



# Welcome to your course





## **Welcome!**

We are delighted to welcome you to your Spirometry Refresher Programme with ARTP assessment.

At Education for Health, our aim is to improve the lives of those with long term conditions. We believe one way to achieve this is by providing further education and training to healthcare professionals, ensuring you have the most up-to-date knowledge and knowhow.

This refresher programme has been designed to suit the learning needs of busy healthcare professionals. As part of this approach, you will have access to a pre-recorded lecture, the national spirometry guidelines, a monthly tutorial, and access to your assessment. Helping to provide you with the flexibility to learn at a pace that is suitable for you in your own environment.

The following pack has been designed to provide you with an overview of the course and how to access the content.

We hope you find this programme useful – both in helping you progress professionally and in aiding you to further support your patients.

We wish you all the best and remember, we are here to support you throughout, so do get in touch if you have a query or need extra support at any point.

Best wishes,

The team at Education for Health (EfH)



## Your programme

Your programme consists of:

- A Spirometry Refresher session: This is a pre-recorded lecture hosted by a spirometry expert
- Access to national spirometry guidelines
- A monthly tutorial: This is a live tutorial, providing you with the opportunity to ask your questions and queries to a spirometry expert
- The Association of Respiratory Technology and Physiology (ARTP) certification

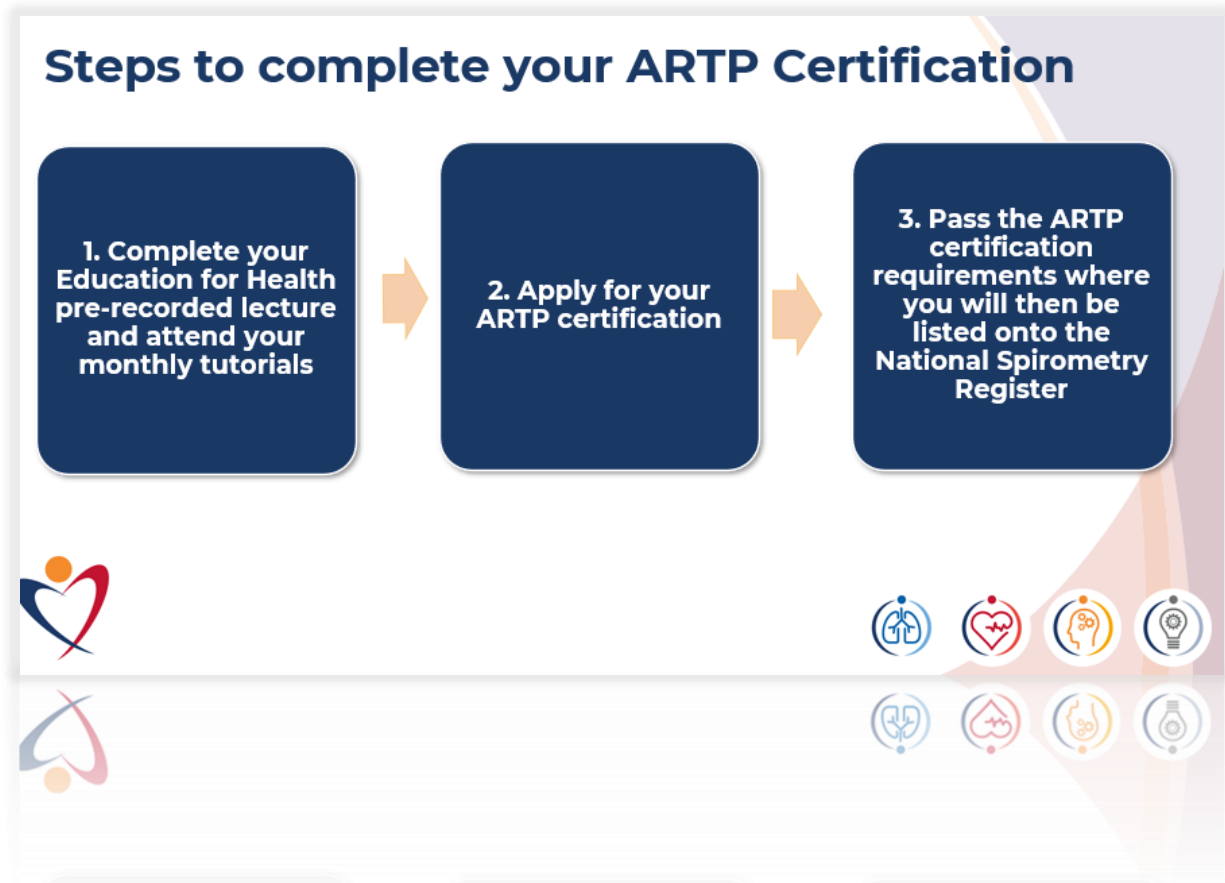
Remember, you have six months access to the pre-recorded lecture, spirometry guidelines and monthly tutorials, so you can refer to these elements at any point and as many times as you would like within this period. As a first step, please work through your pre-recorded lecture, using the guidelines to support your learning.

**Please remember the date you purchased the programme, is your enrolment date.**



## What you need to do to complete your spirometry training and your ARTP certification?

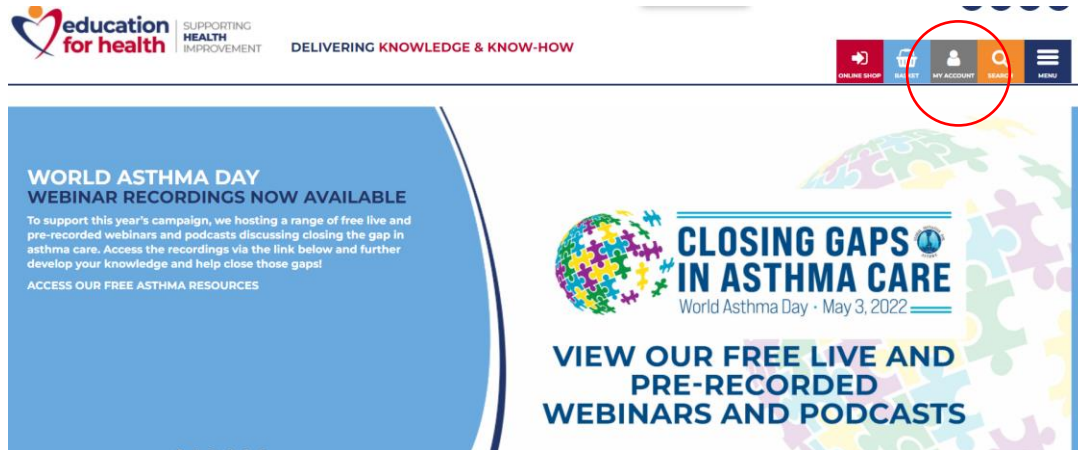
The diagram below details the steps that you will need to take in order to complete your EfH training and complete your ARTP certification.



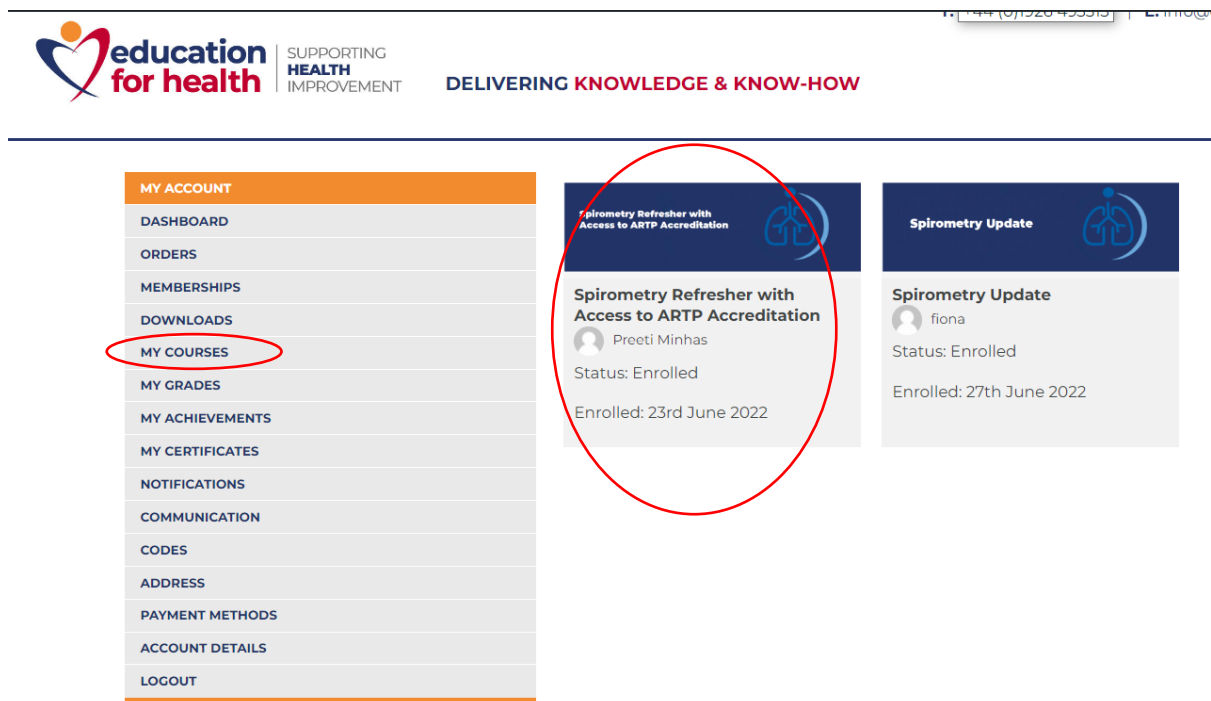


## How do I access the course?

In order to access your eLearning, please click on [www.educationforhealth.org](http://www.educationforhealth.org), then click on my account and enter your log in details.



Once logged in, please click on my courses located on the left-hand side of the screen. Your spirometry refresher programme will appear. You can then click on the programme and begin your learning.





## **Introductory Session (Virtual)**

You will be invited to an introductory session which is co-delivered with the ARTP.

Here we will cover:

- How to navigate the platform and work through your learning
- The resources that you have available to support you in your learning
- How to register for your monthly tutorials
- The role of the ARTP and how to apply for your certification.

You will be sent an invitation for this session via email. We encourage you to attend these sessions so you can ask us and the ARTP any questions that you may have. However, if you are unable to attend this virtually or want to recap on any of the contents you can access the recording by clicking on the introductory session button in your learning platform.

## **Monthly Q&A Tutorials**

The monthly Q&A tutorials have been designed to answer any questions and queries you may have as your progress through the course of your learning. The tutorials have been spilt into different levels depending on your learning needs.

These are as follows:

- **Performing**

These sessions are designed to provide you with an overview of how to perform spirometry. Here we will be discussing key components such as calibration and verification as well as providing some key hints and tips to support your patient getting ready to undertake spirometry.

- **Performing and Reporting (interpreting)**

These sessions are designed for those learners who will be involved in performing spirometry and reporting (interpreting) on spirometry traces. We will cover a step-by-step process on how to report (interpret) a basic spirometry trace. You should attend this tutorial if you are confident on performing spirometry and are ready to report (interpret) a spirometry trace.



- **Reporting and getting ready to undertake your ARTP certification**

These sessions are designed for those learners who are nearing completion of their spirometry learning and are ready to apply for their ARTP certification (assessment). Within this tutorial we will be covering how to report (interpret) more complex traces and providing you with hints and tips to the ARTP certification process.

You can continue to access the tutorials for the course of the six months even if you have completed the pre-recorded lecture.

Please note we will be unable to issue you the recording from the tutorial however you will receive a factsheet covering all the questions no later than the 25<sup>th</sup> of each month. Please ensure you have provided us with the correct email address.

Remember, these tutorials are rolling and therefore as you work through your programme, you can move from one tutorial to another every month.

To book onto these tutorials please click on the pre-register for the live session button highlighted below:

Course information			
Spirometry guidelines	1 of 4	<b>Pre-register for live session</b>	2 of 4
Register with ARTP	3 of 4	Contact us	4 of 4

Please note we will not be able to produce a copy of the recording however we will produce a monthly factsheet which covers all the questions that were asked at the tutorials. You will receive this than no later than the 25<sup>th</sup> of the month.

**Please ensure you let us know if you have changed your email address recently.**

## Support

Remember, this tutorial is an opportunity for you to ask any questions you may have and get the support you require as you progress through your learning. You



can either ask your question at the tutorial or if you would like to discuss a particular part of the spirometry process such as reporting, you can send your requests through by clicking on the contact us button below:

### Additional Resources to support your learning

There are also a number of additional resources and further reading which you can use to support your learning. These can be found under

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**Before you apply for your ARTP certification, please ensure that you have read the National spirometry certification which will help you to understand what is required in order for you to pass the ARTP components.**

You also have access to extra resources to support you complete your ARTP certification components. **Please do make sure you take time to read and complete these resources as they will help you to pass components of your ARTP certification.** These resources are located under the extra resources as highlighted below.

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View Your Welcome Pack – Click Here	Monthly Factsheet – Click Here
Extra Resources to Support Your ARTP Certification	Extension Request
Pre-Register for your Monthly Tutorial	Meet and Greet Video

Get Started





Once you have completed your learning you can then apply for your ARTP certification.

### **First hand: Practical support**

As you complete your pre-recorded lecture and attend the monthly tutorials, you must ensure that you take some time to gain some hands-on time with your spirometer. You may wish to shadow other colleagues who are qualified in spirometry whether this in your local area or in secondary care for instance. It is important that you do take this time to gain some hands-on time, as this will support you to complete your ARTP certification.

### **ARTP Certification Process**

The ARTP is the accrediting body for spirometry, and they provide the certification (assessment) components. The ARTP certification is a part of your Spirometry Interactive online blended learning programme, so you can register to undertake this at a time that is suitable for you during your six-month learning programme with EfH using the Register with ARTP button below.

#### **Course information**

<b>Spirometry guidelines</b>	1 of 4	<b>Pre-register for live session</b>	2 of 4
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The ARTP will contact you **within four weeks** of completing the form with the necessary steps you need to undertake to complete the assessments.

### **When should I apply to undertake my ARTP certification?**

Once you have completed your eLearning and read the **National spirometry certification document**, you can apply for your ARTP certification. **This must be completed before the end of the six months from your enrolment date.**



So, it's very much like passing your driving test, you complete your learning first which is with EfH, and when you are ready you can apply for a driving test which in this case is the ARTP certification.

**Keynote: The ARTP certification process is valid for nine months. Please note this is independent to the six months you have been provided to complete your online learning. Should you wish to defer or extend your ARTP assessment using you have registered using the link above you must contact the ARTP directly on: [admin@artp.org.uk](mailto:admin@artp.org.uk) for any questions or queries you may have in regards to your ARTP certification.**

There are a number of Frequently Asked Questions (FAQ)s please click the following link to the ARTP frequently asked questions

<https://www.artp.org.uk/Spirometry-FAQs>

Once you have successfully completed the ARTP certification you will then be listed on National Spirometry Register.



## **Frequently Asked Questions (FAQ)s**

### **Q. How long will it take for me to hear from the ARTP regarding my assessment once I have completed the form?**

The ARTP complete their enrolments on the 1st of every month. Therefore, you may be contacted up to four weeks from the date you complete the assessments.

### **Q. As Spirometry in primary care is recommencing – how do we do it?**

The ARTP has issued a joint document on risk minimisation in spirometry re-start. The document provides areas which need to be looked at to support the restoration of spirometry in primary care. This includes, looking at risk minimisation for the transmission of COVID-19 including the time between seeing patients and also details around the minimum number of air exchanges. This document can be found under the spirometry guidelines button.

### **Q. How long do we have to do the ARTP certification?**

The 9 months will commence from the date you receive your log in details from the ARTP.

### **Q. How do MCQ's work as part of the assessment?**

MCQ's are for the reporting element only of the full certification or reporting certification. The MCQs provided to you will be based on a pool of questions. The system will select 20 at random for you to complete. These need to be completed under exam conditions within 60 minutes. This will include things such as interpreting tests, grade severity of obstructions, use Z scores as in latest guidance and true / false statements. You will have 3 attempts to pass. Practice questions will be made available.

### **Q. Will the MCQ's be online or in the OSCE?**

The MCQs will be online. We are still in discussion whether this will be invigilated or whether it will be invigilated at a local level. This may include a disclaimer signed by a professional work colleague to confirm that exam conditions have been observed.

### **Q. I am struggling with reporting (interpretation)**



We will be looking at sample of traces throughout these tutorials. If you have any traces which you would like to discuss, please send these in to the are:

[learner.support@educationforhealth.org](mailto:learner.support@educationforhealth.org)

**Q. What is the annual process once on the register?**

Once you have certified, you must complete an annual process to be on the ARTP register. This is a yearly payment with a supporting statement indicating that you are still performing spirometry and are maintaining continual professional development. 5% will also be picked at random where a portfolio will need to be completed. This is reflective of requirements set by other healthcare professional bodies.

**Q. Do we need 10 traces as part of the portfolio?**

10 submitted results need to be repeatable / reproducible in line with ARTP 2020 guidelines. Further details can be found in the National Spirometry Certification document under the spirometry guidelines highlighted above,

**Q. Do we still need to submit a protocol?**

Yes

**Q. Have you any recommendation of a Spirometer to purchase?**

ARTP 2020 guidance has spirometry specifications to meet. The choice of spirometer will be depended on whether it is hospital / home setting.

**Q. if we have problems with Pebble pad who do we contact?**

Pebble Pad is the platform the ARTP uses where you will need to submit portfolio. There is an inbuilt button on the platform so you can ask any queries you may have (please see diagram below).



The screenshot shows the PebblePad interface. The top navigation bar includes 'Contents', 'Guide & Support', 'Background and workplace', 'Verification and Control', 'Patient Tests', 'Declaration', and 'Submitting your portfolio'. The 'Guide & Support' menu is open, showing 'Introduction & Guide' and 'Support Desk'. A red arrow points to the 'Support Desk' link. The main content area features a header for 'ARTP National Spirometry Certification' with a background image of a person using a spirometer. Below the header is the 'Support Desk' section, which includes 'Portfolio Support' and 'Technical Support' subsections. A red arrow points to the email address 'support@artpspirometry.freshdesk.com' in the 'Portfolio Support' section.

## Q. What do I do if I need an extension for my EfH learning programme?

If you need an extension on your learning course, then please complete the form under the extension tabs as mentioned above.

If you require an extension for your ARTP accreditation, please contact the ARTP directly, but only do this if you have applied for your certification.