



## 2021-2022 Focused Lifelong Learning Xperience (FLEX) Program USER GUIDE

*Thank you for registering for FLEX!*

*Your FLEX subscription materials are available in OTO Logic, our online learning platform until August 31, 2022 and outlined below:*

- FLEX Program (8 topic-specific modules, released over the academic year)
- FLEX+ Catalog (200+ CME courses)
- **OTO Quest: 2021 Question Set**
- **2020 Annual Meeting Webcasts**

*Bonus Resident Subscriber Tools accessible through OTO Logic > My Transcript > In Progress course listing.*

### ACCESSING FLEX:

*Note: All images in this guide have been taken from the 2020-21 program as an example.*

**Step 1:** Head to: [www.OTOLogic.org](http://www.OTOLogic.org)

**Step 2:** Enter your **AAO-HNS ID number** and **password** to log in.

**Step 3:** In the left-hand **Navigation Bar**, select the “FLEX” tab. You will be brought to a FLEX Overview page where available sections are listed on the right-hand side.

**Step 4:** Hover your mouse over the **title** of the section you wish to access – a “Continue” button will display. Only sections that have been released will have a “Continue” button. Select “Continue” to access a particular section.

## 2021-2022 FLEX: Focused Lifelong Learning Xperience

Status: Not started

Welcome to your FLEX Virtual Classroom!

### Specialty Topic Section Release Schedule

September 2021: Sinus/Neoplasms  
October 2021: Oropharyngeal Dysphagia  
November 2021: Oral Cavity Cancer  
January 2022: Acoustic Neuroma: Diagnosis, Treatment, and QoL/Rehab  
February 2022: Congenital Hearing Loss  
March 2022: Business of Medicine  
April 2022: Adult Sleep Apnea  
May 2022: Fillers

**Plus!** 200+ CME courses to personalize your learning path: OTOLogic+ (Physicians) and FLEX+ Catalog (Residents)  
Residents also have access to the Annual Meeting Webcasts - 2020 Catalog and the OTO Quest - 2021 Set with 400+ new questions



## September 2021 | Sinus/Neoplasms

Not Started | 0 out of 6 Courses Completed

Continue



## October 2021 | Oropharyngeal Dysphagia

Not Started | 0 out of 0 Courses Completed

**Step 5:** A section dashboard will populate with individual components listed.

Each section contains **6 components**. Learners can earn a minimum of **13 CME** credits per section if **all** components within a section are completed. Section Introductions are informative but do not provide credit.



**xREAD:** Five timely journal article with expert summaries.



**xSVP:** Two annotated surgical video procedures to develop critical surgical skills.



**xCAST:** Two topical podcasts with leading experts.



**xCHAT:** Discuss relevant clinical cases and scientific journal articles with your peers.



**xCASE:** Solve cases of the week make the proper diagnosis and treatment pathway.



**xLIVE:** Join the webinar live to dive deeper into the specialty topic.

- Once you begin accessing components, the section overview will update to display components in the **“Started”** or **“Completed”** categories.
- **It is recommended you keep the section dashboard open in its own tab and launch all individual components by right clicking *“open in a new tab”*. This will ensure you can easily access your section dashboard to begin other components.**

September 2021 | Sinonasal Neoplasms

0 out of 6 required courses completed  
Refresh

Not Started

Component	Credits
FLEX: Introduction to Section 1 - Sinonasal Neoplasms	5
xRead: xREAD Sinonasal Neoplasms - September 2021	5
xSVP: xSVP Sinonasal Neoplasms - September 2021	1
xChat: xCHAT Sinonasal Neoplasms - September 2021	1
xCASE: xCASE Sinonasal Neoplasms - September 2021	1
xCast: xCAST Sinonasal Neoplasms - September 2021	1
xLIVE: xLIVE Sinonasal Neoplasms - September 2021	1

- Once the component is launched in a new window, there is a **component outline** to track progress for component completion.
- **All pieces within a component's menu must be accessed** to receive both component completion and CME credit.

September 2021 | Sinonasal Neoplasms

0 out of 6 required courses completed  
Refresh

Not Started

Introduction to Section 1 - Sinonasal Neoplasms

xRead Sinonasal Neoplasms - September 2021 - Google Chrome

Not secure | academy.entnet.org/diweb/catalog/launch/package/3/eid/8284315

- xRead Sinonasal Neoplasms (September 2021)
- xRead Sinonasal Neoplasms - Articles and Summary (September 2021)
- xRead Sinonasal Neoplasms - Assessment Questions (September 2021)
- xRead Sinonasal Neoplasms - Assessment (September 2021)

Refresh

Please click [here](#) to launch the learning module in a new window.

MENU

xRead - Sinonasal Neoplasms (September 2021)

- ▼ xRead - September 2021
  - Introduction ✓
  - Section Faculty
  - Faculty Disclosure
  - CME Overview
  - Evidence Based Medicine
  - Credit information
  - Article #1
  - Expert summary
  - Article #2
  - Expert summary
  - Article #3
  - Expert summary
  - Article #4
  - Expert summary
  - Article #5
  - Expert summary
  - Don't forget...

xRead

TIMELY SCIENTIFIC JOURNAL ARTICLES

## Sinonasal Neoplasms

This activity provides five scientific journal articles designed to provide relevant and timely clinical training and current practitioners in otolaryngology.

## ACCESSING THE FLEX+ CATALOG (200+ CME courses):

- When logged into OTO Logic, select “**FLEX+ Catalog**” from the left-hand navigation panel.
- If you see a *Buy Now* button, check to confirm you are accessing the **FLEX+ Catalog** and not the OTO Logic Catalog (the general catalog available to everyone for purchase).
- Once selected, catalog courses will be displayed on the right. To narrow your search, you can use the search bar, or use the “**Activity Series**” and “**Specialty**” filters.
- Once a course of interest is found, select the blue “**Launch**” button to begin.
- Once the course is completed and evaluation submitted, credit will automatically be awarded on your transcript under the year it has been completed.

The screenshot shows the OTO Logic interface. On the left, a navigation menu has 'FLEX+ Catalog' highlighted in blue, with a blue arrow pointing to it. The main area features a search bar, a 'Sort By' dropdown set to 'Name', and 'Results 1 - 15 of 201'. Below this are two filter sections: 'Activity Series' with options like 'Annual Meeting Expert Series (AmX)', 'Annual Meeting Webcasts (AMW)', 'Clinical Fundamentals (Cf)', 'Clinical Otolaryngology Online (Co)', 'Clinical Practice Guidelines (Cpg)', 'eBooks', 'eCourses (eC)', 'ENT Exam Series (Xs)', 'ENT for the PA-C (PAC)', 'Faculty Development Series (Fac)', 'Live Meetings', 'Otolaryngology Patient Scenarios (OPS)', 'OTOQuest Knowledge Assessment (OtoQ)', 'Patient Management Perspectives (Pmp)', and 'Podcasts (Pod)'; and 'Specialty' with options like 'Allergy', 'Bronchoesophagology', 'Neurology', and 'Head and Neck Surgery'. On the right, a list of courses is shown with columns for 'TITLE', 'VIEW DETAILS', and 'LAUNCH'. The first course is '2016 Thyroid Cancer Update: Annual Meeting Expert Series - Interview' with an 'AmX' logo and a 3-star rating. The second is '2018 ENT for the PA-C: Advan...' with a 'PAC' logo and a 5-star rating. The third is '2018 ENT for the PA-C: Core S...' with a 'PAC' logo and a 5-star rating. The fourth is '2018 ENT for the PA-C: Full Co...' with a 'PAC' logo and a 5-star rating.

## VIEWING YOUR TRANSCRIPT

- When logged into OTO Logic, select “**My Transcript**” from the left-hand navigation panel.
- The transcript will default to “**Complete**” activities for the **current** year.
- To select a different year, choose from the “*Grades for year*” drop-down menu (**ex: 2020**)
- If needed, select the blue button on the right: “**Download my transcript**”. It can then be saved/printed/emailed.

The screenshot shows the 'My Transcript' page. The left navigation menu has 'My Transcript' highlighted in blue. At the top, there are tabs for 'Complete' (selected) and 'In Progress'. Below the tabs is a paragraph of text: 'The American Academy of Otolaryngology-Head and Neck Surgery Foundation (AAO-HNSF) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The education activities in AcademyU have been designated for AMA PRA Category 1 Credit(s)™ by the Foundation.' This is followed by sections for 'Physicians', 'ABOHNS MOC Recognition Statement', and 'International Physicians and Nonphysicians'. Below this is a 'Grades for year' dropdown menu with options for 2021, 2020, and 2015. A blue arrow points to the 2021 option. To the right of the dropdown is a blue button labeled 'Download my transcript'. Below the dropdown is a table with columns: 'TITLE', 'GRADE (%)', 'TIME', 'COMPLETION', 'START DATE', 'END DATE', 'CREDIT DESIGNATION', and 'FORMAT'. The table shows two rows of completed activities: 'xLIVE - October 2020' and 'xSIM - April 2021'. Each row has a 5-star rating and a 'View Details' button.