

## Equipment: You will need:

- A digital camera which MUST HAVE a USB cable.
- **Minimum of 8GB encrypted** memory stick. NES computers can only read from the following brands and we therefore recommend their purchase. We cannot guarantee that other brands will be able to be reviewed!!

IronKey ®

Lok-It ®

Integral ®



- You **may** need an external microphone if your camera's built in system is not powerful enough.



**You must use your NHS computer to transfer your recordings from camera to memory sticks to ensure security. Also note that the Peer Review Team may not be able to access your video files if they have been saved using an Apple Mac.**

## Which Camera?

Ensure the camcorder can be connected to the practice network via a USB cable. Try to ensure the camera will record in .MPEG or .AVI format as this simplifies matters! Recorders with an internal hard disc rather than memory cards would be best - **8Gb memory should be more than sufficient.**

It is difficult to recommend a particular model of camera, as manufacturers upgrade so frequently. Sony, Panasonic and Canon all produce camcorders with USB connections. **Buying an appropriate camera now is recommended, as you will continue to use it once you become an Educational Supervisor.**

For those using JVC Cameras, or indeed any which have a date and time stamp as standard, you **MUST** ensure that after copying the files onto the computer, you change the .MOD files to .MPEG or .AVI. This will ensure the file plays in VLC, Real Player and/or Windows Media Player – essential for our Reviewers.

## Encrypted Memory Sticks

GP NHS computers are owned and maintained by each individual Health Board and each has a preferred choice of encrypted memory stick they wish practices to use. Indeed some Health Boards have locked their networks barring all but their own preferred stick. Verbatim "Store and Go" Memory Sticks ARE NOT ENCRYPTED!! Some of these will only unlock on the PC the files were created on, and therefore are of no use when submitting your Peer Reviews - as they cannot be unlocked by the Reviewer. You must ensure the stick you have is **encrypted!**

**We recommend you contact your local Training Programme Director for advice and information on what local GP Educational Supervisors are using in current Training Practices. It may be that you can buddy-up with a nearby Mentor Training Practice, and get access to the resources they have – including Trainees?!?**

## Local Equipment Assistance

Each Deanery now has a procedure in place which will help you find out exactly which product to buy. Some may even have equipment you can "borrow" in order to get your submission in on time.

<b>East Deanery</b>	<a href="mailto:Susan.smith@nes.scot.nhs.uk">Susan.smith@nes.scot.nhs.uk</a>	01382 740 563
<b>North Deanery</b>	<a href="mailto:Lorna.McDermott@nes.scot.nhs.uk">Lorna.McDermott@nes.scot.nhs.uk</a>	01463 255 710
<b>South East Deanery</b>	<a href="mailto:Bryan.ewington@nes.scot.nhs.uk">Bryan.ewington@nes.scot.nhs.uk</a>	0131 656 4368
<b>West Deanery</b>	<a href="mailto:Michael.hutcheson@nes.scot.nhs.uk">Michael.hutcheson@nes.scot.nhs.uk</a>	0141 223 1411

Further information: <http://www.cpdconnect.nhs.scot/peer-review/>

## SPESC Video Player Recommendation



<http://www.videolan.org/vlc/download-windows.html> - if the link is broken, try Google!

In most cases, your camera software will enable you to easily transfer your recordings onto your PC or Laptop. However, because of some NHS Trust restrictions, it might be best to download the following video player.

The VCL Media Player is compatible with almost ALL forms of video file and which will not endanger any other programmes on your PC. This software is FREE and should take no longer than a few minutes to download.

## Practical Recording Tips

**Load your digital camera software onto your computer following their instructions and guidelines.** The submission to Glasgow will consist of a minimum of six consultations saved onto your encrypted memory stick. **Once recordings have been reviewed and feedback has been received, they should then be deleted from both the computer and camera, again for security and to prevent overloading the Health Board server.**

### Transferring your Recording from Computer to Memory Stick

- Insert Memory Stick in USB port
- Transfer stored video recording on computer to memory stick, either through Windows Explorer or through the camcorder software
- "Save As..." to Encrypted Memory Stick – **ensure this is an .MPEG or .AVI File**
- **Check to ensure the file has been saved to the Memory Stick**



Some practices may find their PCs do not recognise their Camera when connected via the USB cable and therefore the SD Card option below should be used!



### Encrypting Your Recording via SD Card

- Remove the SD Card from the slot in the Camcorder
- Place the SD Card in the SD Card USB Reader and plug into your PC/Laptop
- When the file(s) appear, click "Save As" and save to the Memory Stick Drive
- **Check to ensure the file has been saved to the Memory Stick**

