**Preparing for the Virtual Resident Check List**

**In the office**

* Do you have a space that allows social distancing?
* Laptop or Desktop with webcam for video
* If you are not in the same room, how will you observe?

**Working remotely**

* What hardware does the resident have access to? (Computer with webcam? Printer? Scanner? Fax?)
* Do they have adequate internet bandwidth?
* Remote access to EMR? Key fobs and passwords
* How will the resident sign documents? (Adobe print to PDF to fill and sign documents or

Print and scan)

* How will the resident send documents? (Fax vs E-fax program eg. SR fax license from DTO)
* How will resident send documents to patients? (Secure attach in video platform, secure messaging, email)
* Phone line? (Cell phone blocked or consider a phone app like Fongo Works)

**How will you observe remotely?**

* Listen in on your phone
* 3-way calling
* 3-way video

**How will you teach remotely?**

* Zoom - PHSA license
* Phone

**Preparing your office**

* Email to patients introducing your resident (eg. Mailchimp)
* Communicate with your MOA
* Prepare an appointment type
* Identify proactive care or QI projects

**Access supports**

* Practice Support Program for QI cycle support and funding and peer support

<http://www.gpscbc.ca/what-we-do/practice-supports/psp>

* Doctor’s Technology Office for guides and webinars and peer support

<https://www.doctorsofbc.ca/resource-centre/physicians/doctors-technology-office-dto/health-technology-resources>