Instructions for Group Supervisors at Off-Site Locations

1) Email us (bioethics-inquiries@mail.nih.gov) to explain how you will fulfil the duties of a group supervisor:
   a) Form a group of at least 3 individuals
   b) Organize the video-cast location for your participants
   c) Track your group participants’ attendance each week and be responsible for accurate reporting

2) The Department of Bioethics administrator will create a group in the online system for you

3) The administrator will provide a password that you and your group participants will need to use to access the group when registering, you will need to distribute this password to all registrants in your group so that they can register.

4) Please register yourself as a participant of your group and email us again to let us know that you have done so.

5) Please remind your participants to register, and to sign in with you for each session.

6) Report attendance (details to be provided).

7) Remind your participants to complete evaluations and the pre and post tests.

Register at this link: https://bioethics.nihcc.recsolutions.com