



2022-2023 Focused Lifelong Education 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, 2023 and outlined below:

- FLEX Program (8 topic-specific modules, released over the academic year)
- FLEX+ Catalog (200+ CME courses)
- *OTO Quest: 2022 Question Set*
- *2021 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 2021-22 program as an example.

Step 1: Head to: 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 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	Description	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	xCASE 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.

The screenshot shows the course page for "September 2021 | Sinonasal Neoplasms". It indicates that 0 out of 6 required courses have been completed. A "Refresh" button is visible. A browser window is open, displaying a component outline with the following items:

- 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)

A "Refresh" button is located below the list. A blue arrow points to the "xRead Sinonasal Neoplasms (September 2021)" item in the browser window. The main page also features a "Not Started" section with a "FLEX" logo and a button for "Introduction to Section 1 - Sinonasal Neoplasms".

The screenshot shows the article page for "xRead - Sinonasal Neoplasms (September 2021)". The page features the "xRead" logo and the text "TIMELY SCIENTIFIC JOURNAL ARTICLES". The main heading is "Sinonasal Neoplasms", followed by a description: "This activity provides five scientific journal articles designed to provide relevant and timely clinical training and current practitioners in otolaryngology".

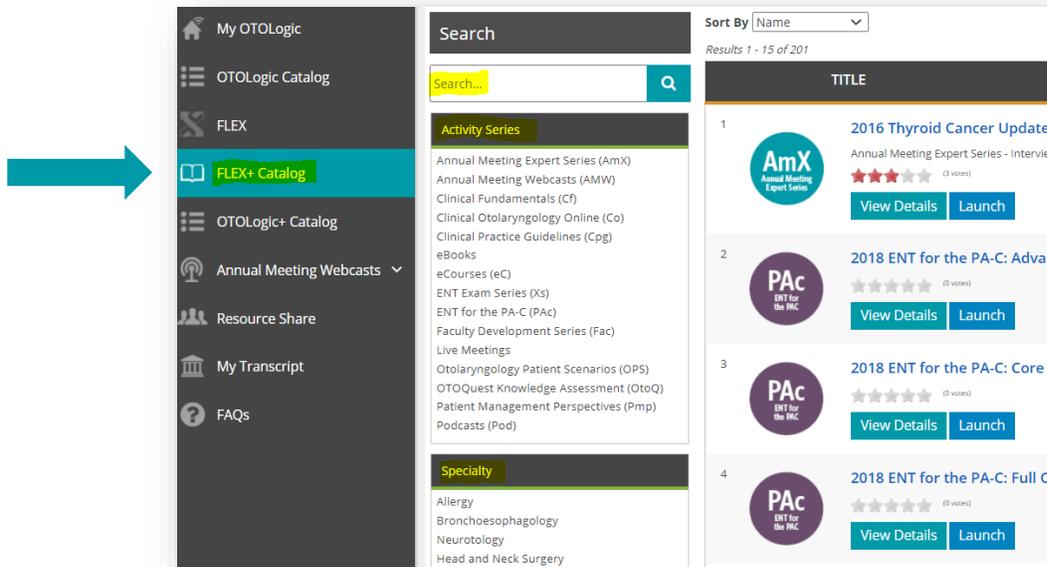
A detailed menu is visible on the left side of the page, listing the following items:

- 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...

A blue arrow points to the "Section Faculty" item in the menu.

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

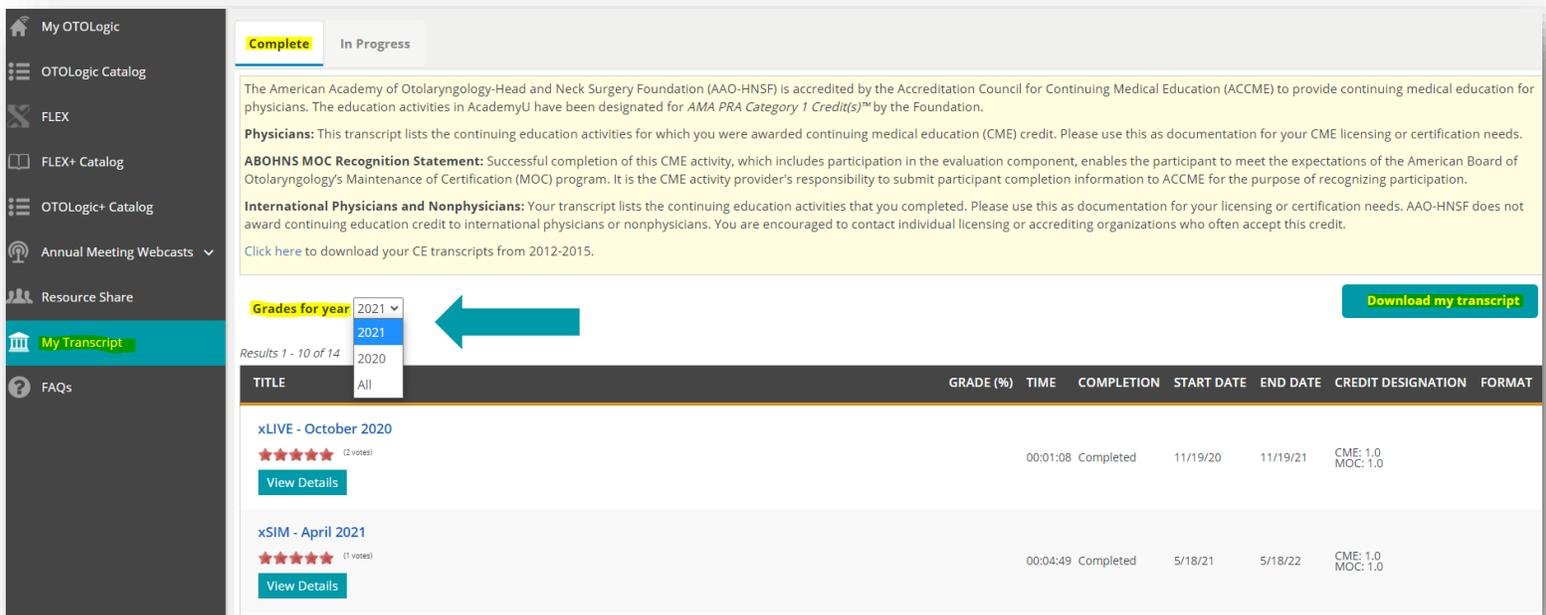
- When logged into OTO Logic, select “**FLEX+ Catalog**” from the left-hand navigation panel.
- If you see a *Buy Now* button, check to confirm you are accessing the **FLEX+ Catalog** and not the OTO Logic Catalog (the general catalog available to everyone for purchase).
- Once selected, catalog courses 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 teal arrow pointing to it. The main content area is divided into three sections: a search bar, filter categories, and a list of courses. The 'Activity Series' filter is expanded, showing options like 'Annual Meeting Expert Series (AmX)', 'Clinical Fundamentals (Cf)', etc. The 'Specialty' filter is also expanded, showing 'Allergy', 'Bronchoesophagology', etc. The course list on the right shows four items, each with a rating, a 'View Details' button, and a 'Launch' button. The first course is '2016 Thyroid Cancer Update: Annual Meeting Expert Series - Interview' with a 3-star rating. The other three are '2018 ENT for the PA-C: Advanced', '2018 ENT for the PA-C: Core', and '2018 ENT for the PA-C: Full Course'.

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. The main content area has tabs for 'Complete' (selected) and 'In Progress'. Below the tabs is a paragraph of text about accreditation. A 'Grades for year' dropdown menu is open, showing '2021' selected and '2020' highlighted with a teal arrow. A 'Download my transcript' button is visible on the right. Below the dropdown is a table of completed CME activities.

TITLE	GRADE (%)	TIME	COMPLETION	START DATE	END DATE	CREDIT DESIGNATION	FORMAT
xLIVE - October 2020 ★★★★★ (2 votes)		00:01:08	Completed	11/19/20	11/19/21	CME: 1.0 MOC: 1.0	
xSIM - April 2021 ★★★★★ (1 votes)		00:04:49	Completed	5/18/21	5/18/22	CME: 1.0 MOC: 1.0	