

## FAQS - Vancouver Division of Family Practice Clinical Dropbox Tool

**\*\*The tool is now fully launched and ready to use!**

### What Is The VDoFP Clinical Dropbox Tool?

Originally developed by Vancouver Division of Family Practice (VDoFP) Dropbox Editorial Board Members Drs. Daniel Ngui, Serena Verma, Claire Young, with input and support from Key Opinion Leaders Drs. Nick Graham and Peter Marr, the VDoFP Clinical Dropbox tool is a cloud-based tool that groups information by the therapeutic areas that are most commonly used by family physicians.






The information is organized into over **50 categories (i.e. therapeutics, practice management)** to enhance patient interaction and promote efficacy for family physicians by providing point of care access to information for each clinical encounter. This tool is updated on an ongoing basis based on member submissions. *Please note that we will continue to build this tool over time based on member submissions.*

Major subfolders include:


- 1) **Doctor Info:** Includes clinical practice guidelines and key articles and reference materials designed to help guide clinical practice.
- 2) **Patient Info:** Includes forms, short handouts, and patient education materials designed to enhance patient engagement and self-management.
- 3) **Referral Info:** Includes forms, patient resources from specialists, and information about specialty clinics designed to be printed and handed to patients.
- 4) **Clinical Tools:** Includes questionnaires and tools to improve capture of information during a visit.

Dropbox > VDFP Dropbox Toolkit





Name ▲

-  \_VDFP Dropbox FAQs, Disclaimer, Terms Of Use
-  Addictions
-  Advanced Care Planning
-  Allergy and Immunology
-  Cardiology



 > Allergy and Immunology

Name ▲

-  Clinical Tools
-  Doctor Info
-  Patient Info
-  Referral Info



**Vancouver**

# Division of Family Practice

A GPSC initiative

## When and How Can I Access it?

The VDoFP launched the Dropbox tool on **April 21<sup>st</sup>, 2014** through FastFacts. The tool is offered FREE of charge to VDoFP members, and any questions about the release can be directed to [Halla Elmobayad](mailto:HallaElmobayad@divisionsbc.ca) ([dropboxvancouver@divisionsbc.ca](mailto:dropboxvancouver@divisionsbc.ca)).

Members who sign-up to the Dropbox Tool will also have access to our videos of the Webinar series that provide detailed information on how to use this tool in your practice. These videos will be in the Dropbox Toolkit in the admin folder.

## My Free Account Has a 2 GB Limit. How Can I Get More Free Space?

Worried about going over your 2 GB of free space? If you refer a friend to Dropbox to use our VDoFP tool, you can get 500 mb FREE for each person you invite in: <https://www.dropbox.com/referrals>

## How Do I Use The Tool?

We hosted two Webinar events, and the videos will be available to you through the Dropbox Tool. We have also released a “Tips and Tricks” and an “Install” guide with the launch of the tool on April 21<sup>st</sup>, 2014 that are found in the admin folder in the tool.

## Can I Share This With My Colleagues?

We ask that you don't share this tool with Vancouver GPs who are non-members, as well as any GP outside of the Vancouver practice region. This is a FREE members-only resource we developed for you, our members. If a non-member GP wants to use the tool they can [apply for membership here](#) (which is also free!) <https://www.divisionsbc.ca/vancouver/member-services>

## How Often Will This Be Updated?

Every three months registered members will be sent a link with an updated version. We will update this tool based on submissions we receive from members.

## I've Received an Updated Link. What Will Happen If I Sync To My Dropbox?

For users who are receiving an updated link, there are a few options. You can continue to access the library from a browser using the link we provide to you, or you can download the new library as a .zip file and keep or discard the old folder, or you can merge it with your Dropbox account. For details on how to successfully merge the new folder with the old one, please read through our “Dropbox Updated Procedures” guide.

## I Have Useful Content, How Can I Submit it?

Now that the tool is launched, you are welcome to submit. It's very easy – email us the documents or email the Dropbox link to the document, and send it to [dropboxvancouver@divisionsbc.ca](mailto:dropboxvancouver@divisionsbc.ca) . You can find more information in our “Submission Process” guide located in the admin folder of the tool.



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**Want to Talk to Someone in Person?**

Please give our office a call at 604.569.2010, or email Halla Elmobayad at [dropboxvancouver@divisionsbc.ca](mailto:dropboxvancouver@divisionsbc.ca).