How to Submit Educational Materials to POGOe

The Portal of Geriatric Online Education (POGOe) is a free public repository of a growing collection of geriatric educational materials in various e-learning formats, including lectures, exercises, virtual patients, case-based discussions, simulations, as well as links to other resources. This manual will describe how to submit educational materials for consideration as a product in the POGOe Product Library.

Content and Format

POGOe materials are intended for use in teaching geriatrics. The pedagogical format is less important than the usefulness of the content in an educational setting. POGOe accepts a wide range of materials from a robust curricular module that contains a lecture presentation with handouts and interactive web content to a product that simply includes a brief pocket card. Every POGOe product must include instruction on how and when the materials should be used within a curriculum. The different learning resource types include but are not limited to Case-Study/Case Series, Educational Game, Faculty Development Materials, Learner Assessment, Lecture/Presentation, Podcast, Quick Reference/Pocket Card and Virtual Patient. Materials may be submitted to POGOe in a variety of different formats, including but not limited to jpg, mov, qt, mpg, mp3, doc, xls, pdf, ppt, and zip.

Educational Material Submission

Before you can begin your product submission, you must be logged into your POGOe account. If you do not already have an account, go to http://www.pogoe.org/user/register to create one. Once you are logged in go to **My Account** and from the dropdown select **New Submission**. On the Add Content screen, select **Educational Material** (see picture below).

After selecting **Educational Material**, you will be taken to **Educational Material Submission** (the submission form), where you will be able to fill in all of the descriptive data about your product and upload the materials. The sections that are required for every submission will be described in bolded font.

The first part that you must complete is the **Product Title**. You should give your product a short, but descriptive title so that a user scanning a list of products will have some idea of the content of your product and also be able to differentiate it from other products on the same topic.

Underneath the title is a series of tabbed sections, as follows.

Tab: Author/Corresponding Contact Information
Date Submitted/Reviewed or Updated for Clinical Accuracy
Enter the date you are submitting the form.

Authors
Fill in the name of the author and press add. You can add more than one author, and once you have a list of names, you can click and drag to re-order them.

Conflict of Interest Guideline & Disclosure:
Select the appropriate statement from the two choices. If you have conflicts to acknowledge, you can enter the details. If you need more space, click the button to add another item.

Contact Person/Corresponding Author
The Contact Person/Corresponding Author is the person that a POGOe user should contact if they have any questions about your product. This person's email address will be publicly displayed.

Institutional Information
Fill in with your Institution name.

Next, you have the option to upload the logo for your institution.

Sponsor Information
If material was funded by a sponsor, please select a sponsor or fill in other if not listed.

Tab: Summary
Abstract
The abstract is the most important section on this tab. It should be approximately a paragraph and should summarize the who, what, why and how of your product.

Educational Objectives
Educational objectives tell the POGOe user what to expect to gain from using your product. You are required to include up to 3 Educational Objectives that outline the expected goals/outcomes of the Educational Material.

Tab: Categories
Intended Learner Audience
Please select the intended learner audience that the educational material is geared towards. Please try not to be overly inclusive.

If there is an intended learner that is not listed please type the intended learner audience into the space provided.

Learning Resource Types
Please select the learning resource type.

If the educational material does not fit into the learning resources types listed please type into the space provided.

Estimate Time to Complete
The **estimated time to complete** is the amount of time that you expect an educator will need to deliver or a learner will need to use the materials that you are providing.

Content Categories
There are six descriptive categories on this tab. Some of them may not apply to your particular product, but you should fill them out whenever relevant. You should choose the five best options that describe your product.

Discipline/Specialty
Select the discipline(s) to which your product best suits your educational material.

Tab: Product Upload
Attach and Upload Files
Click "Choose file", find it on your computer, and then press Attach. You can then rename it to something a little more user friendly. And just like the authors, you can reorder them if you have more than one.

URL for Web Modules
If your product is a website instead of a document or pdf, type the URL into the next section.

If your website requires special instructions, such as a required login or a certain place on the site where users should click, you should include that in the Product Viewing Instructions.

Tab: Competencies
Select the drop down section that best describes the intended learner competencies and select as many domains and competencies as applicable.

Tab: Additional Details
Continuing Education (CME)
You can acknowledge the availability of CME credits from your product, if applicable. Please provide instruction on how the CME credits can be obtained.

Publications from, Presentations from, and/or citations to this product
If your materials have been discussed in a publication or presented at a conference, you should provide a citation to acknowledge the dissemination of your work in other forums.

Additional Information
If you have information about your product that did not fit into the abstract, you should add it to the Additional Information section. This is where you will provide extra information such as special instructions on the use of your materials or acknowledging people or institutions that have helped contribute to the creation of your materials. If your product has been peer reviewed, you should acknowledge this.

Tab: Terms of Use
You must check the Copyright tab to acknowledge that you have read the POGOe Terms of Use and you agree to it on behalf of all the authors of your product.

Certification of Originality and/or Proper Citation
You must choose from two statements to acknowledge that your work is original or that you have provided proper citations. All text or images that have been copied from another person's work must include appropriate citation. You should also ensure that any images from actual patient cases do not include PHI.

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Final Step

Save for later, preview, submit for review. Please just press once as clicking more than once may cause your submission to duplicate.

Things to Remember

Date Reviewed/Updated for Clinical Accuracy is the date of your last revision and/or submission. This date will be used to determine when your product must be reviewed to ensure that the information remains current and accurate. Under the POGOe expiration policy, your product must be reviewed every 3 years.

You can save your submission form at any time by clicking the Save button at the bottom of any tab of the Educational Material Submission page. Make sure your Posting Status is "Saved for Later" until you've completed the entire submission form. Once you've finished, change your status to Submitted for Review and it will be placed in the queue for review by the POGOe Editors.

Submission Process

Once you submit your product for review, it will first be looked over by the Submissions Coordinator to make sure that everything has been submitted properly. The Submissions Coordinator may ask you revise your product if you did not provide enough information or if there is a formatting problem. After revisions, the product will be given to the Content Editor for a final review. The Content Editor ensures that the geriatric education content is appropriate and accurate. If the materials are approved by the Content Editor, the product is Posted and made publicly available to all POGOe users. After a product has been posted, you may still edit it at any time, but it will need to be reviewed again before it can be re-posted.

If you have questions about any step in this entire process, feel free to contact the POGOe team by using the Contact Us link at the bottom of every page on POGOe or by emailing pogoe@americangeriatrics.org.