**Presentations:**

•   Weekly sessions, running every Friday from 9am to 11am

•   2 presentations lasting 45 minutes at the most (45 minutes including questions/discussion). At least one presentation to be delivered by a consultant/specialist. It is your responsibility to contact them with adequate notice, and provide them the relevant section of the curriculum topic with learning objectives highlighted

•   15 minutes for trainee meeting

**Preparation:**

•   Speaker technical requirements:

o   Laptop with good internet connection (slow connections can affect quality of sound/video)

o   Working microphone

o   Working camera (though not essential)

o Ability to access Microsoft teams – this should work on most Trust computers/Trust connections and should work from a home connection.

Trial run - It is strongly advised that you do a Test run with your speakers, to ensure they can share their screen and deliver their presentation on Teams. The same Teams link is used for every teaching session – you can use this link to ‘join’ a meeting at any time to do practice runs.

Please be aware that if you are using your Trust email address for Teams, your Trust’s security settings may affect what you can share, how you can present, etc. If you are not sure please do a trial run as above. Creating a Teams login using an ‘NHS.net’ email may be one way around this.

Please ensure that your speakers have received the link to the Teams meeting and are aware that their session will be recorded. The recording will be stored on a secure database that can be accessed by trainees in the deanery across specialities. It is the organising trainee’s responsibility to ensure timekeeping on the day.

**Material for Bridge course:**

It is also expected that the trainee collates the following information to enable creation of Bridge courses.

If the 2 speakers’ topics are from different themes (e.g. presentation 1 is on Trauma, and presentation 2 in on paediatric diabetes), a separate Bridge course would be made for each, so the items below need to be provided for each topic

1) Curriculum items – details of curriculum codes and description of content covered by the presentation(s).

2) Additional resources – this can be a mixture of RCEM modules, podcasts, guidelines, SAQ’s and other resources. Please explore the available options with the supervising consultant and speciality speakers, to ensure selection and vetting of high-quality, evidenced-based resources.

3) If the presentations contain references to papers, websites, guidelines, etc. that would be useful to look up, weblinks for these need to be provided.

This information needs to be sent to the HST Online Learning team (currently Alice, Bhaira and Rachel) by the Monday before the teaching session, to allow them adequate time to create the course. You will be credited for the course.

Please review the courses on Bridge from June 2020- July 2020 to see examples of what’s expected from a Bridge course.

**Feedback:**

Feedback will be provided for all speakers and the organising trainee. One option is for you to set up a Surveymonkey link, which we can distribute on the day and on the online course. Again, please send this link, or details of how you would like feedback to be collected, to the Online Learning Team. A sample survey using Surveymonkey can be found here:



**Attendance register:**

This can be collected in any way you like, but we suggest using a Google form, accessed by a weblink and/or QR code. Details on how to set this up, with a sample form, can be found here:

