

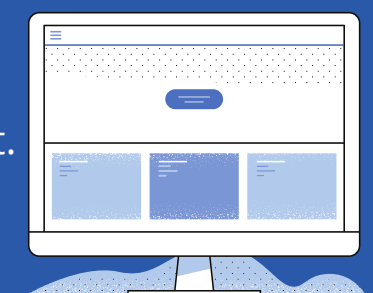


THE DIGITAL HEART MANUAL

KEY INFORMATION FOR FACILITATORS

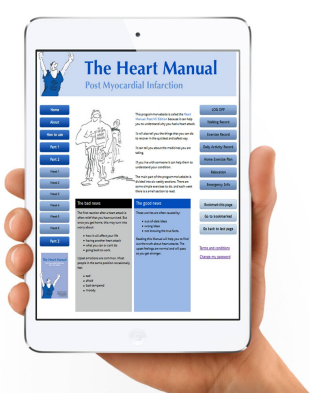
STAGE 1: ACCESSING LOGINS

- To order Digital Heart Manuals, contact our office.
- After ordering you will be sent a set of logins to a named person within your trust/boards cardiac rehab department.
- Agree locally where these are going to be stored, who will have access and how allocation of user accounts will be recorded - we recommend somewhere secure, such as your departments shared drive.



STAGE 2: OFFERING YOUR PATIENT THE D-HM

- First, identify whether the digital option is suitable. Ask them how confident they are using digital technology - using the D-HM is as easy, if not easier than most things you do online!
- If they are unsure, introduce the patient to the resource by directing them to the resource using the link below. You can introduce the programme without having to login.



STAGE 3: GETTING YOUR PATIENT SET UP

- Depending on your service, you can provide the patient with a login either over the phone or via email.
- If you can use email, ask the patient for their email address using your own health boards approved process. We recommend sending a test email and checking that they receive it.
- Assign a username and password from where your service stores D-HMs and email this to the patient.
- Remember to update your local records.



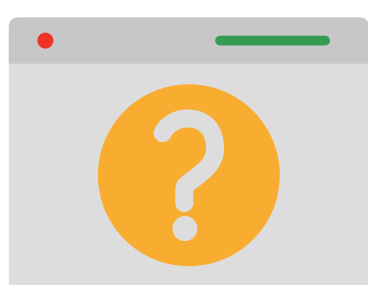
STAGE 4: YOUR FIRST D-HM FACILITATION

- You are now ready to start facilitation! You can do this over the phone or using virtual follow up.
- When facilitating exercise, walking or activity records, discuss with your patient whether they are happy to agree to sharing access via their login.
- If they are you can both login and review this at the same time. If they would prefer, they can use the view/print option to email you a copy.



STAGE 5: CONTINUED FACILITATION

- If your patient has agreed to share access, you can bookmark certain areas to tailor to the patient's own needs.
- The facilitation process is based on individual need but should involve baseline assessment, interim and follow up contacts where appropriate.



STAGE 6: ENDING THE D-HM PROGRAMME

- Once your patient has completed the programme, remind them to complete the patient questionnaire. We use this for audit and quality checks of our resources.

**FOR MORE ADVICE AND SUPPORT EMAIL:
HEART.MANUAL@NHSLOTHIAN.SCOT.NHS.UK**