EMAIL NETWORK
AND
LEARNING RESOURCES
GUIDE
2020-2021

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Mountain State OPTI is striving to develop and improve effective forms for communication and availability of learning resources throughout the consortium. This guide describes current resources.

Mountain State OPTI maintains an **email network** for all members. MSOPTI administration and other MSOPTI members to communicate quickly and efficiently and to transmit information about MSOPTI events and developments utilize this network. **It is important that you use and maintain your MSOPTI/WVSOM email account, as only these email addresses will be utilized for official MSOPTI/WVSOM communication.**
Additionally, keeping your account active also ensures access to WVSOM Library resources, which are password protected. Resources include access to Up to Date, Clinical Key, Procedures Consult, AccessMedicine, R2 Digital e-book platform, Johns Hopkins ABX guide, LWW Health Library Osteopathic Medicine collection, Audio Digest, OVID journals, Psychiatry on-line, Ebsco databases, the AMA Manual of Style, and Refworks an online citation manager. Research assistance, resource instruction, and interlibrary loan are also available. Visit the WVSOM Library website or contact the library for more details.

INFORMATION ON ACCESS and PASSWORDS

The electronic learning resources described herein are available to MSOPTI interns (OGME-1), residents, Directors of Medical Education, Residency Program Directors, and Medical Education Coordinators at each MSOPTI hospital site for the duration of their membership in MSOPTI. For non-WVSOM Alumni, access is withdrawn upon completion of or departure from MSOPTI educational programs.

Initial user IDs and Passwords, which allow access for all WVSOM students, including interns (OGME-1) and Residents and for non-WVSOM MSOPTI postdoctoral trainees, are assigned by the Computer Services Department at the West Virginia School of Osteopathic Medicine. Please contact the MSOPTI Office to obtain your initial user ED and Password. **Passwords are valid for one year from the date they are assigned and must be changed on an annual basis to prevent them from expiring.**

Repeat log-in failures may be an indication that your password has expired. To verify that your password is valid or obtain a new password, contact WVSOM Computer Services department. If you are a WVSOM Alumni, please contact the WVSOM Alumni office for password updates.

ACCESSING EMAIL

- ➢ Obtain Internet access on a PC;
- ➢ Go to http://msopti.wvsom.edu
- ➢ Click on **E-Mail Web Access**;
- ➢ Enter your User ID & Password;
- ➢ Click appropriate selections to check mail or compose email.

OTHER HELPFUL FEATURES
Forward your email to another email account by clicking the drop-down menu entitled Personal Account Options and selecting Change Mail Forwarding Information. **Save email addresses** by clicking the drop-down menu entitled Personal Account Options and selecting "Edit Address Book." Visit the Computer Services webpage at **www.wvsom.edu/computer** services to **change your password** by clicking "Change Network Password." You will also **find email addresses** for MSOPTI Medical Education Personnel, Interns (OGME-!) and Residents in all MSOPTI programs, WVSOM Faculty, Staff, and Students on the Computer Services homepage.

ACCESSING LIBRARY RESOURCES

- ➢ Obtain Internet access on a PC;
- ➢ Go to http://msopti.wvsom.edu
- ➢ Click on Resources and select **WVSOM Library**;
- ➢ Click the research resource of your choice;
- ➢ Enter your User ID & Password to gain access.
- ➢ **Note that some WVSOM Library Resources require an additional account login. Access details specific to each resource on the WVSOM Library Resource Logins chart contact the library if you have questions or need assistance.**

ADDITIONAL TRAINING

In-service training is offered annually at each MSOPTI site. Training includes information on how to access and utilize these electronic learning resources, including information on how to conduct effective searches for medical research. Individual training sessions can be arranged upon request. Your Medical Education Coordinator will provide information on when training will be available at your site.

Scholarly Activity Requirements

Prior to initiating any research project, institutional approval must be obtained from MSOPTI and WVSOM. MSOPTI provides a check list for Quality Improvement/Quality Assurance (QI/QA) projects, **MSOPTI Quality Improvement Checklist**, to assure that projects are not research and therefore do not need to proceed to the WVSOM Institutional Review Board (IRB). MSOPTI also requires utilization of the **MSOPTI Exemption Checklist** for any research project to determine exemption. Exempt projects do not go before the IRB. The MSOPTI Academic Officer is assigned the review process for all projects with partner institutions that utilize the WVSOM IRB. If the project is deemed Research then an   Institutional approval is obtained by completing and submitting the Project/Research Initiation Request form. **MSOPTI residents are also required to**