



# **Global Tracheostomy Collaborative Members Portal Guide**

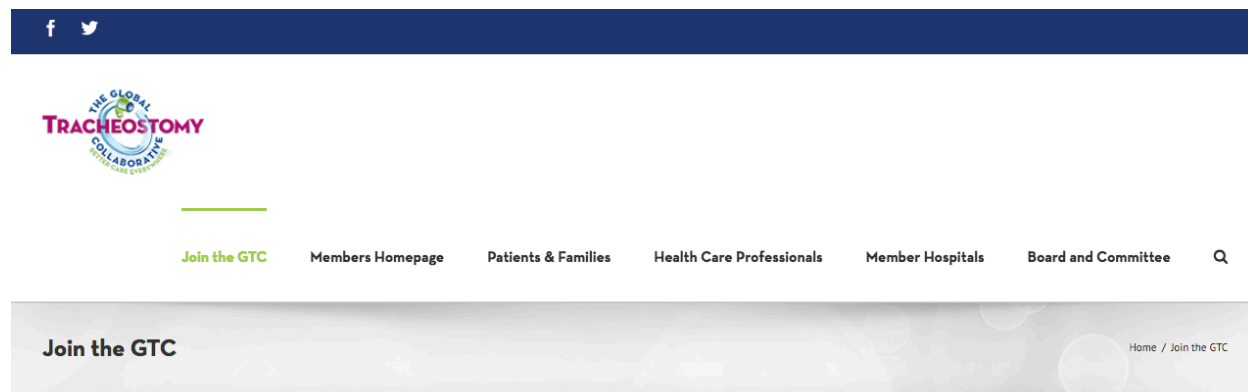
**January 2020**

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# Signing up to be a Member

Once you are on the [Member Portal](#), navigate to the [Join the GTC](#) page and select the membership level that best fits you.



We invite all patients, families, caregivers, therapists, physicians, and hospitals to become an active part of our collaborative.

[Download](#) our Welcome Brochure for more information.  
[Click here](#) to view our Goals, Achievements and Outcomes.

**Already a Member?**

[CLICK HERE TO SIGN IN](#)

## Click on the Membership Level That Fits You:

### HOSPITALS - PAID MEMBERSHIP

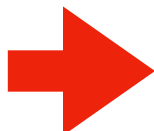
- Don't have a Hospital membership yet, but want to participate in a Kick Off? **You can join and recruit your hospital**, or contact us to upgrade your current membership level.
- Membership fees are not collected until your hospital is ready to join.
- Be part of a comprehensive program to help hospitals develop multi-disciplinary care teams for tracheostomy patient and institution-wide care protocols to reduce adverse events.
- Enter data into a secure, HIPAA-compliant worldwide database that allows participating hospitals to track their own outcomes, document improvement, and compare their outcomes to other participating hospitals.

### HEALTH CARE PROFESSIONALS - FREE MEMBERSHIP

- Read patient and family stories.
- Access educational materials and web resources.
- **Recruit your hospital to join the GTC** so you can gain access to additional features, or contact us to upgrade your current membership level.


### PATIENT & FAMILIES - FREE MEMBERSHIP

- Share your stories and pictures to increase awareness worldwide.
- Learn how to connect with other patients and families.
- Access patient-centered resources.



## Hospital - Paid Memberships

Once you are on the Hospital Membership page, choose your continent/region from the tabs listed. Download and read through the documentation provided. Once you are ready to begin the sign-up process, click the GET STARTED - Activation Steps link for your continent/region.



**Hospitals - Paid Memberships** Home / Join the GTC / Hospitals - Paid Memberships

### Hospital Membership Entitlements

- **GTC Database**  
Enter data into a web based, secure HIPPA compliant world wide database that allows participating hospitals to track their own outcomes, document improvement and compare their outcomes to other participating hospitals
- **GTC Webinars**  
Access information on a variety of topics related to tracheostomy teams, tracheostomy care, challenges and solutions.
- **Interventions Menu**  
Evidence based interventions and strategies aimed at improving patient safety and tracheostomy outcomes
- **Healthcare Member Discussion Forum**  
Participate in and contribute to tracheostomy discussions with expert clinicians from around the globe

**Choose your continent from the tabs below**

Please download and read through the documents to learn more about the collaborative, kickoff meetings, and how to get your institution involved.

| Australasian Region   | United Kingdom and Europe Region | North America and MENA Region |
|---|----------------------------------|-------------------------------|
| Click on the document title to open the PDF in full screen to read, download, or print  |                                  |                               |
| <ul style="list-style-type: none"><li>• <a href="#">Official Brochure</a></li><li>• <a href="#">Letter of Invitation for Australian hospitals to join the GTC</a></li><li>• <a href="#">Information for Australian hospitals wishing to join</a></li><li>• <a href="#">GET STARTED - Activation Steps for Australasian Region</a></li></ul> |                                  |                               |

## HealthCare Professionals - Free Membership

Once you are on the HealthCare Professionals Membership page, simply complete the request form in full and click the Submit Form button at the bottom right. Please note: Fields with an asterisk \* are required. Be sure to check the Security Verification box before submitting.

## Patient & Families - Free Membership

Once you are on the Patient & Families Membership page, Simply complete the request form in full and click the Submit Form button at the bottom right. Please note: Fields with an asterisk \* are required. Be sure to check the Security Verification box before submitting.

### Patients and Families - Free Memberships

[Home](#) / [Join the GTC](#) / [Patients and Families - Free Memberships](#)

#### What You Get as a Member

- Share your stories and pictures to increase awareness worldwide.
- Learn how to connect with other patients and families.
- Access patient-centered resources.

Enter your information below for a FREE membership that allows you to gain access to our Patient & Family Portal.

#### Create Profile



First Name \*

Last Name \*

Email Address \*

Username (lowercase alphanumeric) \*

#### Additional Info



Select checkbox to confirm you are interested in a Patient and Family Membership.

Phone (with International Code)

Address

Address Line 2

City

State or Province

Please select your state



Zip / Postal Code


Country \*

What is your relationship to a patient with a tracheostomy? \*

If other, please specify:

Questions or Comments

## Security Verification

 I'm not a robot  [Privacy - Terms](#)

## Complete Registration



Submit Form

# Accessing the Global Tracheostomy Members Website

Open your web browser and type or paste the website path into your browser's address bar. Alternately, you can simply click the link below:

[members.globaltrach.org](https://members.globaltrach.org)

You will be brought to the Member's Portal Homepage.

The screenshot shows the Members Portal Homepage of the Global Tracheostomy Collaborative. At the top, there is a dark blue navigation bar with social media icons for Facebook and Twitter. Below this is the organization's logo, which features a globe and the text "THE GLOBAL TRACHEOSTOMY COLLABORATIVE". A horizontal menu contains several options: "Join the GTC", "Members Homepage" (highlighted in green), "Patients & Families", "Health Care Professionals", "Member Hospitals", and "Board and Committee". A search icon is also present on the right. Below the navigation bar is a large banner area with the heading "Members Homepage" on the left and "Members / Members Homepage" on the right. The main content area is titled "Access Your Portal or Request a Higher Membership Status" and features a grid of buttons. Each column has three buttons: a top button for the portal name, a middle button for a discussion forum, and a bottom button for "SIGN IN". The columns are: 1) PATIENTS & FAMILIES, PATIENTS & FAMILIES DISCUSSION FORUM, SIGN IN; 2) HEALTH CARE PROFESSIONALS, HEALTHCARE MEMBER DISCUSSION FORUM, SIGN IN; 3) MEMBER HOSPITALS, HEALTHCARE MEMBER DISCUSSION FORUM, SIGN IN; 4) BOARD AND COMMITTEE, BOARD AND COMMITTEE DISCUSSION FORUM, SIGN IN. Below the buttons, there is a note: "As a registered user, you can access our protected portals based on your membership status." followed by instructions to use the buttons and a link to "contact us" for higher membership requests. A "Thank you for being a member!" message is also present. At the bottom, a quote reads: "The Global Tracheostomy Collaborative believes that through collaboration we will be able to disseminate the best tracheostomy practices."

## Members Portal Layout

The Member's Portal has 6 main areas:

### Join the GTC

Here you will find information on the benefits of membership so you can determine which level best fits you. There 3 membership levels available to non-GTC professionals: Patients & Families (free), Health Care Professionals (free) and Hospital (paid). Also available is a comprehensive Welcome Brochure.

### Members Homepage

Access your portal here or request a higher level of membership.

### Patients & Families

On the Patients & Families portal, members can:

- Communicate with other patients and families through a private discussion forum (sign-in required)
- Find an overview of the Global Tracheostomy Collaborative
- Access recent Tracheostomy educational documents.
- Find Tracheostomy resources and websites specifically geared toward patients and caregivers.
- Share your pictures and stories
- Connect with other patients and families via various Facebook groups.

### Health Care Professionals -

On the Healthcare Professionals portal, members can:

- Communicate with other healthcare professionals through a private discussion forum (sign-in required)
- Read bite-sized tracheostomy educational documents including an introduction to tracheostomies, tracheostomy maintenance, complications and emergency management, paediatric tracheostomies and infrastructure & policies.
- View the video Intro to the GTC RedCap database as well as read the most frequently asked questions and answers regarding the database.
- Obtain information on how your hospital can become a GTC member hospital



### Member Hospitals -

On the Member Hospitals portal, members can:

- Communicate with other healthcare professionals through a private discussion forum (sign-in required)
- Access bite-sized tracheostomy educational documents including an introduction to tracheostomies, tracheostomy maintenance, complications and emergency management, paediatric tracheostomies, infrastructure & policies and in-depth training guides and manuals.
- Access the GTC RedCap database to collect, store, and retrieve information on the care processes and outcomes of Tracheostomy care
- Find resources to provide support and guidance for health professionals wanting to improve Tracheostomy care in their institution
- Attend regular webinar sessions or review past webinar sessions that we use to facilitate discussions and education around tracheostomy care and quality improvement
- Download the GTC member hospital logo and general poster
- Give feedback to help improve the Member Hospitals portal.

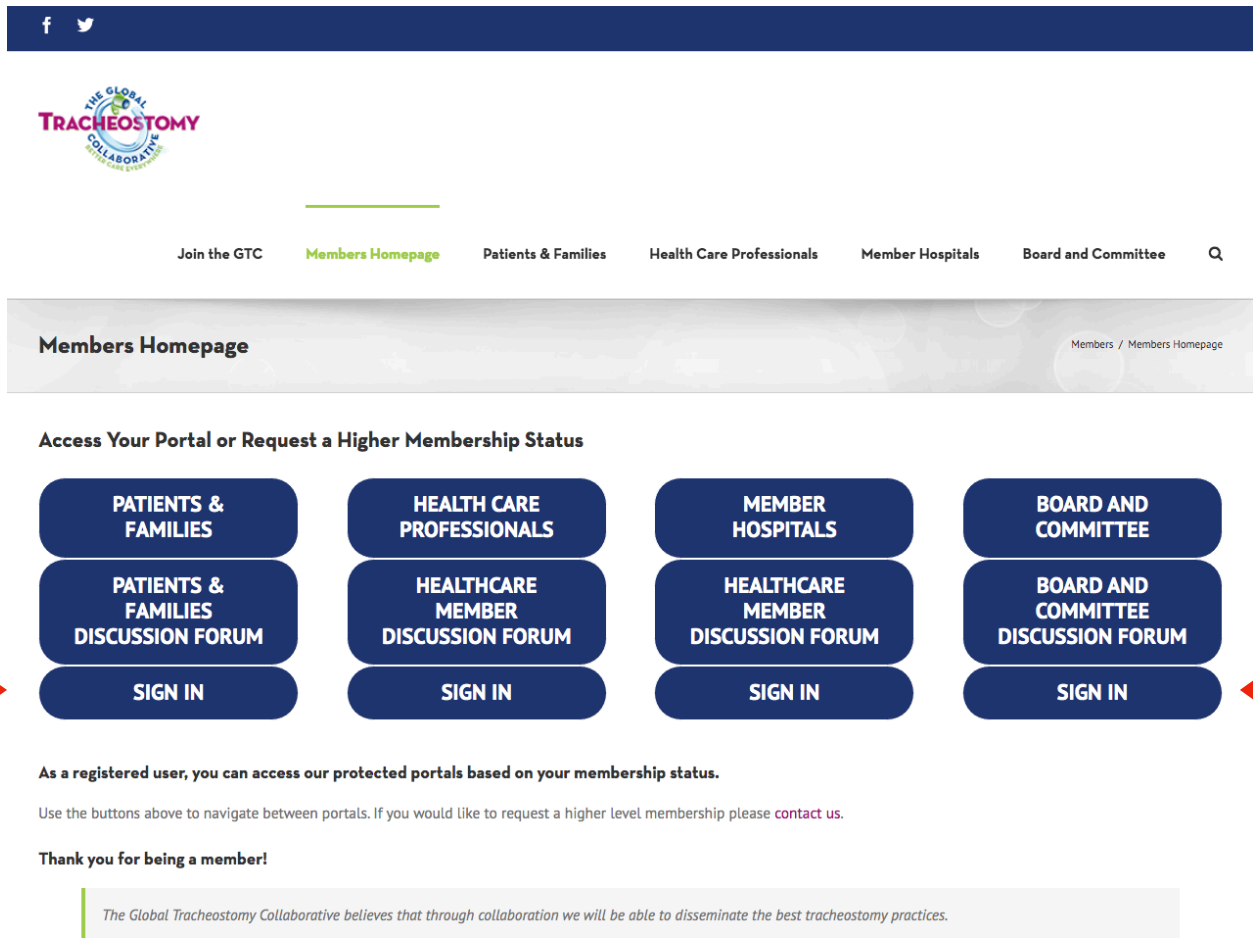
### Board and Committee -

On the Board and Committee portal, members can:

- Communicate with members of all discussions groups.
- Set up and access [globaltrach.org](mailto:globaltrach.org) email.

## Signing in to a Discussion Forum

You can sign in directly from the Members homepage by clicking the blue SIGN IN button which corresponds to your membership level.



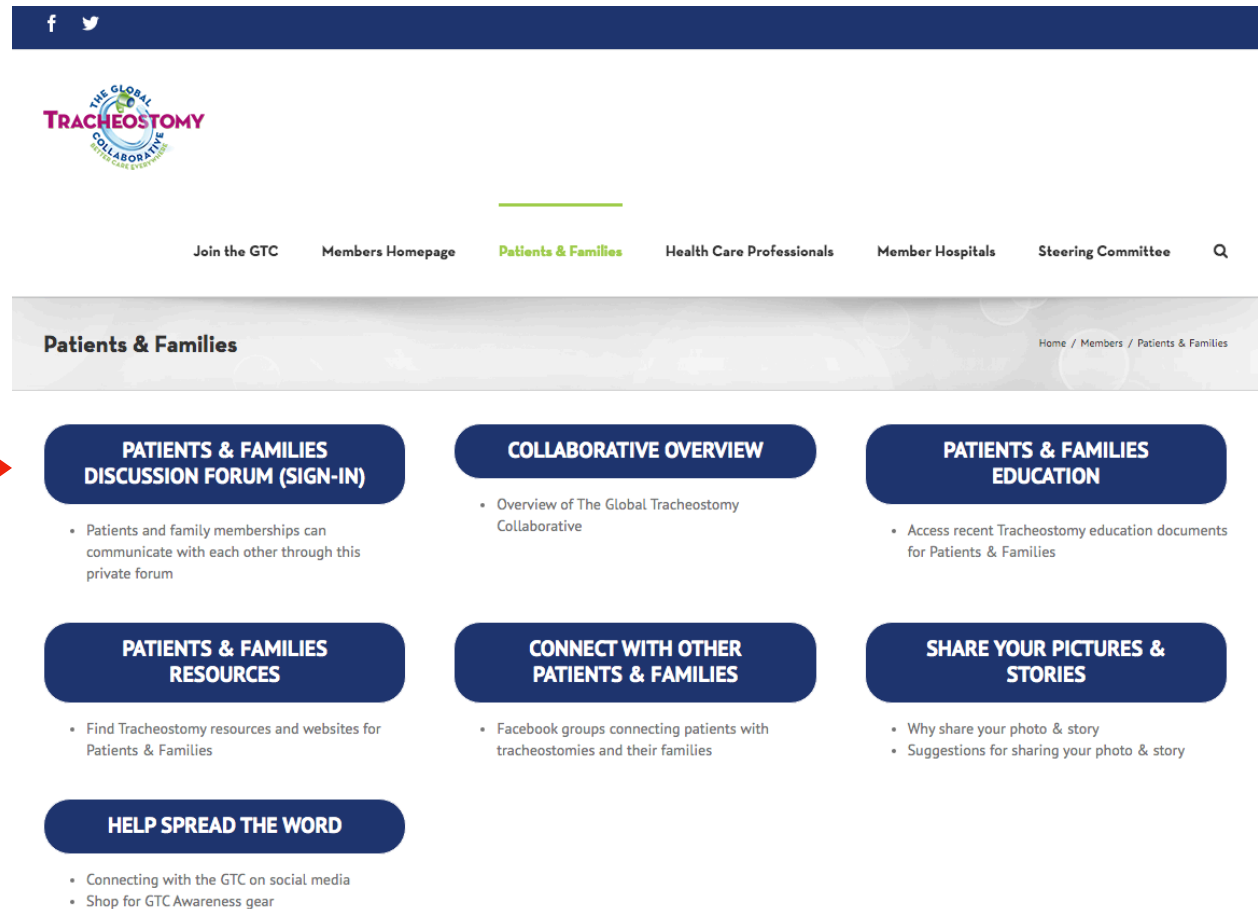
The screenshot shows the Members Homepage of The Global Tracheostomy Collaborative. At the top, there are social media icons for Facebook and Twitter. The main navigation bar includes links for "Join the GTC", "Members Homepage" (highlighted in green), "Patients & Families", "Health Care Professionals", "Member Hospitals", and "Board and Committee". A search icon is also present. Below the navigation bar, the page title "Members Homepage" is displayed, along with a breadcrumb trail "Members / Members Homepage".

The main content area is titled "Access Your Portal or Request a Higher Membership Status" and features four columns of buttons:

- Column 1 (Patients & Families):** PATIENTS & FAMILIES, PATIENTS & FAMILIES DISCUSSION FORUM, SIGN IN
- Column 2 (Health Care Professionals):** HEALTH CARE PROFESSIONALS, HEALTHCARE MEMBER DISCUSSION FORUM, SIGN IN
- Column 3 (Member Hospitals):** MEMBER HOSPITALS, HEALTHCARE MEMBER DISCUSSION FORUM, SIGN IN
- Column 4 (Board and Committee):** BOARD AND COMMITTEE, BOARD AND COMMITTEE DISCUSSION FORUM, SIGN IN

Two large red arrows point towards the "SIGN IN" buttons in the first and fourth columns. Below the buttons, a message states: "As a registered user, you can access our protected portals based on your membership status. Use the buttons above to navigate between portals. If you would like to request a higher level membership please [contact us](#)." A thank you message follows: "Thank you for being a member!". At the bottom, a quote reads: "The Global Tracheostomy Collaborative believes that through collaboration we will be able to disseminate the best tracheostomy practices."

Alternately, you can navigate to your membership level page and click the discussion four button located at the top left under the page title.



The screenshot shows the website's navigation bar with the following items: 'Join the GTC', 'Members Homepage', 'Patients & Families' (highlighted with a green underline), 'Health Care Professionals', 'Member Hospitals', 'Steering Committee', and a search icon. Below the navigation bar is a header for 'Patients & Families' with a breadcrumb trail: 'Home / Members / Patients & Families'. The main content area features six blue buttons with white text, each with a list of bullet points below it:

- PATIENTS & FAMILIES DISCUSSION FORUM (SIGN-IN)**
  - Patients and family memberships can communicate with each other through this private forum
- PATIENTS & FAMILIES RESOURCES**
  - Find Tracheostomy resources and websites for Patients & Families
- HELP SPREAD THE WORD**
  - Connecting with the GTC on social media
  - Shop for GTC Awareness gear
- COLLABORATIVE OVERVIEW**
  - Overview of The Global Tracheostomy Collaborative
- CONNECT WITH OTHER PATIENTS & FAMILIES**
  - Facebook groups connecting patients with tracheostomies and their families
- PATIENTS & FAMILIES EDUCATION**
  - Access recent Tracheostomy education documents for Patients & Families
- SHARE YOUR PICTURES & STORIES**
  - Why share your photo & story
  - Suggestions for sharing your photo & story

On the login page, enter your username or email address and your password in the fields provided then click the Log In button at the lower right. Note: You may also have your browser remember your logon information by checking the Remember Me box.



Username or Email Address

My Password:

Remember Me

[Lost your password?](#)

[← Back to The Global Tracheostomy Collaborative](#)

## Resetting Your Password

Click the [Lost your Password?](#) link to request a link to create a new password. You will need to provide either your username or the email address associated to your member account.

# Using the Discussion Forums

## Creating a New Forum Topic

Once you are in a forum, you can create a new topic by scrolling to the topic form at the bottom of the forum's main page.

First, enter the title of your topic in the Title Topic field. The maximum number of characters allowed in the field is 80.

Next, in the subsequent large text field, type in your question or further description of the topic for discussion.

In the Topic Tags field, you may enter topic tags if you wish. Topic tags allow users to filter between forums and display topics with a specific topic tag. This field is not required.

If you wish to be notified via email when another member has replied to your new topic, check the Notify me of follow-up replies via email box.

You may also upload supporting documentation to further illustrate the discussion topic.

Once you have completed the form, simply click the SUBMIT to the lower right of the form.

Create New Topic in "Private: Patients and Families Discussion Forum"

Topic Title (Maximum Length: 80):

This is my new topic for discussion

**b** *i* [link](#) **b-quote** **del** **img** **ul** **ol** **li** **code** **close tags**

This is the description of my topic for discussion.

Topic Tags:

My topic tag

Notify me of follow-up replies via email

Attachments:

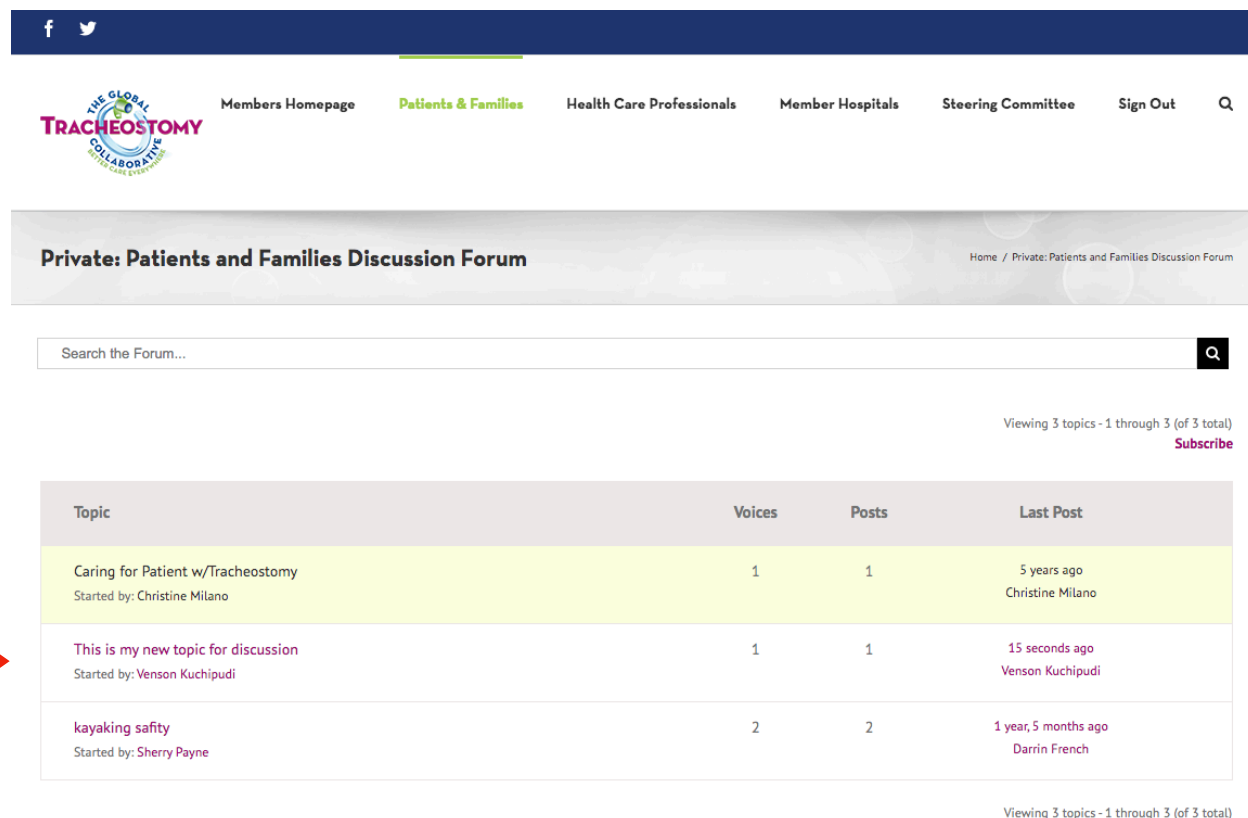
No file chosen

[Add another file](#)

SUBMIT

## Replying to an Existing Forum Topic

When posting a reply to a topic, go to the forum and click on the title of the discussion topic. This will bring you to the topic's page where you can view all previous comments/replies and fill out the form to submit your own response.



The screenshot shows the forum interface for 'The Global Tracheostomy Collaborative'. The navigation bar includes 'Members Homepage', 'Patients & Families', 'Health Care Professionals', 'Member Hospitals', 'Steering Committee', and 'Sign Out'. The forum title is 'Private: Patients and Families Discussion Forum'. A search bar is present with the text 'Search the Forum...'. Below the search bar, there are three topics listed in a table. A red arrow points to the first topic, 'Caring for Patient w/Tracheostomy', which has 1 voice and 1 post. The other two topics are 'This is my new topic for discussion' and 'kayaking safety'.

| Topic   | Voices | Posts | Last Post                             |
|---|--------|-------|---------------------------------------|
| Caring for Patient w/Tracheostomy<br>Started by: Christine Milano   | 1      | 1     | 5 years ago<br>Christine Milano       |
| This is my new topic for discussion<br>Started by: Venson Kuchipudi | 1      | 1     | 15 seconds ago<br>Venson Kuchipudi    |
| kayaking safety<br>Started by: Sherry Payne                         | 2      | 2     | 1 year, 5 months ago<br>Darrin French |

To submit a reply to this topic thread, scroll to the bottom of the page where you will see a form. Type in your comments in the Reply To: field.

If you wish to be notified via email when another member has entered a reply, check the Notify me of follow-up replies via email box.

You may also upload supporting documentation to further illustrate your response to the discussion topic.

Once you have completed the form, simply click the SUBMIT to the lower right of the form. Once submitted, your reply will appear at the top under the initial topic.



Venson  
Kuchipudi  
Keymaster

December 31, 2019  
at 4:13 pm

Post count: 1  
(205.178.85.138)

[EDIT](#) | [MERGE](#) | [CLOSE](#) | [STICK](#) | [\(TO FRONT\)](#) | [TRASH](#) | [SPAM](#) | [UNAPPROVE](#) | [REPLY](#) | #8942

This is the description of my new discussion topic.

Viewing 0 reply threads

Reply To: This is my new topic for discussion

[b](#) / [i](#) / [link](#) [b-quote](#) [del](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [close tags](#)

This is my reply.

Tags:

My topic tag

Notify me of follow-up replies via email

Attachments:

[Choose File](#) | No file chosen

[Add another file](#)


SUBMIT



## Subscribing to a Forum or Topic

If you are not replying to an existing topic but would like to be notified when other members comment on a specific topic or on all replies entered on the forum, you may do so by simply clicking on the Subscribe link. On the main forum the Subscribe link is located at the upper right just above the list of topics.

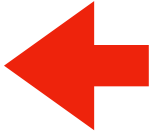
**Private: Patients and Families Discussion Forum** Home / Private: Patients and Families Discussion Forum

Search the Forum... 

Viewing 3 topics - 1 through 3 (of 3 total) [Subscribe](#)


| Topic   | Voices | Posts | Last Post                             |
|---|--------|-------|---------------------------------------|
| <a href="#">Caring for Patient w/Tracheostomy</a><br>Started by: Christine Milano   | 1      | 1     | 5 years ago<br>Christine Milano       |
| <a href="#">This is my new topic for discussion</a><br>Started by: Venson Kuchipudi | 1      | 2     | 3 minutes ago<br>Venson Kuchipudi     |
| <a href="#">kayaking safity</a><br>Started by: Sherry Payne                         | 2      | 2     | 1 year, 5 months ago<br>Darrin French |

Viewing 3 topics - 1 through 3 (of 3 total)



On a specific topic page, the Subscribe link is located at the upper right just above the forum search bar.


**This is my new topic for discussion** Home / Patients and Families Discussion Forum / This is my new topic for discussion

Search the Forum... 

Favorite | [Subscribe](#)

Tagged: [My topic tag](#)

Viewing 1 reply thread



Venson Kuchipudi  
Keymaster

December 31, 2019  
at 4:13 pm

Post count: 2  
(205.178.85.138)

[EDIT](#) | [MERGE](#) | [CLOSE](#) | [STICK \(TO FRONT\)](#) | [TRASH](#) | [SPAM](#) | [UNAPPROVE](#) | [REPLY](#) | #8942

This is the description of my new discussion topic.

