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|-------------------|--|
| Date: | <input type="checkbox"/> pre- training • <input type="checkbox"/> post-training |
| Trainer's name: | |
| Evaluator's name: | |

Evaluation Criteria

1. Work according to the role of local venue engineers

1-1. Communicate with task forces

1-1-1. Carry out technical communication with engineers

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|--|--|
| Does not return an answer <input type="checkbox"/> | Answers but do not initiate contact <input type="checkbox"/> | Actively contacts to the members <input type="checkbox"/> | Makes suggestions to the members <input type="checkbox"/> |

1-1-2. Communicate with the moderator, presenter, and participants in one's institution

| | | | |
|---|---|--|---|
| Does not return an answer <input type="checkbox"/> | Answers but does not initiate contact <input type="checkbox"/> | Actively contacts to the members <input type="checkbox"/> | Contacts to the members using every means <input type="checkbox"/> |
|---|---|--|---|

1-1-3. Carry out international communication with the local engineers in the APAN venue

| | | | |
|---|---|--|--|
| Does not return an answer <input type="checkbox"/> | Answers but do not initiate contact <input type="checkbox"/> | Actively contacts to the members <input type="checkbox"/> | Leads discussion among international members <input type="checkbox"/> |
|---|---|--|--|

1-2. Take an interest in telemedicine and work positively

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|--|--|
| Does not join the event <input type="checkbox"/> | Joins the event but does other things <input type="checkbox"/> | Positively works on one's task <input type="checkbox"/> | Positively works on other trainees' tasks to learn telemedicine deeply <input type="checkbox"/> |

2. Check technical setup at local venue

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|--|---|
| Does not carry out any connection test beforehand <input type="checkbox"/> | Carries out connection test with different equipment and environment of the event <input type="checkbox"/> | Carries out connection test with the same equipment and environment of the event <input type="checkbox"/> | Carries out a rehearsal using the same equipment and environment according to the flow of the event <input type="checkbox"/> |

3. Operate equipment

3-1. Use network

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|---|--|
| Incapable to connect to the network <input type="checkbox"/> | Capable to connect to the network <input type="checkbox"/> | Capable to explain the configuration of the connected network to the videoconferencing system <input type="checkbox"/> | Capable to change the configuration of the connected network to the videoconferencing system <input type="checkbox"/> |

3-2. Operate videoconferencing system

| Level 1 | Level 2 | Level 3 | Level 4 |
|--|---|--|---|
| Incapable to use the videoconferencing system nor connect to the event <input type="checkbox"/> | Capable to connect to the event <input type="checkbox"/> | Capable to use the user settings of the videoconferencing system <input type="checkbox"/> | Capable to use the administrator settings of the videoconferencing system <input type="checkbox"/> |

3-3. Operate audio equipment

| Level 1 | Level 2 | Level 3 | Level 4 |
|--|--|---|---|
| Incapable to use the audio equipment nor send and receive signal <input type="checkbox"/> | Capable to send and receive signal but the sending signal is inappropriate <input type="checkbox"/> | Capable to send and receive signal and maintain receiving quality <input type="checkbox"/> | Capable to send and receive signal and maintain sending quality <input type="checkbox"/> |

3-4. Operate visual equipment

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|--|---|
| Incapable to use the visual equipment nor send and receive signal <input type="checkbox"/> | Capable to send and receive signal but the sending signal is inappropriate <input type="checkbox"/> | Capable to send and receive appropriate signal <input type="checkbox"/> | Capable to send and receive appropriate signal in a smooth operation manner <input type="checkbox"/> |

4. Setup local venue from scratch

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|---|
| Incapable to do any setup <input type="checkbox"/> | Capable to connect equipment based on the shape of plugs <input type="checkbox"/> | Capable to setup accordingly to the equipment configuration diagram <input type="checkbox"/> | Capable to draw an equipment configuration diagram and choose the necessary equipment <input type="checkbox"/> |

5. Maintain required quality level for telemedicine

5-1. Maintain audio quality

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|
| Does not make effort to maintain the required quality <input type="checkbox"/> | Makes effort to maintain the required quality and share with the other members <input type="checkbox"/> | Capable to adjust configuration to reach the required quality at own site <input type="checkbox"/> | Capable to advice adjustment of configuration to reach the required quality at the other sites <input type="checkbox"/> |

5-2. Maintain camera / contents image quality

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|
| Does not make effort to maintain the required quality <input type="checkbox"/> | Makes effort to maintain the required quality and share with the other members <input type="checkbox"/> | Capable to adjust configuration to reach the required quality at own site <input type="checkbox"/> | Capable to advice adjustment of configuration to reach the required quality at the other sites <input type="checkbox"/> |

5-3. Maintain network quality

| Level 1 | Level 2 | Level 3 | Level 4 |
|--|--|---|--|
| Does not make effort to maintain to the required quality <input type="checkbox"/> | Makes effort to maintain the required quality and share with the other members <input type="checkbox"/> | Capable to adjust configuration to reach the required quality at own site <input type="checkbox"/> | Capable to advise adjustment of configuration to reach the required quality at the other sites <input type="checkbox"/> |

6. Handle medical information

6-1. Control contents (surgical movie, CT scanned image, etc.) in adequate quality at local venue

| Level 1 | Level 2 | Level 3 | Level 4 |
|--|--|---|--|
| Incapable to carry out content sharing <input type="checkbox"/> | Capable to carry out basic content sharing <input type="checkbox"/> | Capable to carry out appropriate content sharing based on the characteristics of the material <input type="checkbox"/> | Capable to configure equipment and network to carry out high quality content sharing <input type="checkbox"/> |

6-2. Decide how to handle medical information based on consideration of ethical issues

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|---|
| Incapable to handle ethical issue <input type="checkbox"/> | Capable to handle ethical issues which were pointed out from others including remote sites <input type="checkbox"/> | Capable to handle ethical issues which the local engineer recognizes by himself/herself <input type="checkbox"/> | Capable to prevent ethical issues by checking medical contents in advance <input type="checkbox"/> |

7. Troubleshoot during sessions

7-1. Troubleshoot audio issues

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|
| Incapable to handle technical issue <input type="checkbox"/> | Capable to handle technical issues which were pointed out from others including remote sites <input type="checkbox"/> | Capable to handle technical issues which the local engineer recognizes by himself/herself <input type="checkbox"/> | Capable to propose appropriate measures to other sites <input type="checkbox"/> |

7-2. Troubleshoot visual issues

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|
| Incapable to handle technical issue <input type="checkbox"/> | Capable to handle technical issues which were pointed out from others including remote sites <input type="checkbox"/> | Capable to handle ethical issues which the local engineer recognizes by himself/herself <input type="checkbox"/> | Capable to propose appropriate measures to other sites <input type="checkbox"/> |

7-3. Troubleshoot network issues

| Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|
| Incapable to handle technical issue <input type="checkbox"/> | Capable to handle technical issues which were pointed out from others including remote sites <input type="checkbox"/> | Capable to handle technical issues which the local engineer recognizes by himself/herself <input type="checkbox"/> | Capable to propose appropriate measures to other sites <input type="checkbox"/> |