

Intuitive Learning Customer Training Guide

Purpose

Use the following steps to access Intuitive Learning, switch between multiple hospitals, select and enroll in learning plans, and download your training certificates. If you have any questions, please contact the customer support team in your region.

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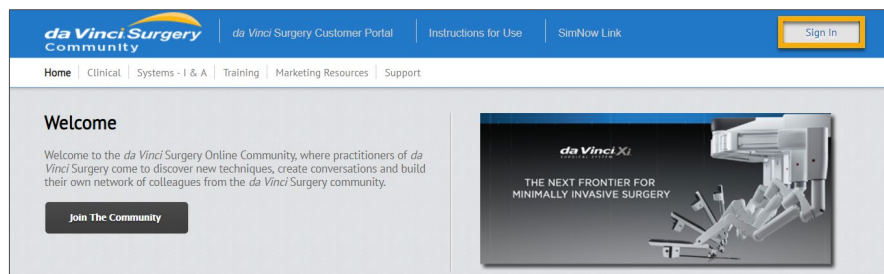
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Sign Into Intuitive Learning

Step 1

Navigate to
www.davincisurgerycommunity.com
 and select **Sign In**.



Note: If you were enrolled by an Intuitive representative, an account has already been created for you. Open the personalized link within the registration email (**Subject:** Complete your registration) to create your password.

If you already have an account and password, skip to **Step 6**.

From: Intuitive Surgical <svc-CPD-SMTP@intusurg.com>
Sent: Thursday, May 21, 2020 2:40 PM
To: johnsmith@myemailaddress.com
Subject: COMPLETE YOUR REGISTRATION

INTUITIVE.

Welcome to Intuitive Surgical

Please click on the below button to complete your registration.

[Complete my registration](#)

If you have any further questions, please contact the Intuitive Surgical Online Community support Team at dvrc@intusurg.com or community@intusurg.com

Thanks!
 Intuitive Surgical

Sign Into Intuitive Learning Continued

Step 2

Complete page 1 of the registration form.

If available, I prefer to see documents and videos in...

English

Title *

SURGEON

First Name *

John

Middle Name

Last Name *

Smith

Username *

JSmith123

Email Address *

JSmith.Surgeon@acmehospital.org

Secondary Email(optional)

Password *

.....

Confirm Password *

.....

Step 3

Review the **Notice of Data Processing**.
Select **Continue to user account**.

Notice of Data Processing

This Notice of Data Processing ("Notice") applies to your personal data collected through the Intuitive Surgical websites available from your log-in on the previous web page, including Community Portal and Online Community (the "Site"). This Notice describes:

- [1.Collection and use of your personal data](#)
- [2.How we share your personal data](#)
- [3.How we protect your personal data](#)
- [4.Cross-border data transfers of your personal data](#)
- [5.Your choices regarding your personal data](#)
- [6.Changes to this Notice](#)
- [7.Cookies](#)

The controller of this information is the Intuitive Surgical entity with whom your hospital has a relationship (the "Company", "we", "our", or "us"). You may find contact information for the Intuitive Surgical family of companies here: <https://www.intuitivesurgical.com/support/contact/>. Our principal locations are in the United States: 1020 Kifer Road, Sunnyvale, California 94086 and in Switzerland: 1 Chemin des Mûriers, 1170 Aubonne.

1. COLLECTION AND USE OF YOUR PERSONAL DATA

Continue to user account

I do not want a user account

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PN 1051726 Rev D 06/2020

Sign Into Intuitive Learning Continued

Step 4

Complete page 2 of the registration form.

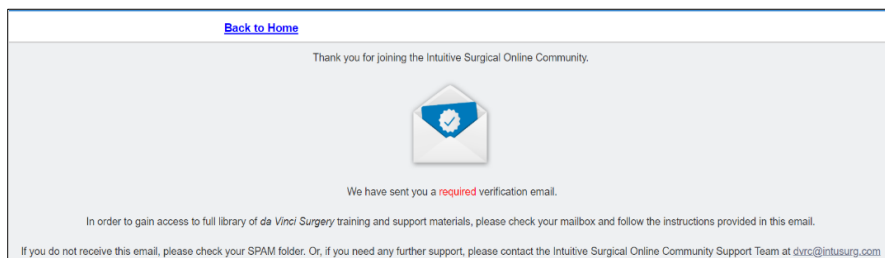
Select **Join**.

The image shows a registration form titled "Hospital - Please select your primary hospital:". It includes a dropdown menu for "Other Hospital" with "ACME Hospital" selected. Below this is a section for "I specialize in:" with checkboxes for Cardiac, General Surgery, Gynecology, Head and Neck, Thoracic, and Urology. The "General Surgery" checkbox is checked. There is a field for "National Provider Identifier:" and a "Photo" section with a "Choose File" button and "No file chosen" text. A "Security Check" section shows a CAPTCHA image with the text "eb07" and a corresponding input field. At the bottom are "Previous", "Join", and "Cancel" buttons. The "Join" button is highlighted with a yellow border.

Step 5

After completing the registration form, you will receive a confirmation email (**Subject:** Welcome to the Intuitive Surgical Online Community).

Select the link within the email to validate your email address.



Step 6

Navigate to **Learning.Intuitive.com**. Enter your email address and password.

Select **Log In**.

The image shows the Intuitive Learning login page. It features the "INTUITIVE." logo at the top. Below the logo is a message: "If you are not able to login, please contact community@intusurg.com or dvr@intusurg.com". There are input fields for "Email" and "Password". Below these fields is a link: "Did you forget your password?". At the bottom is a "LOG IN >" button, which is highlighted with a yellow border. Below the button is a link: "Create an account".

Sign Into Intuitive Learning Continued

Step 7

If prompted, select your preferred Language for website content and select **Confirm**.

Select Your Language


Your Country

United States

Available Language Options

English

CONFIRM



Step 8

If Hospital Learning Management is enabled at your hospital, select **Agree** to accept the Hospital Learning Management disclaimer.


This allows your hospital to assign, track, and manage your training and completions.

Hospital Management Disclaimer

Our record indicate that your primary hospital is [user:field-moodle-organisation:name]. Your hospital learning coordinator(s) would like manage your robotic training. Do you agree to allow access to your following records?

- Certificates
- Historical Training Record
- Profile Information

AGREE DISAGREE



Step 9

If you have a simulator installed at your hospital, set up your simulator access and preferences. Select **Continue**

Simulator Preferences

Let's set up your simulator access and preferences, and you'll be ready to use simulator.

DOMINANT HAND

Right

SIM USER NAME

SimUser000000

4 DIGIT PIN *

Enter a 4 digit PIN of your choice

CONFIRM 4 DIGIT PIN *

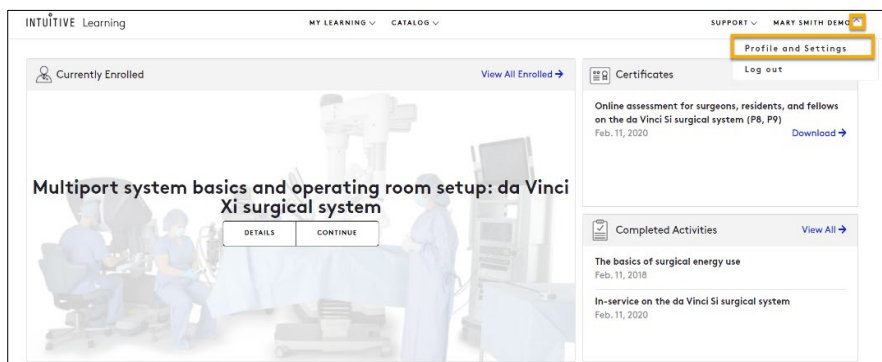
Enter your chosen PIN one more time

CONTINUE

Change Primary Hospital Associations

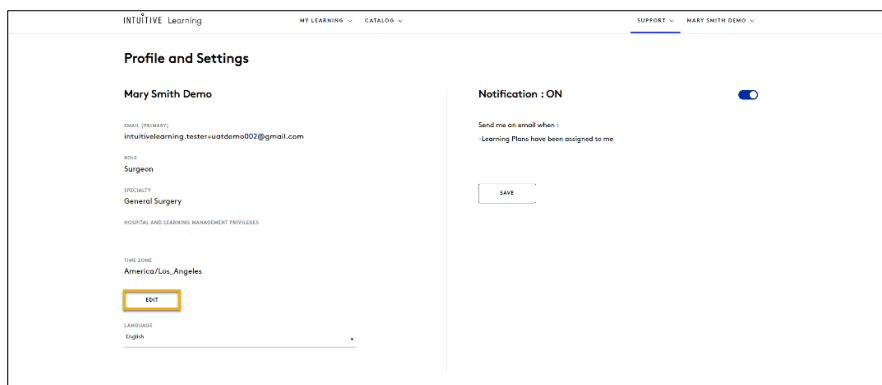
Step 1

To change primary hospitals from the profile menu, select **Profile and Settings**.



Step 2

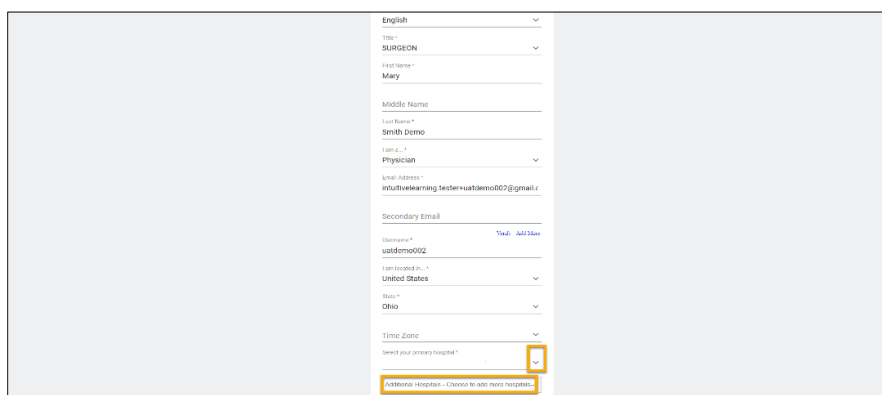
Select **Edit**.



Step 3

Use the **Select your primary hospital** drop-down arrow to view and select the available hospitals in your selected country.

Note: You can add secondary hospitals to your profile, however, only your primary hospital will reflect in Intuitive Learning. All of your training records will remain the same when changing hospitals.

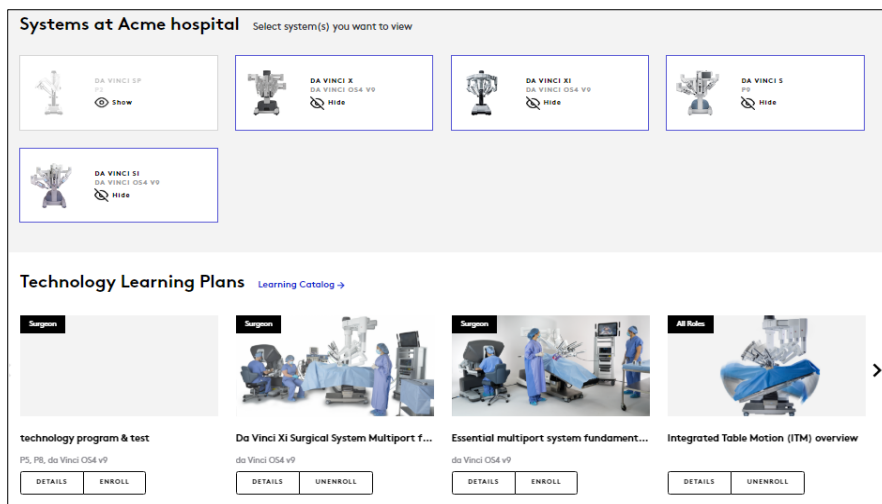


Enroll and Unenroll in a Technology Learning Plan

Step 1

From the home page, scroll down to the curated list of recommended learning plans based on the system installations at your hospital.

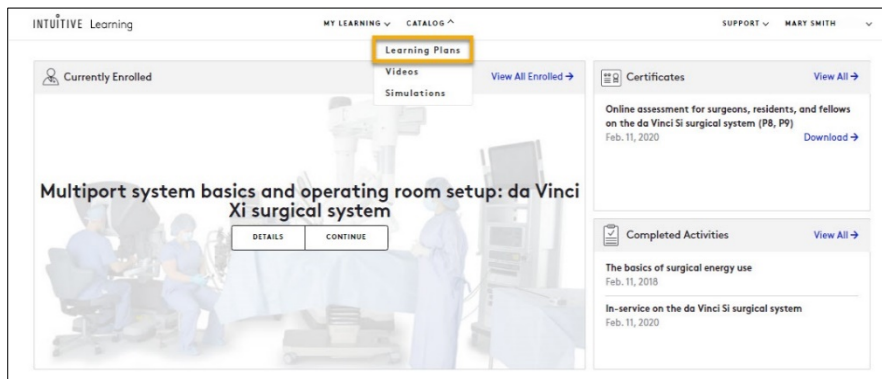
Show/hide any of the system installations to further personalize your recommendations.



Step 2

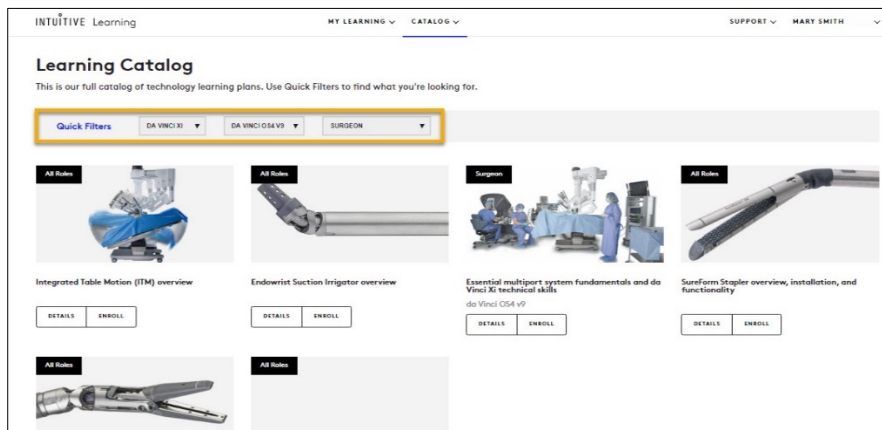
You can also select a Technology Learning Plan from the **Catalog**.

On the top menu. Select **Catalog** and then select **Learning Plans**.



Step 3

Use the **Quick Filters** to search for a learning plan.

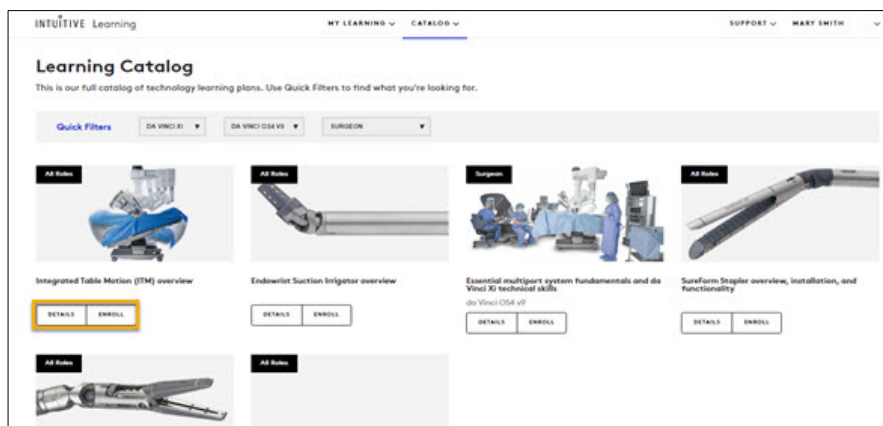


Enroll and Unenroll in a Technology Learning Plan Continued

Step 4

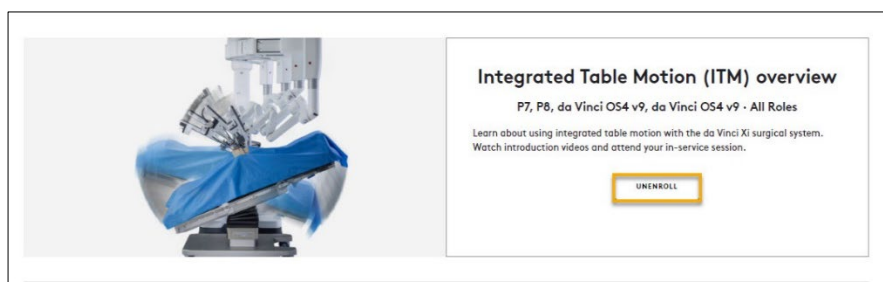
From your recommendations or the Learning Catalog menu, select **Details** to preview the courses in the plan

Select **Enroll**.



Step 5

Select **Unenroll** to remove a Technology Learning Plan.



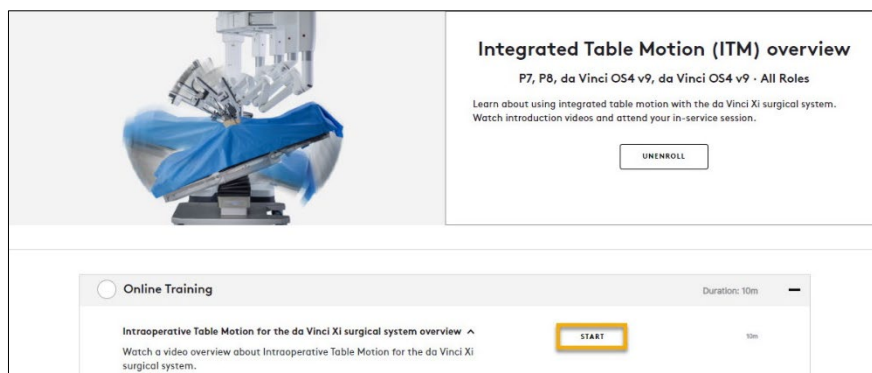
Note: Learners cannot unenroll from a learning plan that is already completed or that was assigned by an Hospital Learning Coordinator (HLC) or Intuitive representative.



Complete a Course

Step 1

From your learning plan select **Start** to begin a course.



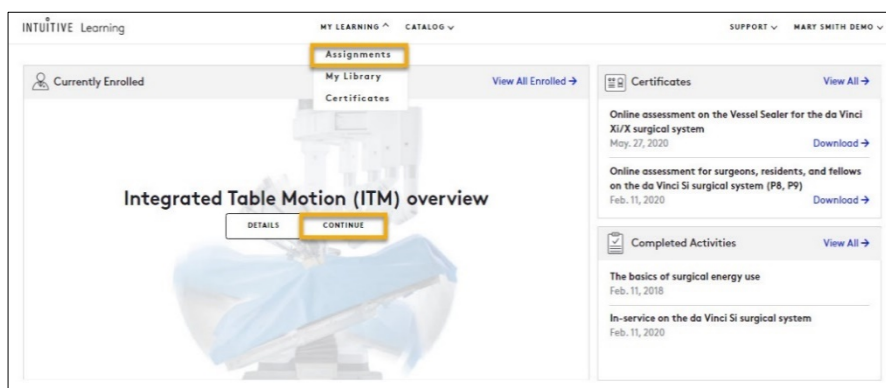
Step 2

To resume a course:

From the Home page, locate the course then select **Continue**

or

Select **My Learning** and then **Assignments**.



Step 3

To complete the course and receive credit, select the **Completion Status** checkbox, and then select **Confirm**.

Note: Some courses can only be marked complete by an Intuitive representative. If the option to certify your completion is not available, please contact your Intuitive representative to schedule training.

Completion Status

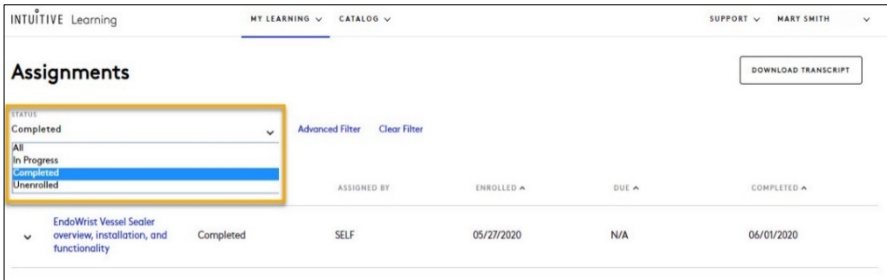
☒ I certify that I have completed this training

CONFIRM

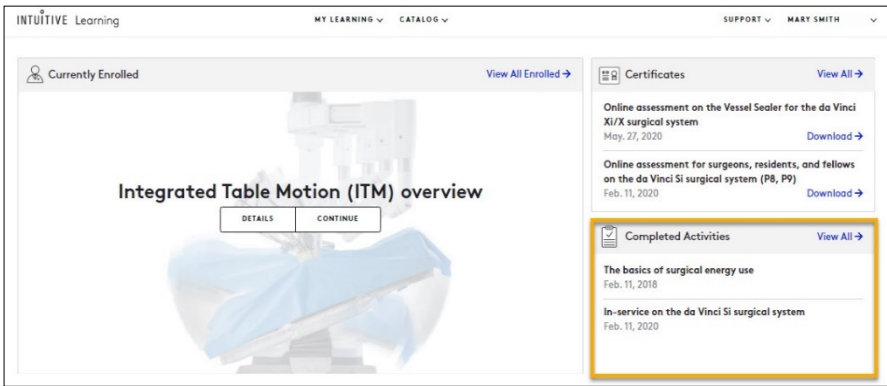
Complete a Course Continued

Step 4

To view completed activities from the **Assignments** page use the **Status** drop-down menu and select **Completed**.



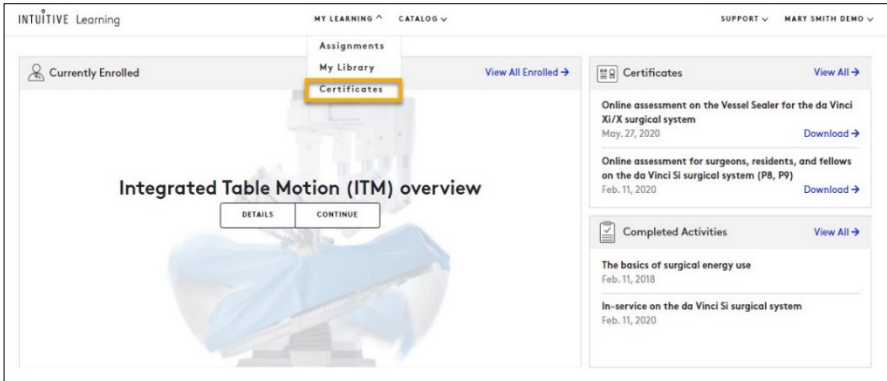
You can also view completed activities from the Home Page.



Download Certificate

Step 1

From the Home page, select **My Learning** and then **Certificates**.



Step 2

Locate the desired course, then select **Certificate**.

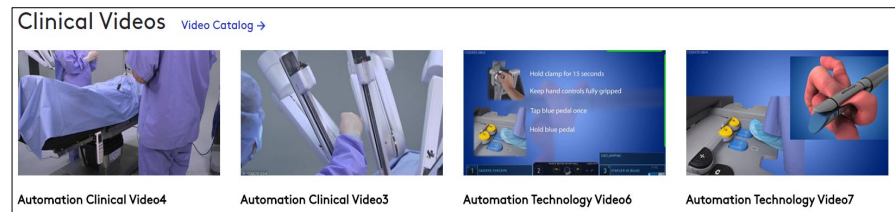
A PDF copy of the certificate of completion will download.

INTUITIVE Learning			
MY LEARNING v MANAGE LEARNING v CATALOG v PEOPLE SUPPORT v DEVUSER SUPERAD ... v			
Certificates			
CERTIFICATE TYPE			
All Certificates v			
TITLE	CERTIFICATE TYPE	COMPLETED v	DOWNLOAD
Si Stapler Assessment	Online Assessment	04/22/2020	Certificate ->
Xi Multi-Port Technology Training TEst	Basic Training	04/22/2020	Certificate ->

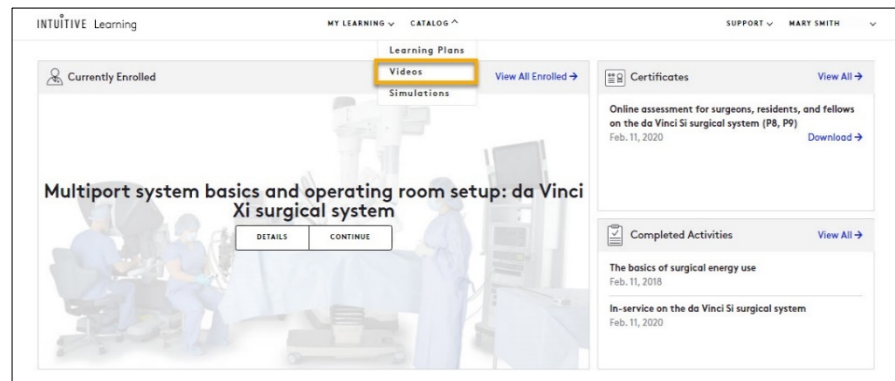
Access Video Catalog

Step 1

View recommended videos from the home page...

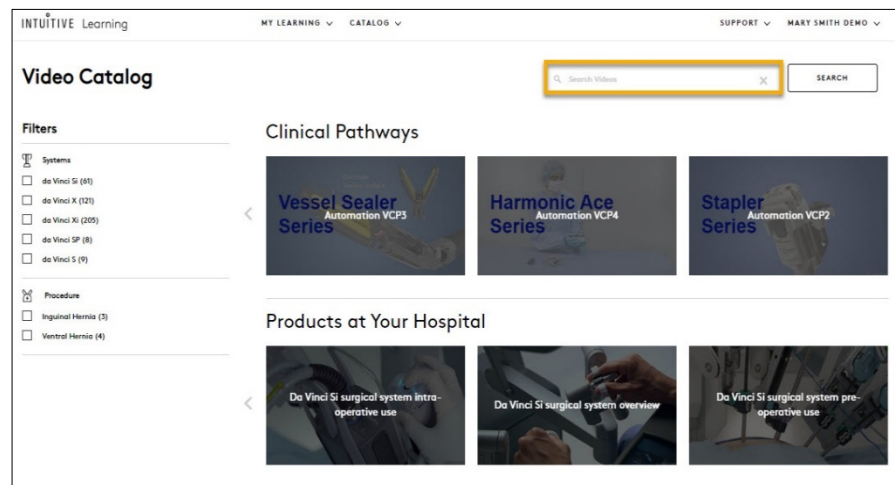


...or from **Catalog** and then **Videos**.



Step 2

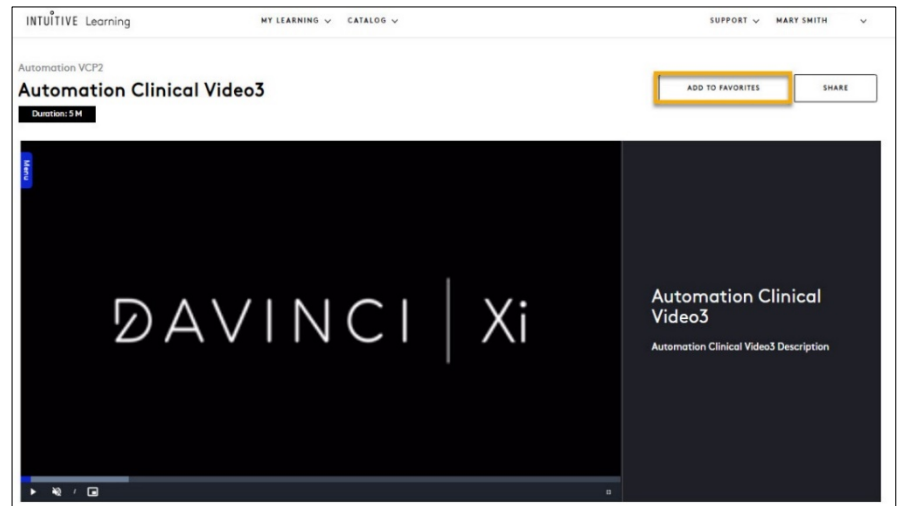
From the **Video Catalog**, use the search bar or filters to locate relevant videos. Then, select the video you would like to view



Access Video Catalog Continued

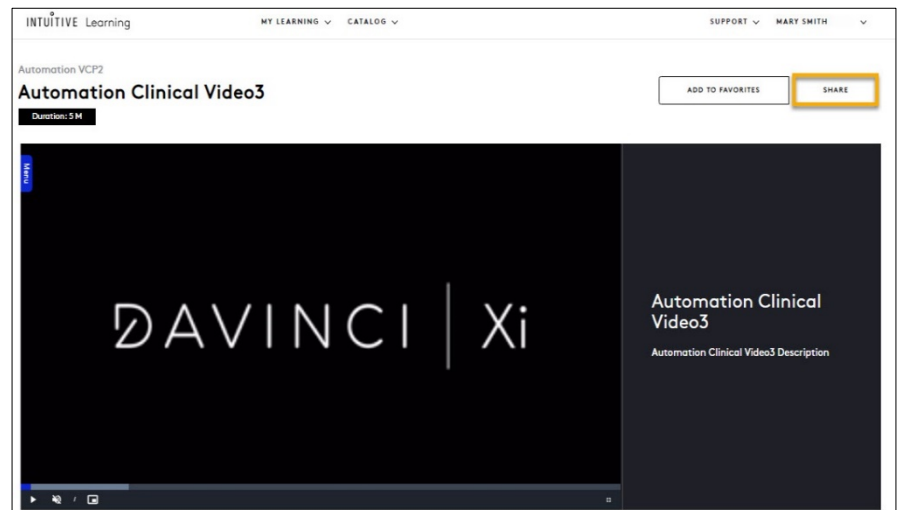
Step 3

Select **Add to Favorites** to save the selected video to your My Favorites



Step 4

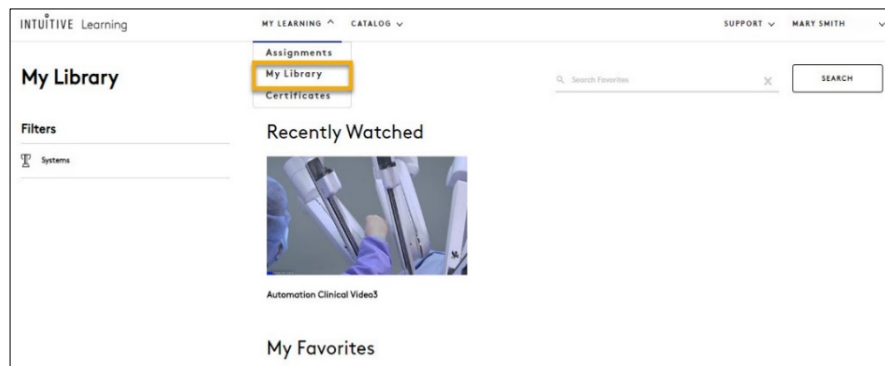
Select the **Share** button to generate a direct link to the video.



Access Video Catalog Continued

Step 5

To view favorited and recently watched videos, select **My Learning** and then **My Library**.



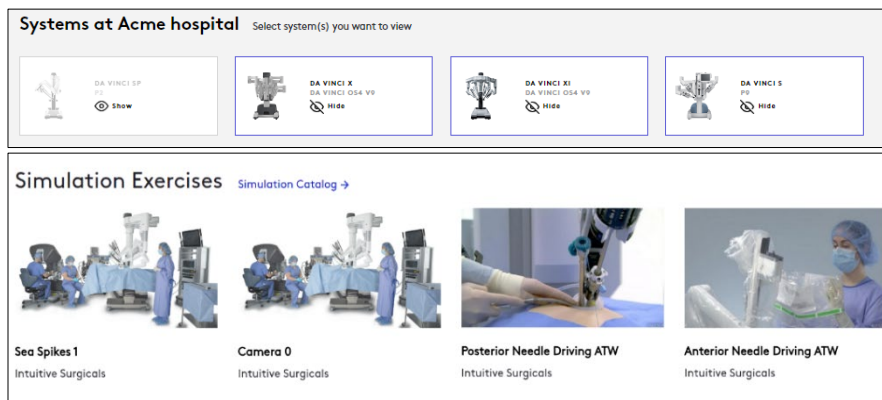
View Simulation Exercises

The simulator catalog is visible to all customers and is for reference purposes only. Learners cannot enroll into individual simulation exercises. For more information on SimNow visit intuitive.com.

Step 1

On the home page, scroll down to the curated list of recommended learning plans based on the system installations at your hospital.

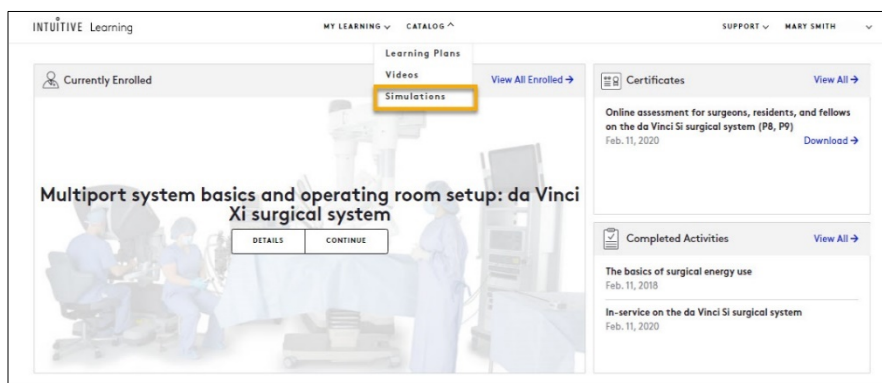
Show/hide any of the system installations to further personalize your recommendations.



Step 2

You can also select a simulation exercise from the **Catalog**.

Using the navigation menu, select **Catalog** and then **Simulations**.

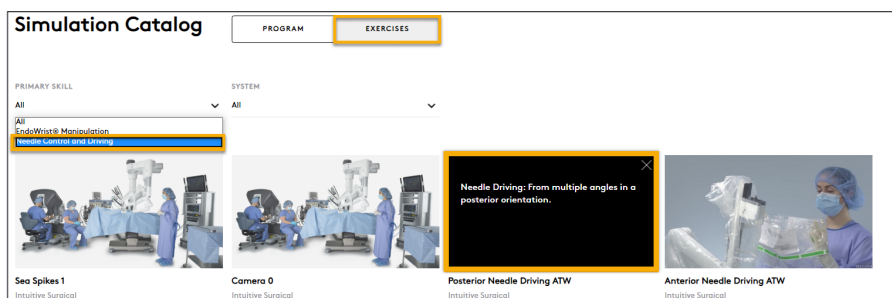


Step 3

Select **Exercises**.

Use the **Primary Skill** and **System** drop-down menus to filter the available exercises.

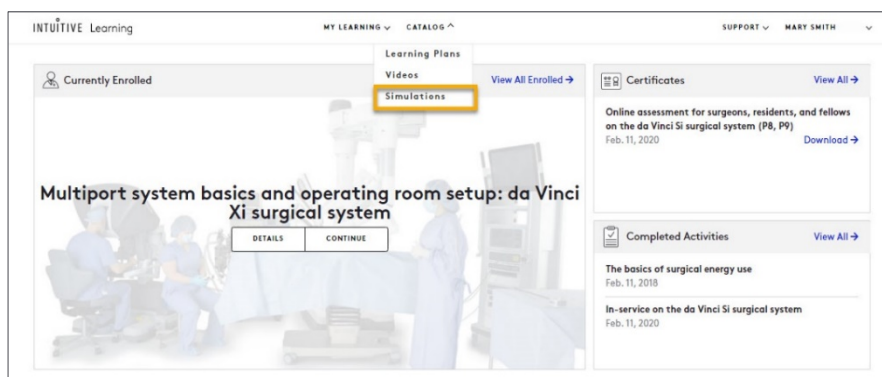
Hover your cursor over the exercise to view exercise details.



Enroll and Unenroll in a Simulator Program (SimNow Integration Pilot Customers Only)

Step 1

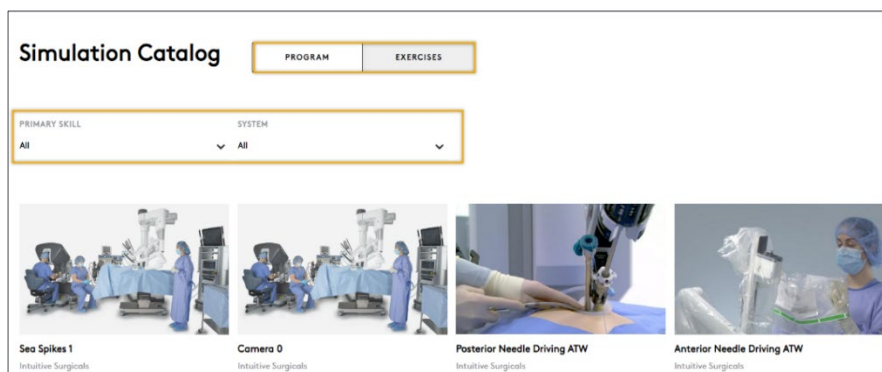
Using the navigation menu, select **Catalog** and then **Simulations**.



Step 2

In the simulation catalog, select **Program** to search for a simulation program.

Select the **Primary Skill** and **System** drop-down arrows to filter for a specific program.

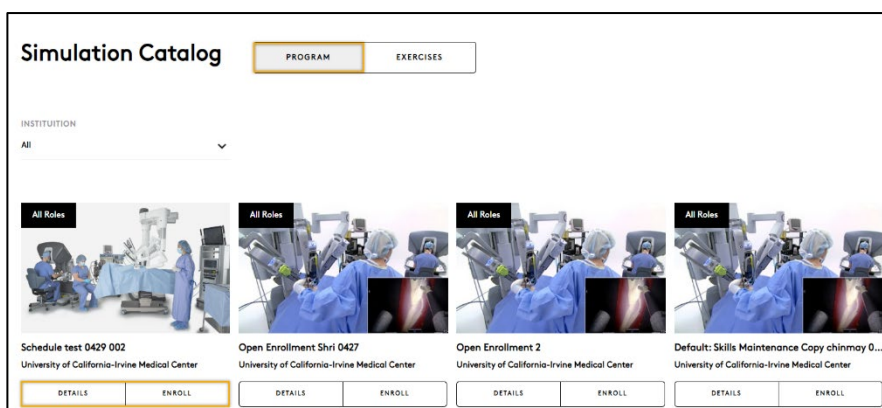


Step 3

From your recommendations or the simulation catalog, select **Program** then select **Details** to preview the exercises in the program.

Select **Enroll**.

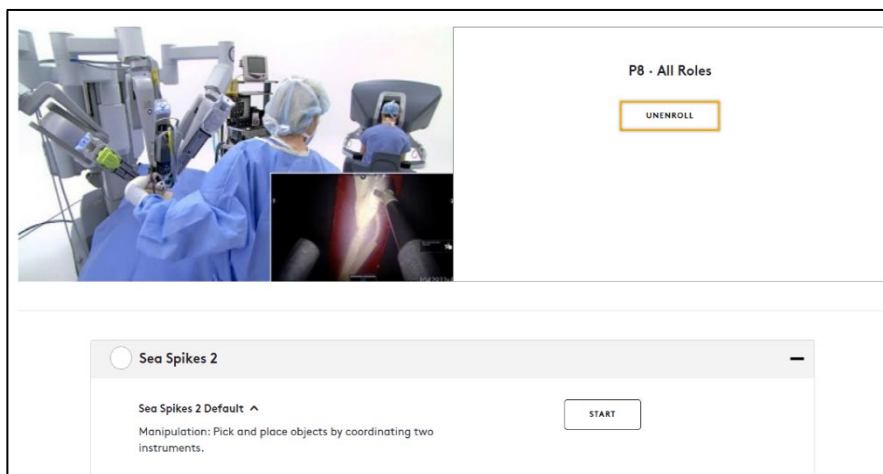
Note: The enroll button will be greyed out if the simulation program is not enabled for self-enrollment. This is managed by the **Hospital Learning Coordinator (HLC)** at your hospital.



Enroll and Unenroll in a Simulator Program (SimNow Integration Pilot Customers Only) Continued

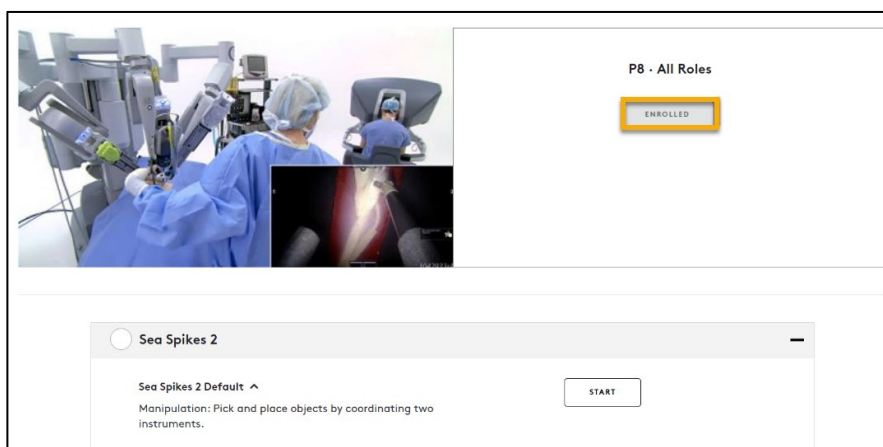
Step 4

To unenroll from a simulator program, select **Unenroll**.



Note: Learners cannot unenroll from a simulator program that is already completed or that was assigned by an **Hospital Learning Coordinator** or **Intuitive Representative**.

Learners also cannot unenroll when enrolled by a HLC or Intuitive rep. The enroll button will be greyed out and marked **Enrolled**.



Disclosure

Training provided by Intuitive is limited to the use of Intuitive technology, instruments and accessories. It does not replace the necessary medical training and experience required to perform procedures. Intuitive technology should only be used by physicians and staff who have received specific training in the use of Intuitive technology. Prior to using any training materials, refer to Intuitive Learning to ensure you are using the most up to date revision and that the software version of the training matches the software version installed on your system. There may be instances in which certain training content or activities listed above may not be available. For example, activities that require case history (e.g. videos or observations) may not be immediately available following a new product launch. In those cases, if you wish for additional training, please consult with your hospital and/or work with your Intuitive representative to explore alternative training activities.

For important safety information, indications for use, risks and full cautions and warnings, please refer to the user manual(s), www.intuitive.com.

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