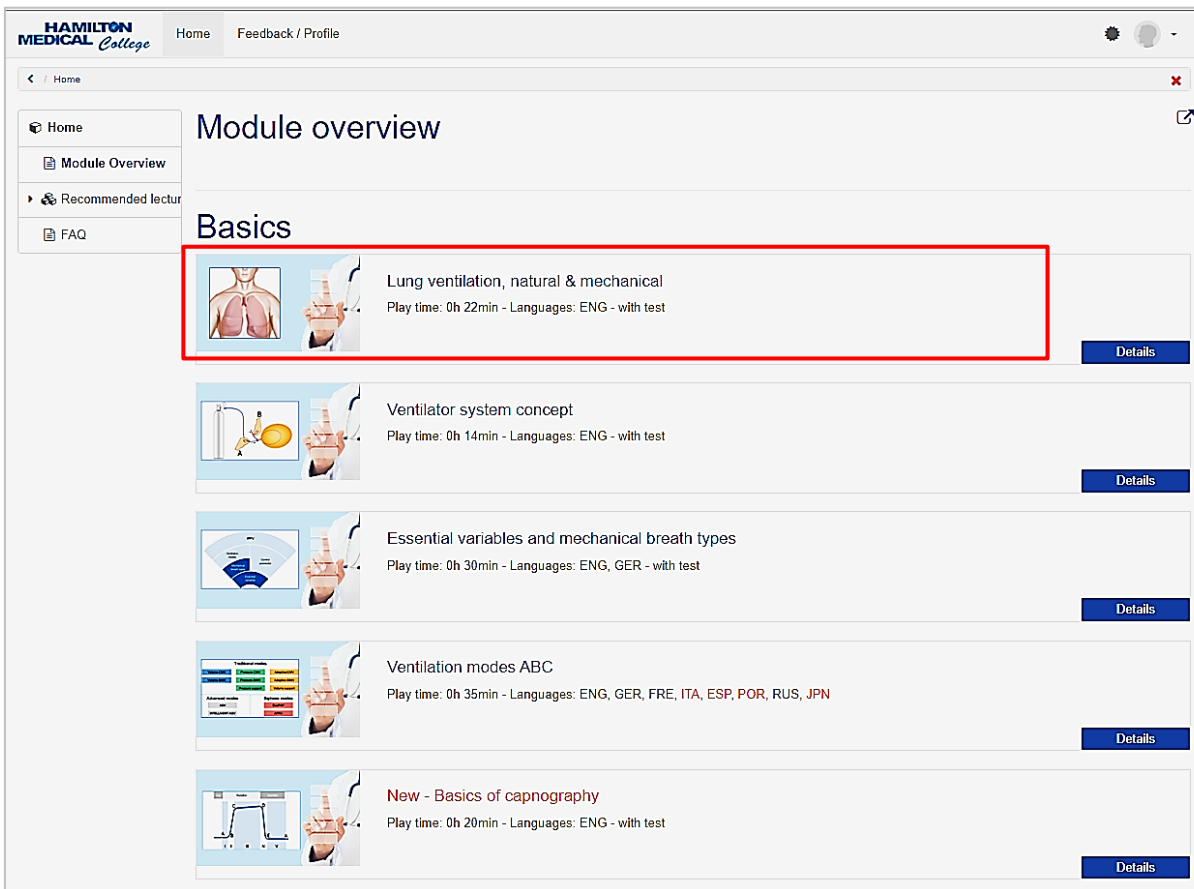


Fig. 8: Module overview page

The table below shows all currently available modules in three categories: Basics, Features and Products.

A. Basic	B. Feature	C. Product
A-1 Lung ventilation, natural and mechanical	B-1 Adaptive support ventilation (2 <sup>nd</sup> edition)	C-1 Preparation for a ventilator module
A-2 Ventilator system concept	B-2 Dynamic lung and vent status panels	C-2 HAMILTON-C1 ventilator
A-3 Essential variables and mechanical breath types	B-3 Apnea alarm and backup ventilation	C-3 HAMILTON-C2 ventilator
A-4 Ventilation modes ABC	B-4 Introduction to INTELLiVENT-ASV for HAMILTON-C3 ventilator	C-4 HAMILTON-C3 ventilator
A-5 Basics of capnography	B-5 Basic operation of INTELLiVENT-ASV for HAMILTON-C6 ventilator	C-5 HAMILTON-C6 ventilator
A-6 Basics of patient-ventilator asynchrony	B-6 Basic operation of INTELLiVENT-ASV for HAMILTON-G5/S1 ventilator	C-6 HAMILTON-G5 ventilator
	B-7 Basic operation of INTELLiVENT-ASV for HAMILTON-G5/S1 ventilator	C-7 HAMILTON-MR1 ventilator
	B-a Treating a severe COPD patient with INTELLiVENT-ASV (case report)	C-8 HAMILTON-MR1: Use in MRI room
	B-b Treating a severe brain injury patient with INTELLiVENT-ASV (case report)	C-9 HAMILTON-T1 ventilator
	B-c Treating a prolonged weaning patient with INTELLiVENT-ASV (case report)	C-10 HAMILTON-T1: Use for patient transport
		C-11 IntelliCuff pressure controller
		C-12 HAMILTON-H900 humidifier

## 4.2 Short videos

A learning module covers a topic comprehensively, often taking a few tens of minutes to complete. In clinical practice, however, people may need quick information on a specific operational step or function. These short videos are created to meet this need. They are product-specific, and have neither test nor certification. Nine videos are currently available and more will be added over time.

	HAMILTON-G5	HAMILTON-C6	HAMILTON-C3
How to set up the ventilator	☑	☑	☑
How to perform preoperational checks	☑	☑	☑
How to set up the ventilator for a specific patient	☑	☑	☑

Currently, these videos are also shown on the Module overview page.

## 4.3 Two additional features

The Module overview page has two more features worth mentioning. (Fig. 9)



Fig. 9: Two additional features

### Recommended lectures

By clicking “Recommended lectures”, you can access 20 outstanding video lectures on respiratory physiology and pulmonary pathophysiology. The lecturer is Prof. John West, a world-known physiologist.

Click “Respiratory physiology” or “Pulmonary pathophysiology” to show the list of the respective lectures. (Fig. 10 below)

Click the title of a desired lecture to view it on YouTube.

### Feedback/Profile

By clicking “Feedback/Profile”, you can send a message to us or view and update your profile data.



The screenshot shows a web interface for Hamilton Medical College. At the top, there is a navigation bar with the Hamilton Medical College logo on the left and 'Home' and 'Feedback / Profile' links on the right. Below the navigation bar is a breadcrumb trail: '< / Home'. A sidebar on the left contains a menu with the following items: 'Home', 'Module Overview', 'Recommended lectures' (with a dropdown arrow), 'Respiratory physiology' (highlighted in blue), 'Pulmonary pathophysiology', and 'FAQ'. The main content area is titled 'Respiratory physiology' and lists several lecture topics with their durations:

- Structure and function of the lung  
Duration: 00:41:52
- Ventilation  
Duration: 00:35:25
- Blood gas transport  
Duration: 00:41:55
- Acid-Base Balance  
Duration: 00:49:53
- Diffusion  
Duration: 00:49:28
- Pulmonary blood flow  
Duration: 00:52:04
- Pulmonary gas exchange part 1  
Duration: 01:01:57
- Pulmonary gas exchange part 2  
Duration: 00:55:54
- Mechanics of breathing part 1  
Duration: 00:46:57
- Mechanics of breathing part 2  
Duration: 00:54:28

Fig. 10: Recommended lectures

## 5. Module structure

To view a learning module, you need to specify: a) the module, b) the language, and c) the unit of interest. The graph in Fig. 11 shows the relationship between the three.

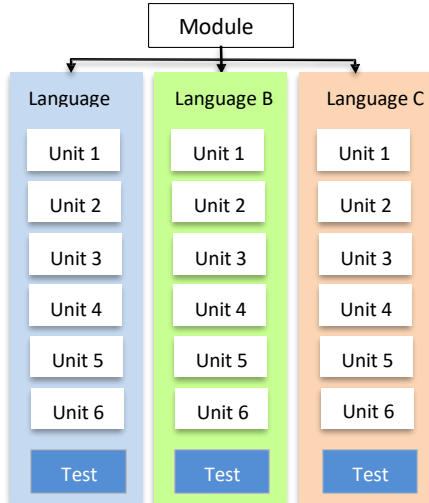


Fig. 11: Module structure

### 5.1 Selecting a desired module

On the Module overview page, click the thumbnail or “Details” button for the desired module. (Fig. 12)

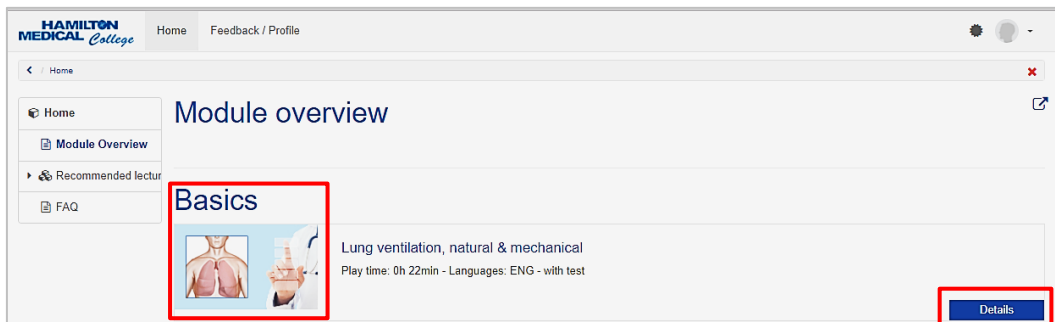


Fig. 12: Selecting a desired module

The module’s title page and selection column are displayed. (Fig. 13 below)

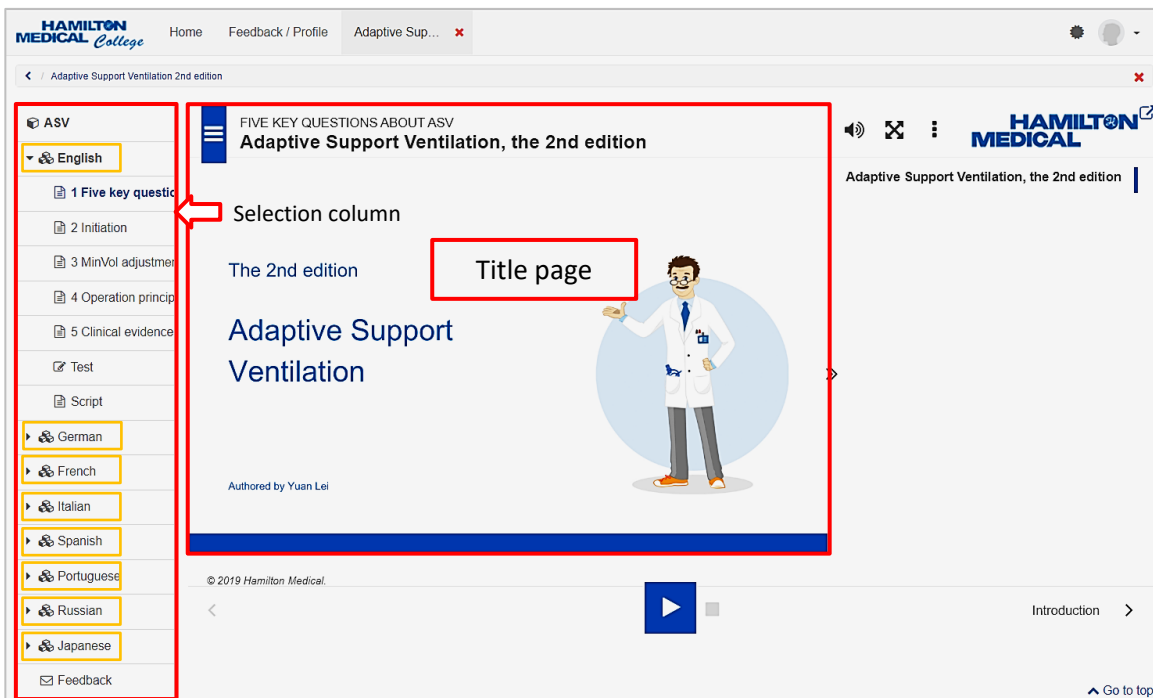


Fig. 13: Module title page and selection column

## 5.2 Selecting a language

Some e-learning modules are available in English only, and some in multiple languages. We are implementing module translations progressively.

The language is selected in the selection column. (Fig. 13) Click the preferred language to display the list of units in that language.

## 5.3 Selecting a unit to view

Depending on its size, a module comprises one or more units. Technically, a unit is an independent division, requiring individual initiation. A unit is typically for a chapter, but also possibly for more than one small chapter.

If the selected module has multiple units, click the first unit title to start the learning module. It advances automatically to the end of this unit. Then you need do the same to initiate the second, third, etc., until you reach the last unit. Of course, you may also initiate any unit whenever you wish. The current unit title is highlighted in bold. (Fig. 14)

The module-language-unit structure makes learning convenient and flexible. You can complete a module in one step or several steps at different times or days.

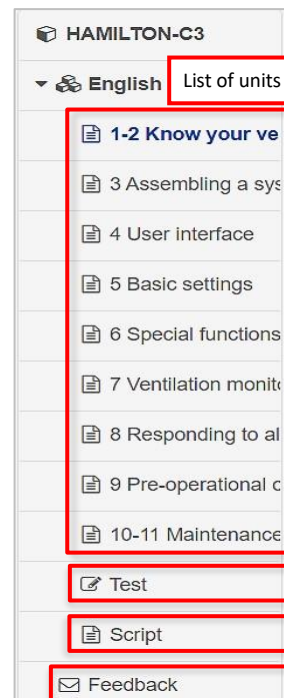


Fig. 14: Unit, text, script and feedback

## 5.4 Test, script and feedback

There are three additional functional buttons in the selection column. (Fig. 14)

Button	Description
"Test"	Click "Test" to start the test. Refer to chapter 7.
"Script"	Click "Script" to display, download or print out the entire audio script of the current module.
"Feedback"	Click "Feedback" to send a message to us about this module.

## 6. Module navigation

Below is a typical page when a unit is running. (Fig. 15) The page comprises three areas that are highlighted with green frames. Area A is the selection column as explained earlier, Area B is devoted to graphic presentation, and Area C to synchronous display of the audio text.

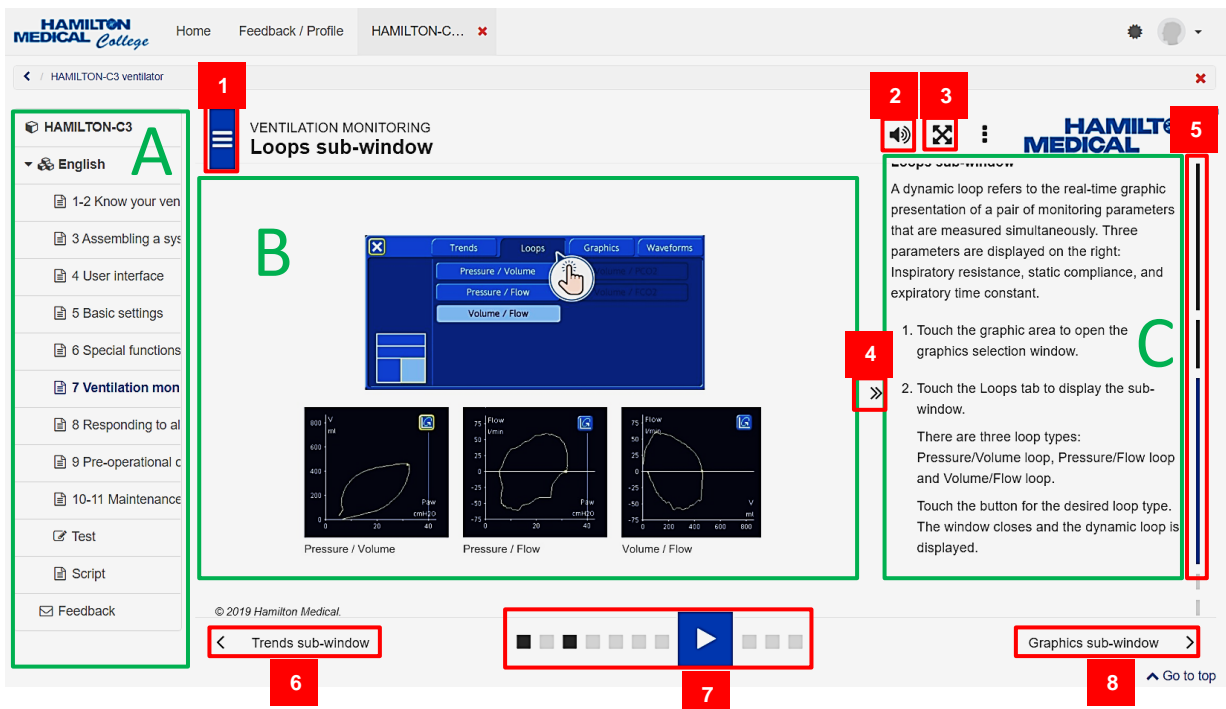


Fig. 15: A typical learning page

This page also has a number of active objects. The common ones are framed and numbered in red.

1. Click this symbol to open the side menu window. (Fig. 16 below) By scrolling, you can view all the sections within this unit, and jump to another section as you wish.
2. Click this symbol to mute or unmute the sound.
3. Click this symbol to enter or exit full screen mode.
4. Click this symbol to hide or unhide the text column.
5. Click one of the vertical bars to jump to any paragraph within the current section.
6. Click here to return to the previous section.
7. Click the middle button to play or pause the module. Click a black or grey square for fast-forwarding or rewinding.
8. Click here to go to the next section.

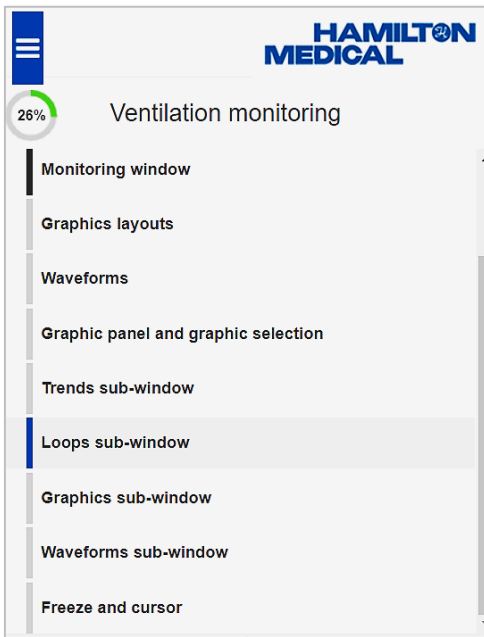


Fig. 16: Side bar

## 7. Test and certification

Most modules have a voluntary test to evaluate the skill or knowledge that you just learned in the module. The test is in multiple-choice form. The number of questions for a module ranges from 5 to 20, depending on its size. In order to pass, you must answer at least 80% of all questions correctly.

Click the Test button in the selection column to enter the test. (Fig. 17)

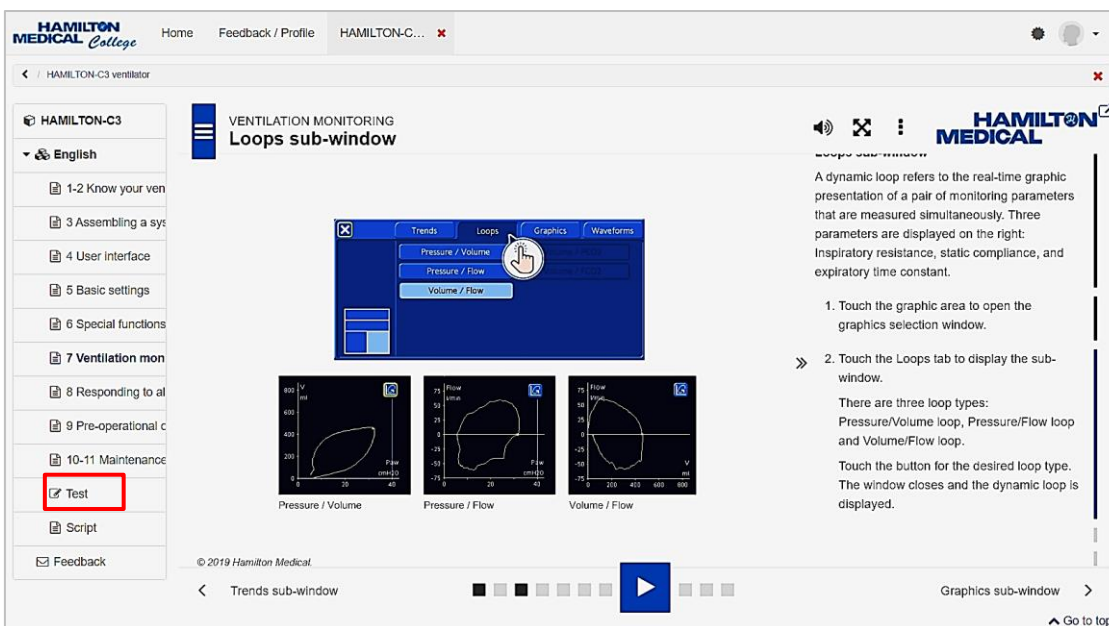


Fig. 17: Test button

## 7.1 Notification and two symbols

A pre-test notification displays what you must know before completing the test. (Fig. 18)

**What you must know before test:**

- Pay attention to the symbols before the provided answers. Radial circle indicates that the question has just one correct answer. Check box indicates that the question can have one, two or all answers correct. You must choose all correct one(s) to be right.
- Modifying submitted answer(s) is impossible. Nevertheless, you can redo the test.
- After passing test, you will receive the certificate via email. If it does not arrive, a) check your junk/spam box, b) fetch the certificates online. Refer to the User Instructions.

---

Please read the above test instructions carefully and then press the Start button to begin with your test.  
Maximum number of attempts: Unlimited

Start test

Fig. 18: Pre-test notification

Pay attention to the explanation of two symbols assigned to all answers provided (Fig. 19), otherwise you may have difficulty doing the test.

- Radial buttons: One answer is selectable, and only one answer is correct.
- Checkboxes: All answers are selectable. One, two or all three answers can be correct. *You MUST select all correct answer(s) to be right.*

<p><b>2.1</b></p> <p><b>What does ASV stand for?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Automatic support ventilation.</li> <li><input type="radio"/> Adaptive servo ventilation.</li> <li><input type="radio"/> Adaptive support ventilation.</li> </ul>	<p><b>2.2</b></p> <p><b>What does ASV do?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ASV adjusts the target minute volume, automatically.</li> <li><input checked="" type="checkbox"/> ASV sets and adjusts tidal volume and rate, automatically.</li> <li><input checked="" type="checkbox"/> ASV selects the type of breath to deliver, automatically.</li> </ul>
--	---

Fig. 19: Two symbol types

Click the “Start test” button to display the test page. (Fig. 18)

## 7.2 Test page

The test page has three areas and two active objects. (Fig. 20 below)

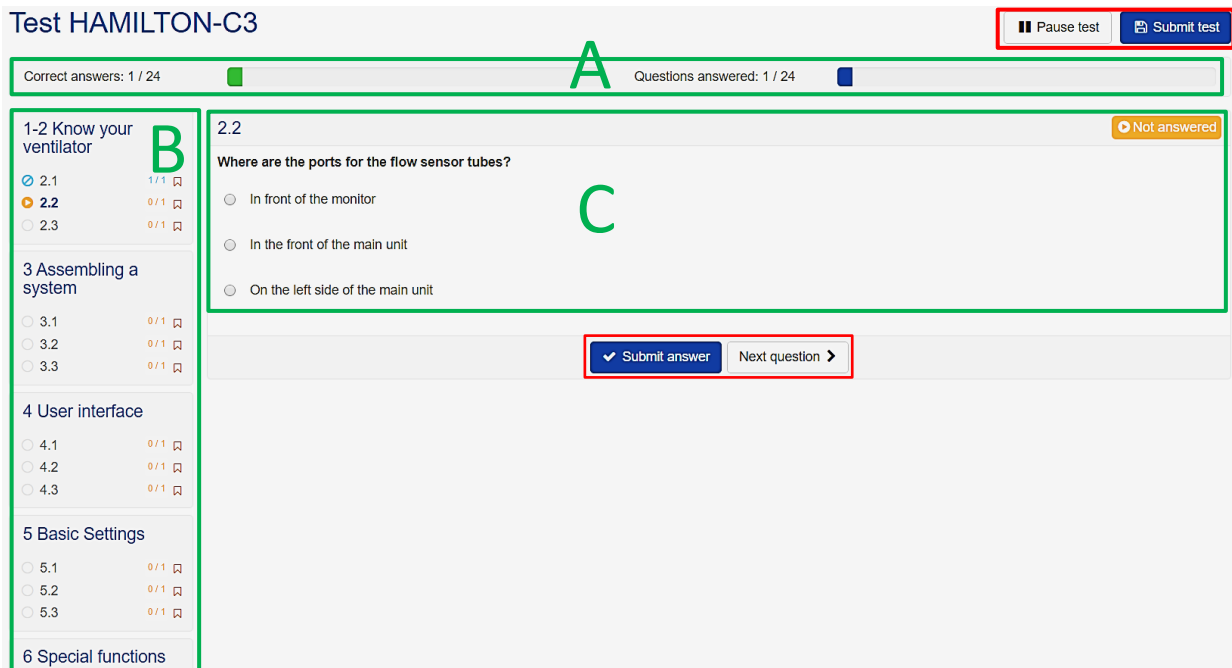


Fig. 20: A typical test page

The areas are highlighted with green frames.

Area A: is the “answer barometer”, indicating the number of answered questions (right), and the number of correctly answered questions (left) of the total.

Area B: lists all questions so that you know where you are.

Area C: displays the current question and answers provided.

The two objects are framed and number in red.

1. Click “Submit test” to submit the entire test after answering all questions. Click “Pause test” to suspend the current test.
2. Click “Submit answer” to submit your answer(s) to the current question and move to the next question.  
Note: You cannot correct the answers after clicking “Submit answer”. Click “Next question” to skip the current question.

In order to understand the user satisfaction and meet the requirement of continuing education, we have added an evaluation form at the end of a test. All users are required to answer three simple questions as shown below. (Fig. 21 below) The answers will not influence you overall score.

Questions ▶ Not answered

Please answer the three questions of module evaluation. The answers will not influence your overall score.

	Strongly agree	Agree	Disagree	Strongly disagree	Not applicable
Is this module relevant to your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this module clear, understandable and well structured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this module effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✔ Submit answer

Fig. 21: Evaluation form

### 7.3 Submission, result and certificate

After you click “Submit test”, a window pops up, asking for your confirmation. (Fig. 22)



Fig. 22: The confirmation window

After clicking the “Ok” button, this test session is completed, and your test result is displayed as below. (Fig. 23)

**HAMILTON MEDICAL College** Home Feedback / Profile Adaptive Sup... ✕

## Test - Adaptive Support Ventilation

Close summary

Results for BBBB, AAAA

You have passed the test!

Duration	1h 22m 14s - 3/28/2018 9:45 AM - 3/28/2018 11:07 AM
Questions answered	11 of 12 questions (92%)
Your score	11 of 12 points (92%)
Required score	9.0
Status	✔ Passed

2 Initiation

go to section >

3 Minvol adjustment

go to section >

4 Operation principle

go to section >

5 Clinical evidence

go to section >

Fig. 23: Test result

By scrolling down, you can view your answer(s) to every question.

When you pass the test, your certificate of completion for this module is delivered automatically to your mailbox. (Fig. 24) The certificate is in English, German and Russian.





Fig. 24: Certificate example

In rare cases, your certificate may not arrive as expected because either the mail is blocked by the firewall of your computer or institution or it has landed in the junk/spam mailbox. Therefore, check the mailbox first.

Rest assured that you can access all your certificates at any time in just two steps. (Fig. 25)

1. Click the star symbol on the top right to display all of your certificates so far.
2. Click the pdf symbol for the desired certificate.

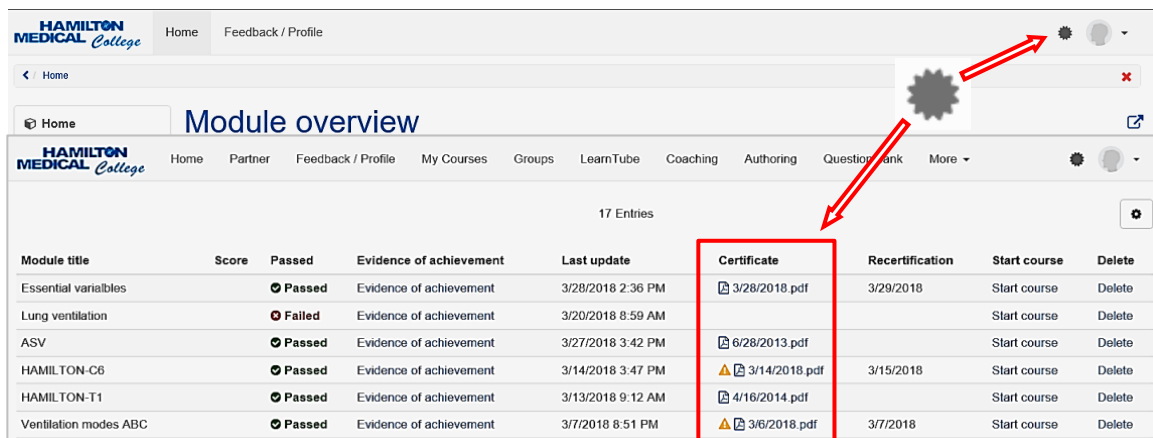


Fig. 25: Accessing certificates

## 7.4 Retaking a test

You must exit first and relaunch this module. Click the "Test" button to display the results of the previous test. Scroll down to the very end. Click the "Start test" button to begin the new test session.

## 8. CEU/CPD

In many countries, medical professionals are required to participate in continuing education programs for a certain number of hours each year in order to keep their qualification to practice in their fields. These hours are commonly recorded in the form of CEU (Continuing Education Unit) or CPD (Continuing Professional Development) credits earned.

“Can I use the certificates of Hamilton Medical College as proof to earn CEU or CPD credits?” Yes, you can. However, two points are important to know: Firstly, your hospital or healthcare organization has the right to accept or reject the certificates for CEU or CPD credits. Therefore, it is a good idea to talk to the person in charge of staff education beforehand. Secondly, the CDU and CPD credits are based on the time of contact, i.e. the estimated mean time required to complete a module and the test. The table below lists the time of contact for all modules that are currently available.

	Module title	Play time (minutes)	Time of contact (hour)	AARC accredited
Basics	Lung ventilation, natural and mechanical	22	0.5	---
	Ventilator system concept	14	0.5	---
	Essential variables and mechanical breath types	30	1.0	---
	Ventilation modes ABC	35	1.0	---
	Basics of capnography	20	0.5	---
	Basics of patient-ventilator asynchrony	17	0.5	---
Features	ASV (the 2 <sup>nd</sup> edition)	40	1.25	Yes
	Dynamic lung and vent status panels	10	0.3	---
	Apnea alarm and backup ventilation	10	0.3	---
	Introduction to INTELLiVENT-ASV	30	1.0	---
	Basic operation of INTELLiVENT-ASV for G5/S1	55	1.5	---
	Basic operation of INTELLiVENT-ASV for C3	55	1.5	---
Products	Basic operation of INTELLiVENT-ASV for C6	55	1.5	---
	Preparation for a ventilator module	16	0.5	---
	HAMILTON-C1 ventilator	45	2.5	Yes
	HAMILTON-C2 ventilator	65	1.5	---
	HAMILTON-C3 ventilator	45	1.5	Yes
	HAMILTON-C6	45	1.5	---
	HAMILTON-MR1 ventilator	45	1.5	Yes
	HAMILTON-MR1, use in MRI room	12	0.5	---
	HAMILTON-G5/S1 ventilator	77	2.5	Yes
	HAMILTON-T1 ventilator	45	2.5	Yes
	HAMILTON-T1, use for patient transport	20	0.5	---
	HAMILTON-H900 humidifier	20	0.5	---
IntelliCuff pressure regulator	5	0.25	---	

As indicated, six learning modules are accredited by the AARC CRCE. The respective certificates carry the information of the accreditation.

We are currently working to get more modules accredited.