



Guidance for Higher Specialist trainees responsible for organising a regional training day

Preparation:

- Preparing for a regional training day is a management exercise and should be considered to be a significant piece of work needing a total of around 10-15 hours spent on it, including your own lecture if needed.
- The training programme is centred on the RCEM curriculum and the organising trainee's name is planned well in advance. It is the trainee's responsibility to check which day they are organising. However, EM school administrator will also remind the trainee.
- The topics are allocated as per the blueprint and you are free to make use of local experts but the session must meet the learning outcomes.
- We would recommend you notify your consultant educational supervisor or your specialty tutor for EM as soon as you know the date – this means your ES can support your preparation and complete the management portfolio section on this.
- You should identify one consultant from your site who will be the local Consultant who can be present all day – the consultant needs to be asked to do this though – do not assume they will be there. They may choose to share the day between a number of them – this is acceptable.
- Appropriate selection of speakers with guidance from your supervisor or your specialty tutor must be sought.
- The speakers should ideally be briefed, aware of attendees' requirements and arranged well in advance.



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Timeline:

- Six months – notification of date, approach your ES and specialty tutor and discuss potential timetable. Obtain location details of training day from School Administrator.
- Four months – confirm speakers and content, request external consultant
- One month – check speakers still ok – send programme to School Administrator anna.frost@addenbrookes.nhs.uk for distribution amongst trainees
- One week – Reminder email about the programme sent to anna.frost@addenbrookes.nhs.uk for forwarding the reminder to trainees
- Reminder that the online feedback completed by the trainees and the evaluation report will be made available to the organiser, TPD and HoS for quality assurance.

Presentations:

- There should be no more than two sessions by non-EM presenters
- One session should ideally be delivered by the organising trainee or a HST to enable an educational portfolio assessment to be completed by the organising site consultant or external consultant
- Local or regional EM consultants can be approached to deliver the curriculum presentation
- Presenters should be given the relevant section of the curriculum topic highlighting learning objectives



Programme:

- Programme should start at 9am and finish by 5pm. However, some exceptions due to venue or speaker availability are accepted with prior permission from TPD.
- Sample programme (Appendix A) is attached
- Each session should not be more than 45 mins long, however, two sessions can be combined if that is more appropriate for that topic
- Adequate coffee and lunch break should be built into the programme (Anna Frost can assist you with booking refreshments)
- The day should have a total educational time of five to six hours

Report and Evaluation

- The day must be evaluated by all trainees via online platform
- The external consultant will also complete an evaluation online if needed by you
- Attendance register must be obtained for AM and PM and must be returned to EM school administrator.
- Anyone arriving more than 20 minutes after the start or leaving before the end of the last session should be duly noted and the School Administrator informed
- All requests for absence must be sent to School administrator anna.frost@addenbrookes.nhs.uk
- After collation of feedback, the management portfolio can be completed as per the RCEM benchmarking criteria (Appendix B) with reflections and evidence.



Appendix A:

- Sample Programme (the additional simulation programme may be different to below, however start and end time stay the same)

09:00 - 09:30 Registration and Coffee

09:30 - 10:15 Talk / Presentation

10:15 – 11:00 Talk / Presentation

11:00 – 11:30 Coffee break

11:30 – 12:15 Talk / Presentation

12:15 – 12:45 Talk / Presentation

12:45 – 13:45 Lunch and trainees meeting

13:45 – 14:30 Talk / Presentation

14:30 – 15:15 Talk / Presentation

15:15 – 15:30 Coffee break

15:30 – 16:15 Talk / Presentation

16:15 – 16:30 Closure



Appendix B: RCEM Management Portfolio Benchmark Sheet

	Concerns	Good practice	Trainer Comments
Development of programme	Random selection of programme more about convenience than requirements.	Bespoke programme which fits appropriate curricular need and appropriate to level of audience. Variation. Fits training time allocated.	
Booking appropriate venue and catering	Late booking, inappropriate size or cost. No thought about catering.	Planning appropriate venue, IT, catering and parking. Well located for attendees	
Selection and briefing of speakers	Convenience selection, no particular educational value	Appropriate selection, invitations and briefing. Speakers aware of attendees' requirements. Use appropriate senior support to signpost. Arranged in advance.	
Communication with attendees	Last minute, inadequate information	In advance allowing time to book SL, advice re parking and catering. Programme distributed.	
Communication with lead consultant	Last minute, heavy reliance on them to organise	In advance, sensible and with clear understanding of expectations and role	
Hosting and Introduction of speakers	Poor time keeping, no introduction doesn't thank speakers	Clear leadership, time keeping, thanks speakers and able to signpost needs for speakers and attendees	
Management of any no shows/set backs	No thought given to this, no contingency plan	Contingency plan, ensures setbacks do not detract from the training or day	
Management of evaluation process	No feedback, irrelevant or too late to be of value	Timely collation and dissemination of feedback to attendees, speakers and lead consultant.	
Reflection	Has not demonstrated required learning or reflection from process	Demonstrates understanding of organising training event. Aware of challenges and identified personal learning points.	



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The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

“Based on this WPBA, I would be satisfied that this learner could organise a training event as a newly appointed consultant”

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: