

Intuitive Learning Hospital Learning Management (HLM) Training Guide

Purpose

The Hospital Learning Management (HLM) feature empowers you to manage your staff's technology and simulation learning within Intuitive Learning. This guide shows you how to access HLM features, enroll learners in technology learning plans and simulation programs, track learning performance, and assign administrative privileges. If you have questions about the Hospital Learning Management feature, contact the Intuitive customer support team in your region. Some sections are only applicable to organizations that have SimNow simulators at their hospital. Visit www.intuitive.com or ask your Intuitive Sales Representative for more information.

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Get Started with Hospital Learning Management

Hospital Learning Management (HLM) empowers your hospital to manage learning for your staff. You can designate Hospital Learning Coordinators (HLCs) to assign, track, and manage training for the learners at your hospital. Contact your Intuitive Sales Representative to assign the Super Admin role, which enables the Hospital Learning Management feature at your hospital.

Each learner must be onboarded before an HLC can manage their technology and simulation learning. Your hospital's designated HLC uses the following workflow to onboard each learner:

Step 1

Each learner will need an Intuitive account associated to their hospital. New learners can refer to *Creating an Intuitive Account* for help setting up the email and password they will use to log in to Intuitive Learning. Existing learners will update the hospital association in their Intuitive profile.

Note: If you are a My Intuitive user, contact your Intuitive Sales Representative to add a hospital association to your profile.

Step 2

Upon first log in, learners must accept the Hospital Learning Management Disclaimer. SimNow users must also set or verify simulator preferences.

SimNow users: At this point, learners can use their simulator username and PIN to log in to the SimNow simulator to complete exercises. They will not be able to view the leaderboard, hospital-created simulation programs, or receive assignments from the Hospital Learning Coordinator (HLC) until their Pending Request is accepted.

Step 3

The HLC must accept learners from **Pending Requests** to assign and manage their learning. See [Onboard Learners: Accept Pending Requests](#) for more information.

Step 4

You can now manage technology and simulation learning for this learner.

SimNow users: Learners must log in to Intuitive Learning to accept the HLM disclaimer and confirm simulator preferences before they can log in to the simulator to perform simulation exercises.



Hospital Learning Management Navigation

The My Learning, Catalog, Support, and Profile (username) menus are the same for everyone. HLCs have two additional menus to help manage learning for their organization: Manage Learning and People.

The **Manage Learning** menu contains the following:

- **Assignments:** Assign and manage learning plans and simulation programs.
- **Simulation Performance:** View all simulation performance information in one place.
- **Hospital Settings:** Manage preferences for learner notifications and modify simulator settings.
Simulation program preferences display only for accounts with a SimNow.

Use the **People** menu to approve pending requests, manage registered learner accounts, assign administrative privileges, manage simulator access, and download simulation data reports.

Hospital Learning Management Permission level	Learner	Basic Coordinator	Enrollment Coordinator	Super Admin
Complete training as a learner	●	●	●	●
Access to People and Manage Learning menus		●	●	●
Accept/Reject learners to the hospital		●	●	●
View and download transcript and certificates		●	●	●
Create and modify assignments			●	●
Modify HLC permissions for Learner		●	●	●
Modify HLC permissions for Basic Coordinator		●	●	●
Modify HLC permissions for Enrollment Coordinator			●	●
Modify HLC permissions for Super Admin			●	●
View Hospital Preferences		●	●	●
Modify Hospital Preferences				●
View personal simulation data and progress	●	●	●	●
View simulation data for all learners at the hospital		●	●	●
Create and assign simulation programs			●	●

Onboard Learners: Accept and Reject Pending Requests

Follow the steps below to approve pending requests for learners at your hospital. You can assign and manage learning for staff at your hospital only after they have accepted the Hospital Learning Management Disclaimer and you have approved their pending request.

Step 1

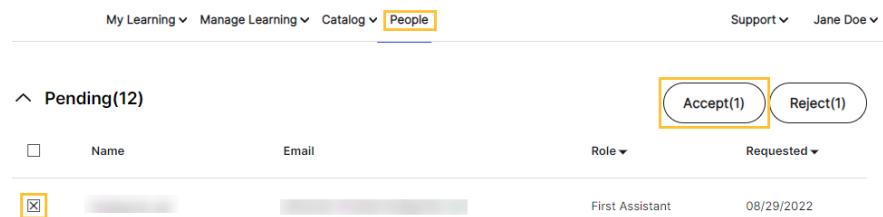
Select **People**.

Step 2

From the **Pending** section, select the checkbox next to one or more names, then select **Accept** or **Accept All**.

Note: The Pending section is visible only when there are pending learners.

Every Super Admin will receive an email each time a learner is added to Pending. If a name is no longer in Pending, another Super Admin at your hospital may have already approved the request.



The screenshot shows the 'People' section of the software. At the top, there are navigation links: 'My Learning', 'Manage Learning', 'Catalog', and 'People' (which is highlighted with a yellow box). On the right, there are 'Support' and 'Jane Doe' dropdowns. Below the navigation, a section titled 'Pending(12)' is shown. A table lists learners with columns for 'Name', 'Email', 'Role' (e.g., 'First Assistant'), and 'Requested' (e.g., '08/29/2022'). A checkbox is checked next to the first learner. At the bottom right of the Pending section, there are two buttons: 'Accept(1)' and 'Reject(1)', both of which are highlighted with yellow boxes.

Should you receive a pending request for a learner who is not a staff member of your hospital, you can reject their request.

Step 1

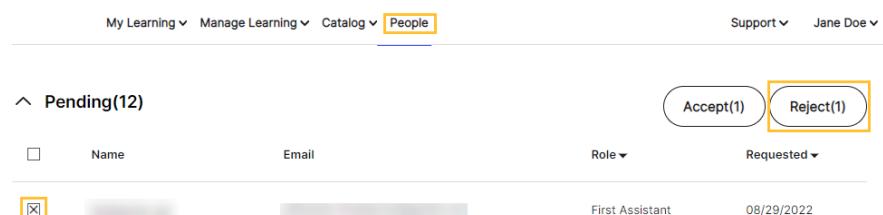
Select **People**.

Step 2

From the **Pending** section, select the checkbox next to one or more names, then select **Reject** or **Reject All**.

The learner will receive an email informing them of the status change.

If a learner's request is rejected, you will not have the ability to manage their learning and the learner will not be able to log in to the SimNow at your hospital.



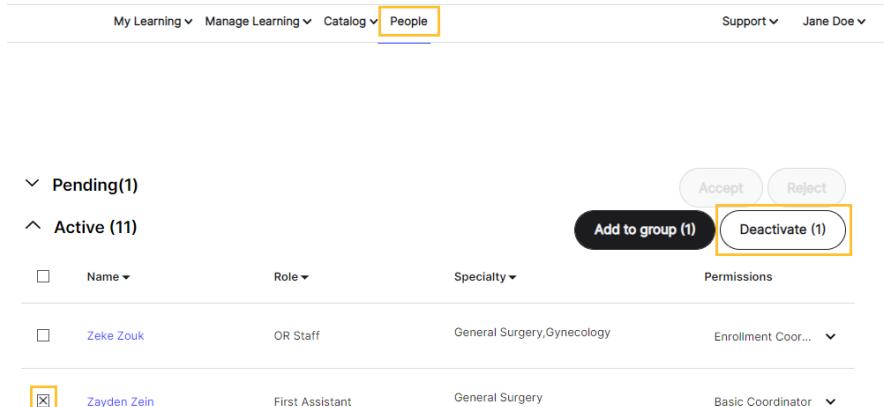
The screenshot shows the 'People' section of the software. At the top, there are navigation links: 'My Learning', 'Manage Learning', 'Catalog', and 'People' (which is highlighted with a yellow box). On the right, there are 'Support' and 'Jane Doe' dropdowns. Below the navigation, a section titled 'Pending(12)' is shown. A table lists learners with columns for 'Name', 'Email', 'Role' (e.g., 'First Assistant'), and 'Requested' (e.g., '08/29/2022'). A checkbox is checked next to the first learner. At the bottom right of the Pending section, there are two buttons: 'Accept(1)' and 'Reject(1)', both of which are highlighted with yellow boxes.

Deactivate Learner Records and Simulator Access

You can archive the learner records you no longer need to manage. Deactivated users cannot be assigned new learning or use the SimNow simulator. Technology learning plan data as well as historic and in-progress SimNow data remain available. Deactivating the learner record also [deactivates simulator access](#).

Step 1

Select **People**.



My Learning ▾ Manage Learning ▾ Catalog ▾ **People** Support ▾ Jane Doe ▾

Pending(1)
Active (11)

<input type="checkbox"/>	Name ▾	Role ▾	Specialty ▾	Permissions
<input type="checkbox"/>	Zeke Zouk	OR Staff	General Surgery, Gynecology	Enrollment Coor... ▾
<input checked="" type="checkbox"/>	Zayden Zein	First Assistant	General Surgery	Basic Coordinator ▾

Accept Reject
Add to group (1) **Deactivate (1)**

Step 2

From the **Active** section, select the checkbox next to one or more names, then select **Deactivate**.

Step 3

Select **Deactivate** to confirm.

or

Step 1

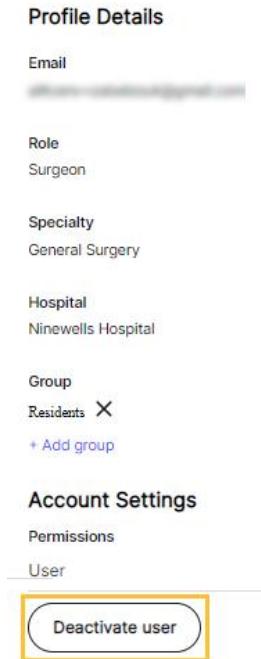
Select **People**.

Step 2

Search, filter, or scroll through the **Active** section and select the user's **name**. Do not select the checkbox next to the name.

Step 3

Select **Deactivate user**.



Profile Details

Email [REDACTED]

Role Surgeon

Specialty General Surgery

Hospital Ninewells Hospital

Group Residents **X**
+ Add group

Account Settings

Permissions

User

Deactivate user

Reactivate Learner Records and Restore Simulator Access

Reactivate archived learner records to assign new learning and restore simulator access.

Step 1

Select **People**.

My Learning ▾ Manage Learning ▾ Catalog ▾ **People** Support ▾ Jane Doe ▾

Step 2

From the **Inactive** section, select the checkbox next to one or more names, then select **Activate**.

▼ Pending(1)

▼ Active (10)

^ Inactive (1)

Accept Reject
Add to group Deactivate
Activate (1)

Step 3

Select **Activate** to confirm.

<input type="checkbox"/>	Name ▲	Email	Role	Deactivated ▾
<input checked="" type="checkbox"/>	Zayden Zein	zaydenzein@gmail.com	First Assistant	08/11/2022

Organize Learners into Groups

To more easily assign and track learning for a specific set of learners, you can organize learners into groups. This allows you to assign learning to the entire group simultaneously.

Step 1

Select **People**.

Step 2

Search, filter, or scroll through the **Active** section to find the learner's name.

Step 3

Select the checkbox next to the learner's name.

Step 4

Select **Add to Group**.

Step 5

To add a learner to an existing group, select the checkbox next to the group name.

To create a new group for the selected learners:

- Select **Add Group**
- Enter a group name
- Select **Create**

Step 6

Select **Save**.

Pending(1)

Active (11)

	Name	Role	Specialty
<input type="checkbox"/>	Zeke Zouk	OR Staff	General Surgeon
<input checked="" type="checkbox"/>	Zayden Zein	First Assistant	General Surgeon
<input checked="" type="checkbox"/>	Zawadi Zeta	Surgeon	General Surgery

Add to group (3)

Deactivate (3)

Select Group(s)

Cardio

Fellows

Residents

+ Add Group

Save

Issue Hospital Learning Coordinator (HLC) Permissions

As a Hospital Learning Coordinator (HLC), you can grant Hospital Learning Coordinator permissions to other individuals at your hospital. This is useful if multiple staff members need to assign and/or track learning for your hospital and to ensure you always have an HLC within Intuitive Learning. HLC permissions can be granted only to members of your hospital already approved within Intuitive Learning.

Step 1

Select **People**.

Active (11)				Add to group (1)	Deactivate (1)
<input type="checkbox"/>	Name ▾	Role ▾	Specialty ▾	Permissions	
<input checked="" type="checkbox"/>	Zeke Zouk	OR Staff	General Surgery, Gynecology	Enrollment Coor... ▾	
<input type="checkbox"/>	Zayden Zein	First Assistant	General Surgery	User Basic Coordinator Enrollment Coordinator Super Admin Coordinator	

Step 2

Search, filter, or scroll through the **Active** section to find the learner's name, then select the checkbox next to the name.

Step 3

Select the **Permissions arrow**, then select the Hospital Learning Coordinator permission to assign.

Certain features are accessible or limited based on the HLC permission level. See [Hospital Learning Management Navigation](#) for more information on the features available to each permission level.

Remove Hospital Learning Coordinator (HLC) Permissions

You can remove Hospital Learning Coordinator privileges by setting the permission level to User. You cannot modify Hospital Learning Coordinator privileges of the primary Super Admin that was assigned by your Intuitive Sales Representative. If the primary Super Admin leaves your hospital, please notify your Intuitive Sales Representative so that a new primary Super Admin can be assigned.

Step 1

Select **People**.

Active (11)				Add to group (1)	Deactivate (1)
<input type="checkbox"/>	Name ▾	Role ▾	Specialty ▾	Permissions	
<input checked="" type="checkbox"/>	Zeke Zouk	OR Staff	General Surgery, Gynecology	Enrollment Coor... ▾	
<input type="checkbox"/>	Zayden Zein	First Assistant	General Surgery	User Basic Coordinator Enrollment Coordinator Super Admin Coordinator	

Step 2

Search, filter, or scroll through the **Active** section to find the learner's name, then select the checkbox next to the name.

Step 3

Select the **Permissions arrow**, then **User**.

View Assigned Learning

Follow the steps below to view the learning assigned to the staff at your hospital.

Step 1

Select **Manage Learning**, then select **Assignments**.

My Learning ▾ Manage Learning ▾ Catalog ▾ People

Support ▾ Jane Doe ▾

Assignments

Simulation Performance

Hospital Settings

Create ▾ Assign ▾

Due Soon					
Title	Role	Courses	Enroll	Due	Modified
da Vinci SP Simulation Copy	All	6	0	12/01/2022	08/11/2022
Proposed assignments for residents	All	4	0		08/11/2022

Draft					
Title	Role	Courses	Enroll	Due	Modified
da Vinci SP Simulation Copy	All	6	0	12/01/2022	08/11/2022
Proposed assignments for residents	All	4	0		08/11/2022

Scheduled					
Title	Role	Enrolled	Created	Due	Progress
Scope and Articulation	All	0	08/11/2022		0%

Open Enrollment					
Title	Role	Enrolled	Created	Due	Progress
Scope and Articulation	All	0	08/11/2022		0%

All Assigned					
Title	Role	Enrolled	Created	Due	Progress
Scope and Articulation	All	0	08/11/2022		0%

Step 2

Assignments are listed in five sections. Select the arrow on the right to show or hide each section:

Due Soon

Manage training assigned to learners with a scheduled due date

Draft

Manage training that has been created but not yet assigned to your learners

Scheduled

Manage training scheduled to begin at a later date

Open Enrollment

Manage training assigned to learners without a due date

All Assigned

Manage a complete list of assignments

Assign a Technology Learning Plan

Follow the steps below to assign a technology learning plan. Learners must self-enroll in procedure-focused learning plans.

Step 1

Select **Manage Learning**, then **Assignments**.

Step 2

Select **Assign**, then **Technology Learning Plan**.

Step 3

Search, filter, or scroll through the **Available Learning Plans** to find the learning plan you want to assign.

Step 4

Select the radio button next to the learning plan title, then select **Assign**.

Step 5

Scroll to the **Enrollment** section, then select **Add**.

Step 6

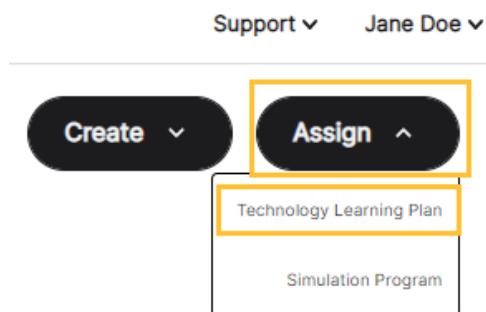
Search, filter, or scroll to find the learner(s) to be enrolled.

Step 7

Select the checkbox next to each learner's name, then select **Add to enrollment**.

Note: Each learner's name will display in the **Enrollment** section of the learning plan.

To remove an assignment for a learner, select the checkbox next to the learner's name and then select **Remove**.



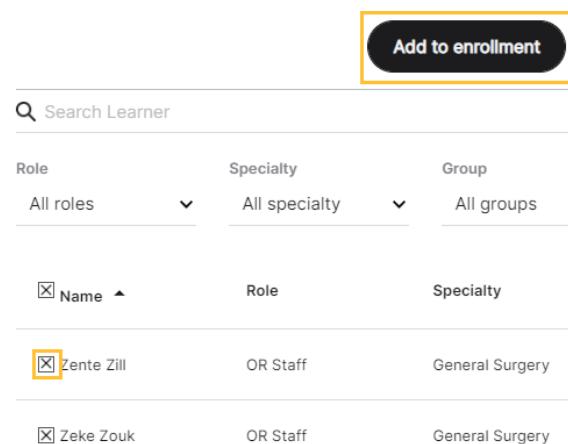
Select a Technology Learning Plan

Learning Plan Title System OS Role
Q Search Catalog X da Vinci SP All operating systems Robotic Coordinator

Assign X

Available Learning Plans

Title	Role	Description
<input checked="" type="radio"/> Single-Port system basics and operating room setup (Robotic Coordinator - da Vinci SP - P2)	ROBOTIC COORDINATOR	Da Vinci SP surgical system (P2). As robotic coordinators, learn about the da Vinci SP surgical system. Watch introduction videos, complete an interactive course, attend your in-service session, and pass the online assessment to receive an online training certificate.



Adjust Notification Settings

Step 1

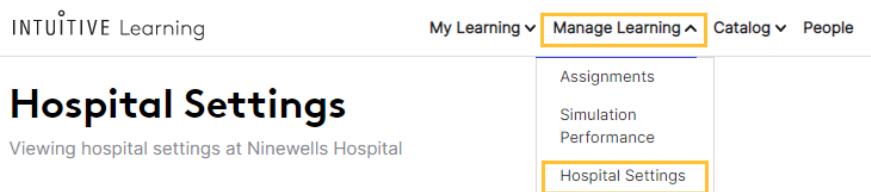
Select **Manage Learning**, then select **Hospital Settings**.

Step 2

Intuitive Learning can send automatic email reminders when assignments are nearing their due date.

Select the toggle switch to enable and disable reminders. Once enabled, select one or more checkboxes to specify the email interval(s) for reminders.

Learners who have notifications turned off in their profile settings will not receive the assignment reminder emails.



The screenshot shows the Intuitive Learning HLM interface. At the top, there is a navigation bar with 'INTUITIVE Learning', 'My Learning', 'Manage Learning' (which is highlighted with a yellow box), 'Catalog', and 'People'. A dropdown menu for 'Manage Learning' is open, showing 'Assignments', 'Simulation Performance', and 'Hospital Settings', with 'Hospital Settings' also highlighted with a yellow box. The main content area is titled 'Hospital Settings' and shows the sub-section 'Notification'. It contains a heading 'Assignment reminders' with a toggle switch (which is turned on, indicated by a blue circle) and a note: 'Auto-send email reminders to enrolled learners about their upcoming due date.' Below this is a note: 'Note: Users can choose to not receive email notifications from Intuitive Learning.' and a list of checkboxes for email intervals: '14 days' (unchecked), '7 days' (checked with a yellow box), '3 days' (unchecked), and '1 day' (unchecked).

View Learner Transcripts and Certificates

Follow the steps below to view the Transcript and Certificates for a learner at your hospital.

Step 1

Select **People**.

My Learning ▾ Manage Learning ▾ Catalog ▾ **People**

Step 2

Search, filter, or scroll through the **Active** section to find the learner's name.

▼ Pending(1)

^ Active (11)

<input type="checkbox"/>	Name ▾	Role ▾
<input type="checkbox"/>	Jane Doe	Surgeon

Step 3

Select the learner's **name** to open their profile. Do not select the checkbox next to the name.

To download a PDF copy of the learner's transcript:

- Select the **Save to PDF** button.

To download a completion certificate:

- Select the **Certificate** link within the Download column.

To view completion progress:

- From the learner's profile, select the **Learning plan** arrow in the Learning transcripts section.

The screenshot shows the 'People' section of the Intuitive Learning HLM interface. At the top, there are navigation links: 'My Learning ▾', 'Manage Learning ▾', 'Catalog ▾', and 'People'. The 'People' link is highlighted with a yellow box. Below this, a search bar shows 'Jane, Doe' with a yellow box around it. To the right of the search bar are buttons for 'Save to PDF' (yellow box) and 'Profile Details'. The 'Profile Details' section includes fields for 'Email' (redacted), 'Role' (Surgeon), 'Specialty' (General Surgery, Gynecology), 'Hospital' (University of Louisville Hospital), and 'Group' (+ Add group). The main content area shows 'Certificates & reports' and 'Learning transcripts' sections. In the 'Certificates & reports' section, there are two entries: 'Model Manipulation and Interoperative Use' and 'Placing Orders', each with a 'Download' button (yellow box). In the 'Learning transcripts' section, there is one entry: 'Iris 3D modeling service overview, installation, and functionality', with a 'Completed' status and a 'Completed' button (yellow box). The entire screenshot is framed by a yellow border.

Copy and Customize a Preset Simulation Program

Before you can assign a preset simulation program, you must create a copy of the desired program for your hospital. You can modify this simulation program copy before assigning the program to learners.

Step 1

Select **Manage Learning**, then **Assignments**.

Step 2

Select **Assign**, then **Simulation Program**.

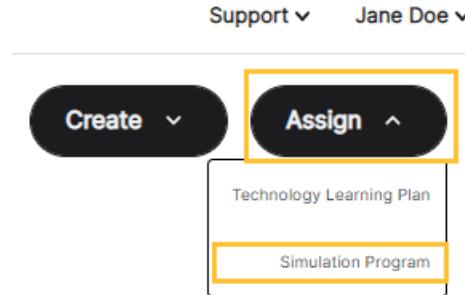
Step 3

Search, filter, or scroll through the **Available Programs** to find the simulation program you want to copy.

Note: You can copy an existing simulation program or create a custom program. To view available pre-set programs, select **Intuitive Surgical** from the Institution filter.

Step 4

From the **Available Programs** section, select the desired simulation program, then select **Copy**.



Select a Simulation Program

Program title	Institution	Role	System	Primary skill
<input type="text"/> Search Catalog X	All institutions	All roles	All systems	All primary skills

Available Programs				
Title	Role	Description	Creator	
<input checked="" type="radio"/> da Vinci SP Simulation	All	Practice your skills on the da Vinci SP system	Hospital	Copy Assign

Copy and Customize a Preset Simulation Program-continued

Step 5

Select and enter new text to change the program title and description.

da Vinci SP Simulation Copy

Assigned by : Jane Doe at [REDACTED] Hospital
Modified on : 08/11/2022, 08:29:48

Type here to edit the description.

<input checked="" type="checkbox"/>	Due Date	01 Dec 2022	11:59 PM
<input checked="" type="checkbox"/>	Schedule Program	01 Nov 2022	12:00 AM

Open Enrollment

- Due Date:** Set a future date for the assignment to be completed. If [assignment reminder notifications are active](#), learners may receive notification emails reminding them of the approaching due date.
- Schedule Program:** Set a future date for learners to start this assignment. Learners will not be notified that this program is assigned until this future date.
- Open Enrollment:** Allow learners to self-enroll in the simulation program from the Simulation Catalog.

Note: Open Enrollment assignments cannot have a due date or a scheduled date.

Step 7

To include additional exercises in the preset simulation program, select **Add** within the **Exercises** section.

Step 8

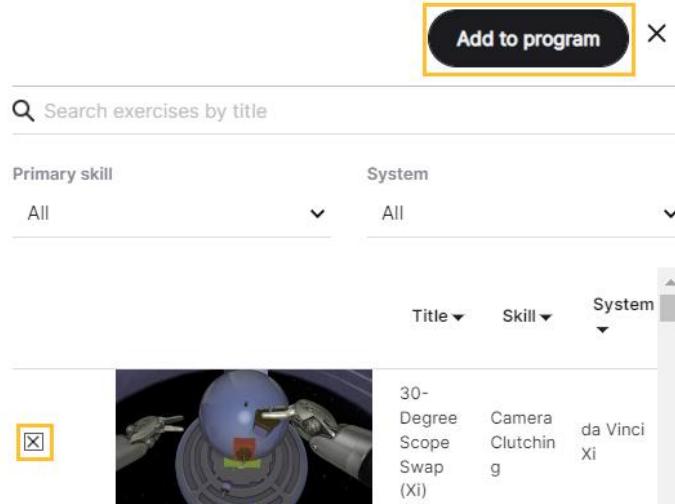
Search, filter, or scroll through the exercises to locate the simulation exercise.

Copy and Customize a Preset Simulation Program-continued

Step 9

Select the checkbox next to each exercise you would like to add to the program.

Then, select **Add to program**.



To change the order of exercises in a simulation program, select the exercise's **Reorder** icon and drag it to its new position.

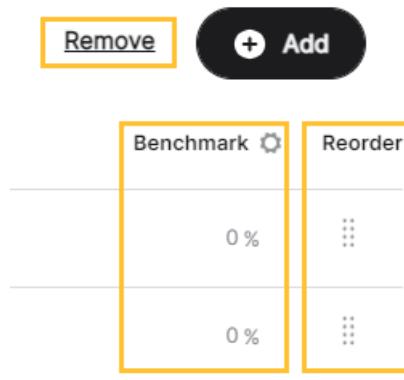
To remove an exercise from a simulation program, select the checkbox beside the exercise title and select **Remove**.

Step 10

A benchmark is the minimum score required to complete the exercise.

Enter a benchmark score for each of the included exercises individually or select the gear icon to set the benchmark for all exercises simultaneously.

The exercise will be marked complete when the learner obtains the benchmark score set within this section.



Create a Custom Simulation Program

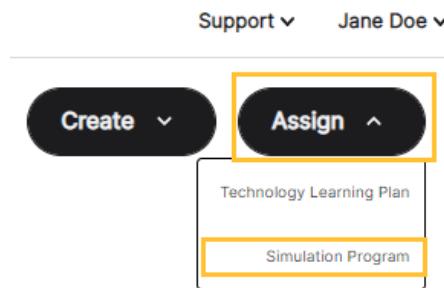
If you would prefer to create a fully custom simulation program, you can use the Create button to create a program from scratch (rather than adding or removing simulation exercises from a pre-set simulation program).

Step 1

Select **Manage Learning**, then select **Assignments**.

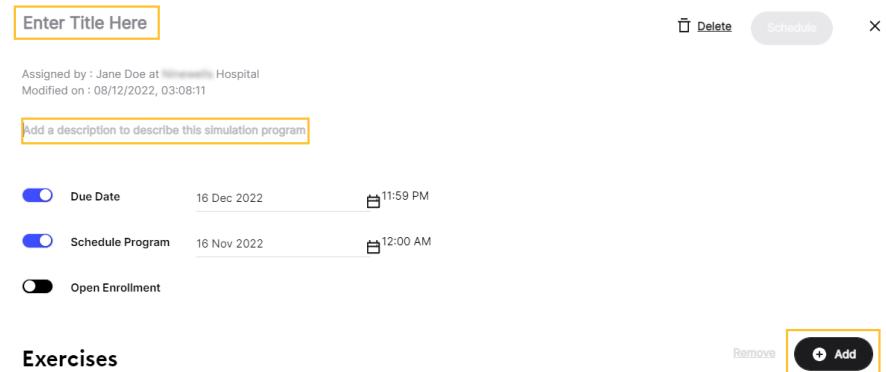
Step 2

Select **Create**, then **Simulation Program**.



Step 3

Enter the title and description.

A screenshot of a form for creating a simulation program. It includes fields for 'Enter Title Here' and 'Add a description to describe this simulation program'. It also includes sections for 'Due Date' (16 Dec 2022, 11:59 PM), 'Schedule Program' (16 Nov 2022, 12:00 AM), and 'Open Enrollment'. At the bottom right is a 'Remove' button and an 'Add' button highlighted with a yellow box.

Step 4

Select **Add** within the **Exercises** section to add simulation exercises to the simulation program.

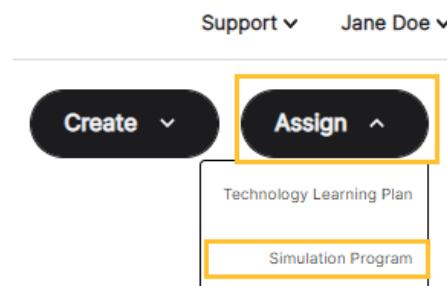
Note: Make all desired changes before assigning the simulation program. A program cannot be changed or updated once it has been assigned to a learner.

Assign a Simulation Program

You can assign a new or custom simulation program to one or more learners. Remember to make all desired changes before assigning a program for the first time. Once a simulation program has been assigned, the simulation exercises within it cannot be modified.

Step 1

Select **Manage Learning**, then select **Assignments**.



Step 2

Select **Assign**, then **Simulation Program**.

Step 3

Search, filter, or scroll through the **Available Programs** to find and select the simulation program you want to assign.

A screenshot of the 'Select a Simulation Program' search interface. At the top, there are filters for 'Program title', 'Institution', 'Role', 'System', and 'Primary skill'. Below the filters is a search bar with 'Search Catalog' and a clear button. The main area is titled 'Available Programs' and shows a table with columns for 'Title', 'Role', 'Description', and 'Creator'. One program is listed: 'da Vinci SP Simulation' (Role: All, Description: Practice your skills on the da Vinci SP system, Creator: Hospital). The 'Assign' button is highlighted with a yellow box in the top right corner.

Step 4

Select **Assign**.

Step 5

Set one or more of the **Due Date**, **Schedule Program**, and **Open Enrollment** options to blue.

To specify a date, select the **calendar** icon and then select the desired date.

Open Enrollment simulation programs will not have a Due Date or Schedule Program date.

A screenshot showing the 'Due Date', 'Schedule Program', and 'Open Enrollment' settings. Each setting has a blue toggle switch. To the right is a calendar for December 2022, with the date '02 Dec 2022' highlighted. The calendar shows the days of the week and the dates from 1 to 31. The 'Assign' button is highlighted with a yellow box in the top right corner.

Assign a Simulation Program-continued

Step 6

Scroll down to the **Enrollment** section and select **Add**.

Step 7

Search, filter, or scroll to find the learner's name, then select the checkbox next to their name.

You can use custom groups to streamline this process.

Step 8

Select **Add to enrollment**.

Step 9

When all assignment details are finalized, select **Assign** for new and unscheduled simulation programs, select **Schedule** for new simulation programs set to be assigned in at a future date, or select **Update** for simulation programs which have been assigned before.

Enrollment

User status
Active

[Remove](#)

Add

Add to enrollment

 **Search Learner**

Role	Specialty	Group
All roles	All specialty	All groups

<input type="checkbox"/> Name ▲	Role	Specialty
<input checked="" type="checkbox"/> Zente Zill	OR Staff	General Surgery
<input checked="" type="checkbox"/> Zeke Zouk	OR Staff	General Surgery

View and Download Individual Learner Performance

Select a learner's name to see all their simulator performance information. To evaluate an individual's progress in relationship to other learners, [view simulation performance analytics](#).

Step 1

Select **People**.

Step 2

Search, filter, or scroll through the **Active** section to find the learner's name.

Step 3

Select the learner's **name**. Do not select the checkbox next to the name.

Step 4

The **Learning transcripts** section lists the learner's simulation program enrollments.

Select the **Learning plan title arrow** to see a list of simulation exercises performed, completion status, high score, benchmark, time spent, and penalty.

INTUITIVE Learning My Learning ▾ Manage Learning ▾ Catalog ▾ **People**

People

Viewing people at [REDACTED] Hospital

Filters		
<input type="text"/> Search People		
Role		Role ▾
<input type="checkbox"/> Surgeon (5)		
<input type="checkbox"/> First Assistant (2)		
<input type="checkbox"/> OR Staff (4)		
Specialty		
<input type="checkbox"/> General Surgery (11)		

▼ Pending(1)

^ Active (11)

	Name ▾	Role ▾
<input type="checkbox"/>	Zeke Zouk	OR Staff
<input type="checkbox"/>	Zayden Zein	First Assistant

Learning transcripts

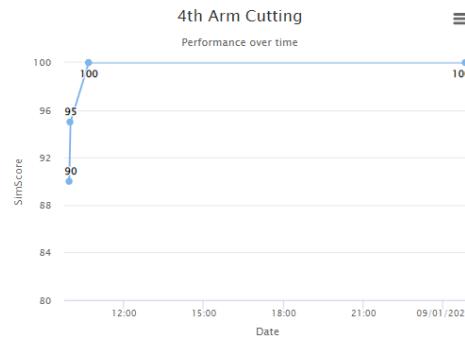
Learning plan	Status	Assigned by	Enrolled
▼ 4th Arm Cutting Program	Completed	[REDACTED]	08/31/2022
▼ Ion Proctoring	In Progress	[REDACTED]	09/02/2022

View and Download Individual Learner Performance-continued

Step 5

Select the **Exercise arrow** to view additional details such as Performance over time and Notes.

Exercise	Status	High Score	Benchmark	Time	Penalty	Download
4th Arm Cutting	Completed	100	0	13m 20s	0	Report



Notes - 09/01/2022 - 12:50:33 AM (PDT)

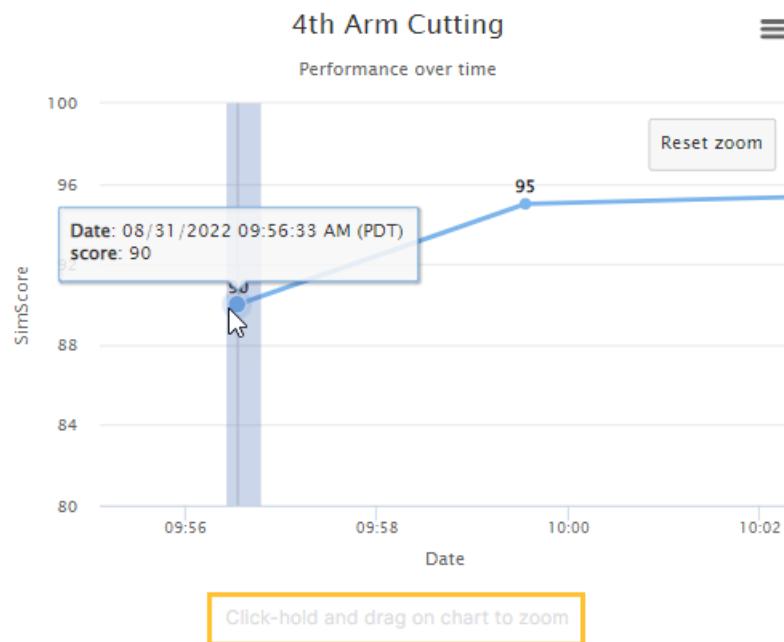
Pay attention to all penalties. You can improve Instruments Out of View by following this advice:

- camera clutch to reposition your field of view and locate your instruments.
- remember, lead with instruments and follow with camera.
- do not move instruments without visualization.

Hover your cursor over a data point to see the date, time, and high score of the attempt.

Drag the mouse on the chart to zoom in.

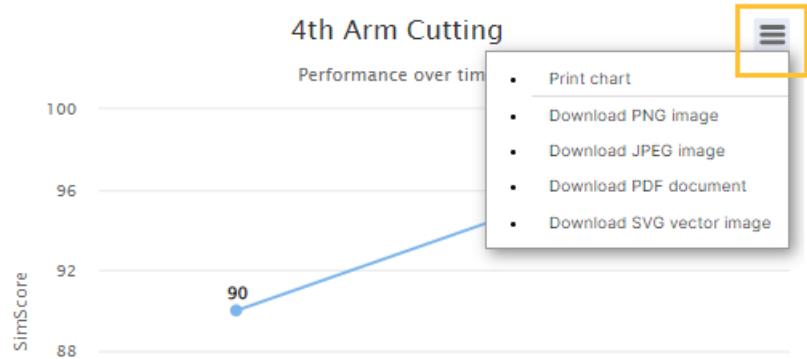
For multiple attempts made on the same day, zoom in until the stacked data points separate, then select the attempt for more information.



View and Download Individual Learner Performance-continued

Step 6 (optional)

Select the **chart context menu** to print or download an image of the chart.



Select **Report** to download the performance report for this learner.

Note: This section shows only progress on assignments. Activities completed outside of an assignment are not included.

Exercise	Status	High Score	Benchmark	Time	Penalty	Download
4th Arm Cutting	Completed	100	0	13m 20s	0	Report



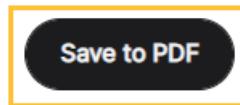
Notes - 08/31/2022 - 09:59:33 AM (PDT)

Pay attention to all penalties. You can improve

Instruments Out of View by following this advice:

- camera clutch to reposition your field of view and locate your instruments.
- remember, lead with instruments and follow with

Select **Save to PDF** from the Profile Details column to download a PDF copy of the learner's transcript.



Profile Details

Email

Role

Surgeon

Specialty

General Surgery

View Simulation Performance Analytics

Simulation performance analytics provide insight into learner engagement, progress, and standing within a group. With performance information for all your learners in one place, you can examine program efficacy and quickly identify each learner's strengths and opportunities for improvement.

Step 1

Select **Manage Learning**, then select **Simulation Performance**.

The top of the page indicates the date the first learner completed an exercise on the simulator.

Step 2

To compare results for several learners, apply filters or click a column heading to sort by that column.

Hover your cursor over an underlined column heading to reveal its tooltip.

For more information about an individual's performance, search, filter, or scroll to locate the entry, then select the learner's **name**.

Name	Group	Specialty	Total time spent	Total attempts
Zabel Zouk	Cadre3	General Surgery	53m 20s	4
<u>Zachary Zinc</u>	Cadre3	General Surgery	53m 20s	4
Zafer Zarf	Cadre3	General Surgery	53m 20s	4

View Simulation Performance Analytics-continued

The Simulation Performance window provides detailed activity and exercise performance information for the selected learner.

The **Activities** section provides a summary of simulator activity, including:

- Total number of attempts and total time spent
- Date and score of the latest attempt
- Average high score across exercises

Filter by primary skill or search to find a particular exercise.

Select the arrow next to the exercise name to view detailed performance information.

Zachary Zinc Simulation Performance

X

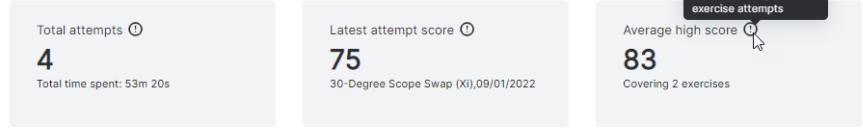
Group: Cadre3

Specialty: General Surgery

Role: First Assistant

First completed exercise attempt: 09/01/2022

Activities



Exercise performance



Exercise	Last completed	Total attempts	Total time spent	High Score	REPORT
30-Degree Scope...	09/01/2022	2	26m 40s	75	⬇
4th Arm Cutting	09/01/2022	2	26m 40s	90	⬇

View Simulation Performance Analytics-continued

The detailed view shows the date, time, high score, efficiency score, penalty score, time spent, and simulator feedback notes.

Note: High score is efficiency score minus penalty score.

The chart shows each attempt and progress over time for the selected learner.

Note: This is the same chart that learners see for their own progress on the **My Performance** page.

Hover your cursor over a data point to see the date, time, and high score of the attempt.

Drag the mouse on the chart to zoom in.

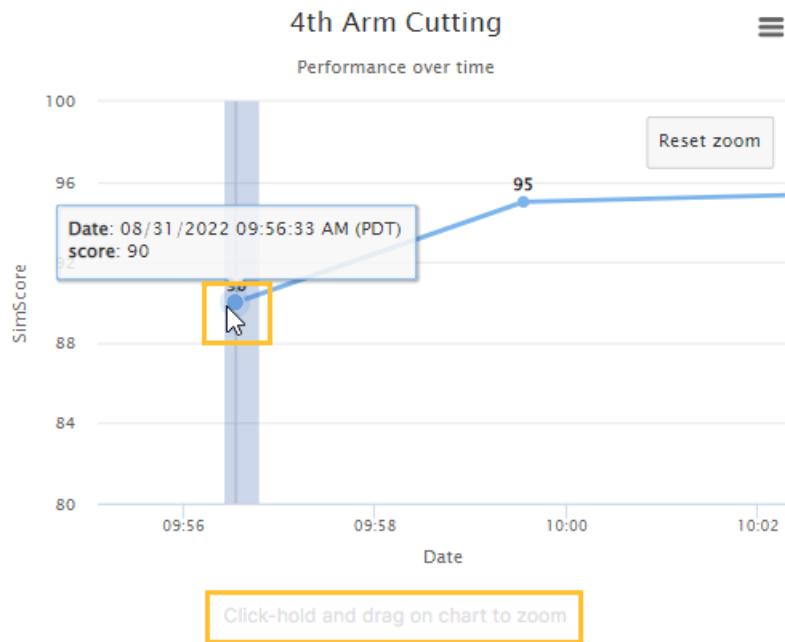
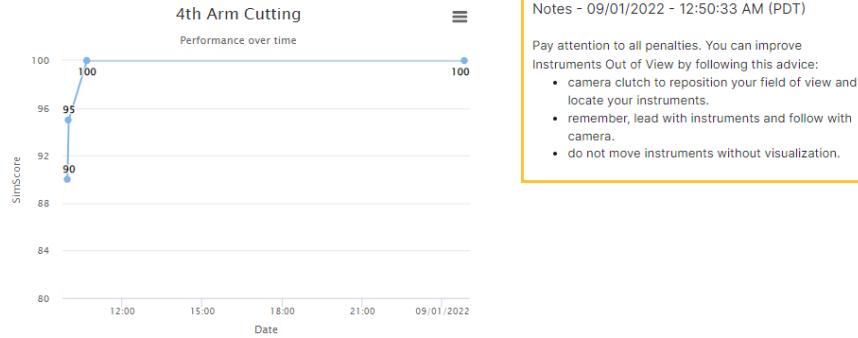
For multiple attempts made on the same day, zoom in until the stacked data points separate, then select the attempt for more information.

Step 3 (optional)

Select the **chart context menu** to print or download an image of the chart.

To download scores for an exercise, select the **Download** icon in the **Report** column.

Exercise	Status	High Score	Benchmark	Time	Penalty	Download
4th Arm Cutting	Completed	100	0	13m 20s	0	Report



Generate Simulation Performance Reports

Step 1

Select **Manage Learning**, then select **Simulation Performance**.

Step 2

Select the **Generate Report** button.

Step 3

Select the **Data Type arrow**, then select **Simulation Usage Data** or **Simulation Raw Data**.

The **Simulation Usage Data** report provides a glimpse into the time spent on the simulator by exercise and user.

The **Simulation Raw Data** report provides the most detailed view into all attempts completed on the simulator over the selected date range.

Generate Report

Data Type

Simulation Usage Data

Simulation Usage Data

Simulation Raw Data

Time Period

08/09/2022 08/12/2022

[Cancel](#)

Generate

The **Simulation Usage Data** report includes details such as:

- Learner name, email, role, and specialty
- User status
- Simulation exercise title
- Learner's high score for the exercise
- Learner's average score for the exercise
- Number of times the learner attempted the simulation exercise
- Total amount of time learner spent on the exercise
- Average amount of time learner spent attempting the exercise

FIRST_NAME	LAST_NAME	EMAIL	ROLE	SPECIALTY	USER_STATUS	CONTENT_NAME	HIGH_SCORE	AVERAGE_SCORE	TOTAL_ATTEMPTS	TOTAL_DURATION	AVG_ATTEMPT_DURATION
Zafer	Zarf	z@z.com	OR Staff	General Surgery	Active	4th Arm Cutting	80	80	2	0:16:40	0:08:20
Zan	Zeal	z@z.com	OR Staff	General Surgery	Active	30-Degree Scope Swap (Xi)	80	80	2	0:16:40	0:08:20
Zaahira	Zebu	z@z.com	Surgeon	General Surgery	Active	30-Degree Scope Swap (Xi)	80	80	2	0:16:40	0:08:20
Zachary	Zinc	z@z.com	First Assistant	General Surgery	Active	30-Degree Scope Swap (Xi)	80	80	2	0:16:40	0:08:20
Zabel	Zouk	z@z.com	Surgeon	General Surgery	Active	4th Arm Cutting	80	80	2	0:16:40	0:08:20

Generate Simulation Performance Reports-continued

The **Simulation Raw Data** report includes details such as:

- Learner name, email, role, and specialty
- User status
- Simulation exercise title
- Total number of attempts on the exercise
- Simulation exercise progress
- Date completed
- Simulation exercise score
- Efficiency score
- Penalties and notes
- Metric name, type, unit, and raw value

1	FIRST_NAM	LAST_NAM	EMAIL	ROLE	SPECIALTY	USER_STATUS	CONTENT_NAME	TOTAL_ATTEMPT	PROGRESS	DATE_COMPLETED	HAN	SCOF	EFFICIENCY	NOTES	PENALTY	DURATION	METRIC_N	METRIC_T	METRIC_U	METRIC_V
2	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	4th arm Sv Event	Percentag	100
3	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	4th arm Sv Event	Percentag	100
4	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	Clutch usa Penalty	Count	100
5	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	Clutch usa Penalty	Count	100
6	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	Cuts Accur Event	Percentag	100
7	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	Cuts Accur Event	Percentag	100
8	Zafer	Zarf	zafer.zarf@med.com	OR Staff	General Surgery	Active	4th Arm Cutting	2	14518525	completed	2022-08-09 03:58:33	PD	80	100	Pay attire	20	500	Cuts outsi Penalty	Count	100

Step 4

Set the time period you would like the report to include. Then, select **Generate**.

When the report has been generated, you will receive an email which includes a link to access and download the report. You will have 24 hours to select the link within the email to access and download this report. If the download link has expired, you will receive a prompt to generate a new report.

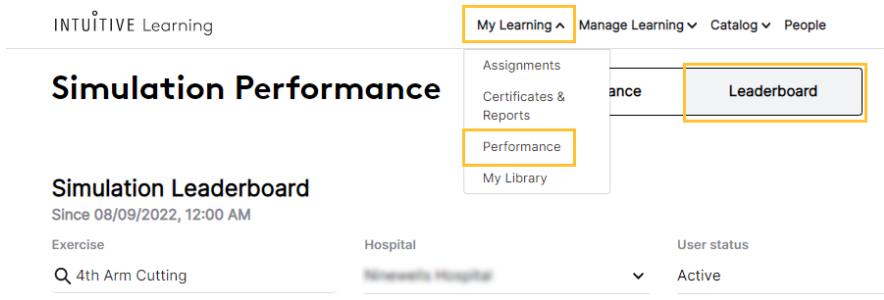
Note: You must log in to Intuitive Learning to access the generated report. Reports contain data for users who have accepted the disclaimer and have been approved by an HLC.

View the Simulation Leaderboard

The simulation leaderboard allows you to view the top scores and performance details for simulation exercises performed at your hospital. When you enable leaderboard visibility, the selected user roles can see their ranking in simulation performance by exercise.

Step 1

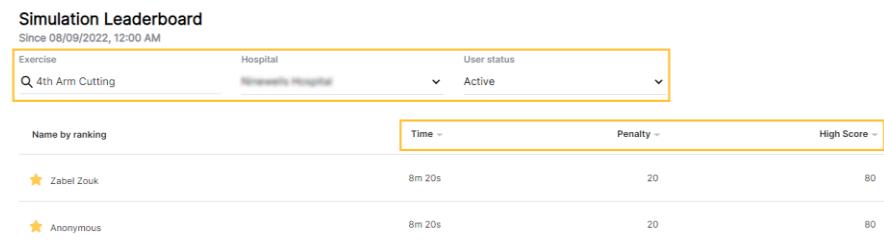
Select **My Learning**, then **Performance**, and then **Leaderboard**.



The screenshot shows the INTUITIVE Learning interface. The top navigation bar includes 'My Learning' (highlighted with a yellow box), 'Manage Learning', 'Catalog', and 'People'. A sidebar on the left lists 'Assignments', 'Certificates & Reports', 'Performance' (highlighted with a yellow box), and 'My Library'. The main content area is titled 'Simulation Performance' and displays a 'Simulation Leaderboard' for '4th Arm Cutting' since 08/09/2022, 12:00 AM. It shows a table with columns for Exercise, Hospital, and User status. The 'Hospital' column is set to 'Minwellys Hospital' and 'User status' is 'Active'.

Step 2

Filter by **Exercise Name**, **Hospital**, or **User status**.



The screenshot shows the 'Simulation Leaderboard' table with filters applied. The 'Exercise' filter is set to '4th Arm Cutting', the 'Hospital' filter is set to 'Minwellys Hospital', and the 'User status' filter is set to 'Active'. The table has columns for Name by ranking, Time, Penalty, and High Score. It lists two entries: 'Zabel Zouk' and 'Anonymous'.

Name by ranking	Time	Penalty	High Score
★ Zabel Zouk	8m 20s	20	80
★ Anonymous	8m 20s	20	80

Step 3

Select **Time**, **Penalty**, or **High Score** to sort the ranking by the respective metric.

Note: The Leaderboard must be enabled through the **Manage Learning, Hospital Settings** menu. If Admin+User is enabled, all HLC administrators and learners will be able to view the hospital's simulation leaderboard.

Adjust Leaderboard Visibility

Step 1

Select **Manage Learning**, then **Hospital Settings**.

Step 2

Under Simulation Program, set the **Leaderboard visibility** toggle switch to blue to allow learners at your hospital to view the simulation leaderboard.

Turn off Leaderboard Visibility to restrict visibility of the simulation leaderboard for all learners. The toggle switch shows as black when leaderboard visibility is deactivated.

Note: The Leaderboard functionality must be enabled within Hospital Preferences. If Admin+User is enabled, all HLC administrators and learners can view the hospital's simulation leaderboard.

Simulation Program

Leaderboard visibility



Allow selected user group(s) to see this hospital's simulation leaderboard.

Note: Users can choose to share their name and performance scores with others; otherwise, will show as 'anonymous' (except for Admin).

- Admin
- Admin+User

Modified by Jane Doe

Modified on : 8/10/2022, 4:25:21 PM

Deactivate or Restore Simulator Access

Deactivating simulator access also archives the learner's records. Deactivated learners cannot use the SimNow simulator or be assigned new learning. Technology learning plan data as well as historic and in-progress SimNow data remain available. [Reactivate the learner's records](#) to restore SimNow access.

Step 1

Select **People**.

My Learning ▾ Manage Learning ▾ Catalog ▾ **People** Support ▾ Jane Doe ▾

▼ Pending(1)
^ Active (11)

<input type="checkbox"/>	Name ▾	Role ▾	Specialty ▾	Permissions
<input type="checkbox"/>	Zeke Zouk	OR Staff	General Surgery, Gynecology	Enrollment Coor... ▾
<input checked="" type="checkbox"/>	Zayden Zein	First Assistant	General Surgery	Basic Coordinator ▾

Accept Reject Add to group (1) **Deactivate (1)**

Step 2

From the **Active** section, select the checkbox next to one or more names, then select **Deactivate**.

Step 3

Select **Deactivate** to confirm.

or

Step 1

Select **People**.

Profile Details

Email

Role

Surgeon

Specialty

General Surgery

Hospital

Ninewells Hospital

Group

Residents X

[+ Add group](#)

Account Settings

Permissions

User

Deactivate user

Step 2

Search, filter, or scroll through the **Active** section and select the user's **name**. Do not select the checkbox next to the name.

Step 3

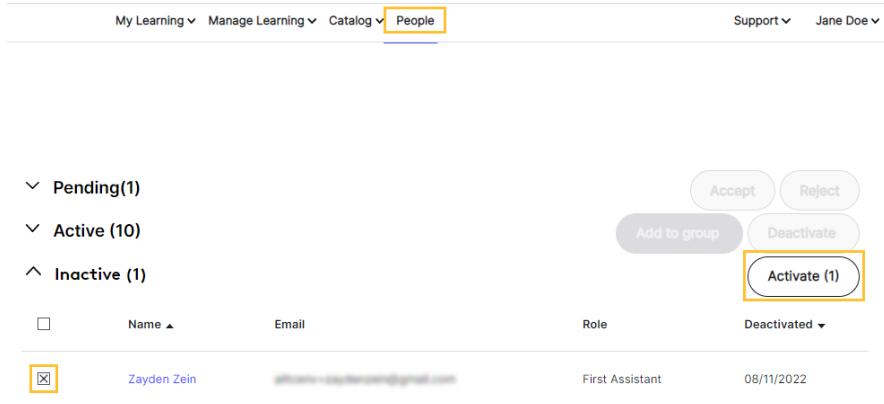
Select **Deactivate user**.

Deactivate or Restore Simulator Access-continued

Reactivate archived learner records to restore simulator access.

Step 1

Select **People**.



The screenshot shows the 'People' section of the Intuitive Learning HLM interface. At the top, there are navigation links: 'My Learning', 'Manage Learning', 'Catalog', and 'People' (which is highlighted with a yellow box). On the right, there are links for 'Support' and 'Jane Doe'. Below the navigation, there are sections for 'Pending(1)', 'Active (10)', and 'Inactive (1)'. Under 'Inactive', there is a list with one item: 'Zayden Zein'. To the right of the list are buttons for 'Accept', 'Reject', 'Add to group', 'Deactivate', and a large 'Activate (1)' button, which is also highlighted with a yellow box. The table below the list has columns for 'Name', 'Email', 'Role', and 'Deactivated'.

	Name ▲	Email	Role	Deactivated ▼
<input checked="" type="checkbox"/>	Zayden Zein	zaydenzein@gmail.com	First Assistant	08/11/2022

Step 2

From the **Inactive** section, select the checkbox next to one or more names, then select **Activate**.

Step 3

Select **Activate** to confirm.

Deactivate Guest Simulator Account

When guest simulator access is on, learners without an Intuitive account can use the guest username and PIN to perform simulation exercises. Simulation performance data is not collected nor saved within the guest account login.

Step 1

Select **Manage Learning**, then **Hospital Settings**.

Guest Simulator Account



Allow guest account access to my hospitals simulator.

Note: Simulation performance data is not collected nor saved with guest account login.

Step 2

Under **Simulation Program**, set the **Guest Simulator Account** toggle switch to blue to enable learners to login as a guest.

User Name

DemoUser

4 Digit Pin

1234

Set the **Guest Simulator Account** toggle switch to black to remove guest simulator access.

Note: We recommend that all learners log in with the username and PIN associated with their Intuitive Learning account so their performance will be tracked and accessible.

Where to Go for Help

Contact your global customer support team for assistance or navigate to Contact Us for Intuitive support contact details.

You can access the Support menu in Intuitive Learning, which includes Resources, Frequently Asked Questions (Help/FAQs), and Intuitive support contact information (Contact Us).

Submit Your Feedback

The **Feedback** button is available on most pages in Intuitive Learning.

Click  to rate your Intuitive Learning experience and share additional feedback or suggestions.

Send Feedback

How satisfied are you with the ability to assign learning? *

0 1 2 3 4 5

Very unsatisfied Very satisfied

How satisfied are you with Intuitive Learning? *

0 1 2 3 4 5

Very unsatisfied Very satisfied

How likely are you to recommend Intuitive Learning? *

0 1 2 3 4 5 6 7 8 9 10

Not at all likely Extremely likely

What could we do to improve your experience?

Share additional feedback or suggestions.

CANCEL **SEND**

By using this feature and submitting feedback, you agree to allow Intuitive to follow up with you to learn more. All feedback shared will be used solely for internal purposes aimed at the delivery and improvement of Intuitive products and services and will be deleted after one year.

Disclosures

Training provided by Intuitive is limited to the use of Intuitive technology, instruments, and accessories. It does not replace the necessary medical training and experience required to perform procedures. Before performing any procedure using Intuitive technology, physicians are responsible for receiving sufficient training to ensure that they have the skill and experience necessary to protect the health and safety of their patients. Intuitive technology should only be used by physicians and staff who have received specific training in the use of Intuitive technology. Prior to using any training materials, refer to Intuitive Learning to ensure you are using the most up-to-date revision and that the software version of the training matches the software version installed on your system. There may be instances in which certain training content or activities listed above may not be available. For example, activities that require case history (e.g., videos or observations) may not be immediately available following a new product launch. In those cases, if you wish for additional training, please consult with your hospital and/or work with your Intuitive representative to explore alternative training activities.

In the U.S., for important safety information, indications for use, risks and full cautions and warnings, please refer to the user manual(s) and www.intuitive.com/safety.

In all other regions, for important safety information, indications for use, risks and full cautions and warnings, please refer to the user manual(s).

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