

## Virtual education participation guidelines

COVID-19 has resulted in increased need for virtual professional development and educational options. Please follow these participation guidelines for virtual real-time (synchronous) classes, such as those using Zoom, Webinars, or Microsoft Teams. Participants must register in Cornerstone at least 48 hours before the session start time to ensure they receive the virtual classroom link.

- You are expected to enable your video and be on camera for the entire session to be considered present and to receive Nursing continuing education credit
  - Contact the Center for Nursing Excellence ([center@mednet.ucla.edu](mailto:center@mednet.ucla.edu)) if you do not have access to a device with a working camera
  - Participants can reserve a device if requested at least 14 days in advance
- Personal attire and surrounding area must be professional and appropriate
  - Consider using a UCLA Health **professional background**
- Nursing continuing education credit will not be awarded:
  - If participant is more than 5 minutes late for a course of 4 hours or less
  - If participant is more than 20 minutes late for a course more than 4 hours
  - If participant is not on camera and engaged during the educational course
- Mute yourself upon entry into the session, as unintended background noises can be disruptive to other participants
- Save your questions for the appropriate time or submit them through chat
- Technical difficulties may occur during virtual educational, to troubleshoot:
  - Close all open applications and restart the device
  - Email instructor if you are not able to reconnect to session
- Complete the online course evaluation in Cornerstone at the end of the course
- Professional development and education hours must be pre-approved in writing by unit leadership, overtime accrual or pay will not be considered for education
- UCLA Health is not responsible for providing the resources to participate remotely, nor liable for any malfunctions that may occur to your personal device while utilizing videoconferencing software such as Zoom. By participating in this course, you agree that you may not save, record, share, or post to social media this session or any photos from this session. In addition, participants in the virtual course will see whatever is visible by the participants' webcam or other device, including but not limited to themselves, their children or family members, and portions of their homes.