

Radiation Safety Refresher Course
for
Veterinary Medicine
2nd Edition 2013

Online Refresher Course
Self- Registration

Since 2006 Radiology Matrix Consulting Ltd has provided a CD-based Radiation Safety Refresher Course to meet the requirements of the College of Veterinarians of British Columbia. Many veterinary staff have taken the course over this period.

We are pleased to announce that in response to user input and changing imaging technology the course has now been revised and updated to include Digital Radiography, Computed Radiography, and Dental X-ray units. It is now only available online to take advantage of the interactive features of the internet.

Sections include:

Radiation and Radiation Effects
Radiation Regulations
Optimizing Radiation Exposure
X-ray Equipment Basics
Digital Imaging Techniques
CVBC Quality Management Program
Bibliography

Interactive questions for self-assessment have been included after each section, with immediate feedback for correct or incorrect responses. The course can be accessed several times before completing the final quiz.

The online course is be accessible from any computer with internet access. Participants can pay for and take the course directly online. Participants can also pay by cheque or Interac transfer through RMC as previously if they prefer, in which case the login details will be emailed to them. The cost for the online course will be \$60 including taxes.

The new online course uses the latest interactive learning techniques. Self-assessment questions are included after each section, with immediate feedback for correct or incorrect responses. The course can be left and resumed before taking the final quiz which consists of 10 multiple choice questions. Participants can restart and retake the course up to three times. If all the material is reviewed and 60% of the final questions answered correctly, a certificate of completion will be automatically generated and can be printed for your records.

The course can be paid for and accessed online as described below.

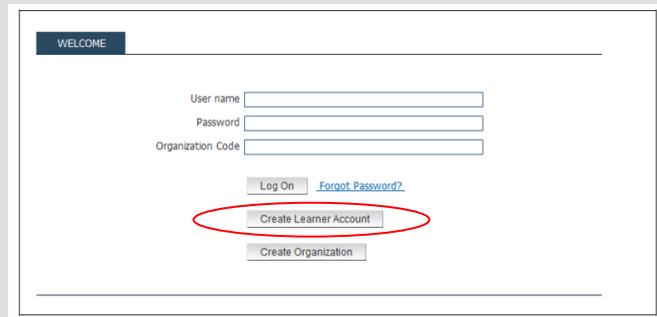
Instructions for Taking Courses

A. Self Registration

You can register, pay for the course using PayPal, take the course in as many sessions as you wish, and take the final quiz all online. If you achieve a pass mark of 60% or more and you have reviewed all the material (visited every page/screen) a certificate will be automatically generated for you.

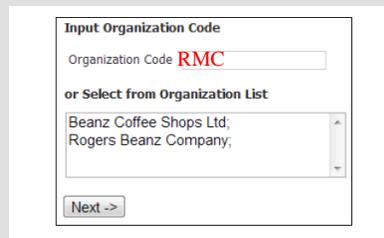
1. Login to lms.udutu.com

2. Choose *Create Learner Account*.

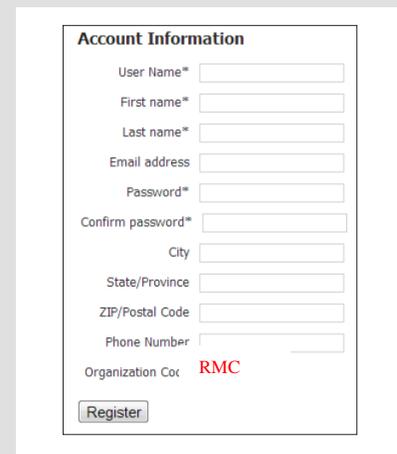


The screenshot shows a 'WELCOME' header at the top. Below it are three input fields: 'User name', 'Password', and 'Organization Code'. Underneath these fields are four buttons: 'Log On', 'Forgot Password?', 'Create Learner Account', and 'Create Organization'. The 'Create Learner Account' button is circled in red.

3. In *Organization Code* enter RMC



The screenshot shows a form titled 'Input Organization Code'. It has an input field for 'Organization Code' with 'RMC' entered. Below this is a section 'or Select from Organization List' with a dropdown menu showing 'Beanz Coffee Shops Ltd;' and 'Rogers Beanz Company;'. A 'Next ->' button is at the bottom.



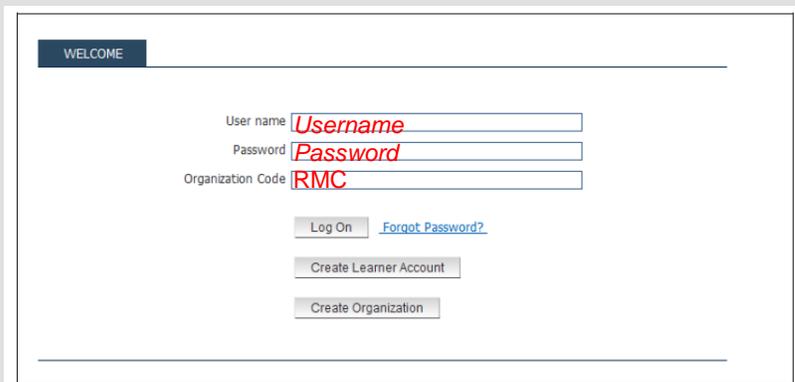
The screenshot shows a form titled 'Account Information'. It has several input fields: 'User Name*', 'First name*', 'Last name*', 'Email address', 'Password*', 'Confirm password*', 'City', 'State/Province', 'ZIP/Postal Code', and 'Phone Number'. The 'Organization Code' field has 'RMC' entered. A 'Register' button is at the bottom.

4. Complete the *Account Information*. The name you choose will be used on the final Certificate. Make a note of your *User Name* and *Password* you have chosen (you will need this later to login to the course), then select *Register*

5. You will then be taken to the main LMS login page again. To login as a Learner enter your *User Name* and *Password* and the *Organization Code*. This time choose *Log On*

6. You will then be taken to your own Home Page. Select *My Training*. You will see what courses are available and the cost (in Tuition Dollars) to take the course.

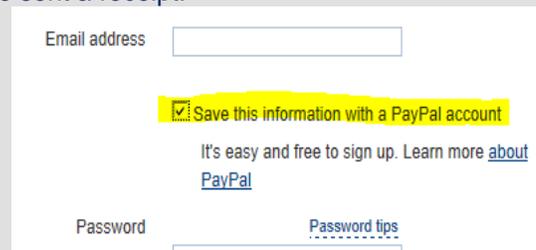
7. Choose *My Account*. Select Purchase Tuition Dollars and type in the number of Tuition Dollars you need to take the course. The cost for the Refresher Course is 60 Tuition dollars. (Tuition Dollars have the same value as US dollars).



The screenshot shows the same 'WELCOME' login page as before. The 'User name' field has 'Username' entered, the 'Password' field has 'Password' entered, and the 'Organization Code' field has 'RMC' entered. The 'Log On' button is now selected, and the 'Forgot Password?' link is highlighted in blue.

Instructions for Learners (Continued)

8. Choose *Purchase*. You will be taken to a secure PayPal site to make the purchase. Complete the form with the information for the credit or debit card or PayPal account which you will use to make the purchase. The email address is required so you can be sent a receipt.



The screenshot shows a portion of a PayPal payment form. At the top, there is a text input field labeled "Email address". Below this field is a checkbox that is checked, with the text "Save this information with a PayPal account" next to it. Underneath the checkbox, there is a line of text: "It's easy and free to sign up. Learn more [about PayPal](#)". At the bottom of the visible form, there is a text input field labeled "Password" and a link labeled "Password tips" to its right.

IMPORTANT: If you wish to pay for more than one course with the same credit card make sure to UNCHECK the box "**Save this information with a PayPal account**" as only one credit card can be associated each Paypal account

9. You should then be directed back to the Home page. Check *My Account* to ensure the dollars have been credited to your LMS account. If not choose *Get Paid Tuition Dollars* and the dollars will be retrieved.

10. Select the course you wish to take. You will be asked if you wish to have Tuition Dollars deducted to pay for the course.

11. You will then be directed to a page from which you can Launch the course, resume the course from previous sessions, or review the course.

You can start, resume and review the course at any time using the LAUNCH button

The RESTART button should be used sparingly, as it will delete the history of any attempts you previously made and start all over again.

You can restart the course a total of three times.

You can login at any time using the procedure in step 5.

12. To complete the course you must visit every page and achieve a 60% or greater pass mark.

When you have satisfactorily completed the course, you will be awarded a certificate, which can be printed out in colour from the sidebar *My Certificates*. You can print in portrait or landscape depending on your printer settings.