

Appendix 5: Workshop planning template for equipment skills workshops

WORKSHOP PLANNING FOR EQUIPMENT SKILLS WORKSHOPS		
	<ul style="list-style-type: none"> • In house workshops • Workshops as part of formal courses and specialist education in a clinical setting 	<ul style="list-style-type: none"> • Commercial workshops • Workshops during conferences and local meetings (organized by medical and nurses society with or without support of industry)
Title of event		
Date of event		
Organizing body		
Duration	Small teaching sessions of some minutes to full day	Single hours to full day
Type of dummy workshop	<ul style="list-style-type: none"> • New staff member teaching • Team teaching • Part of practical exam 	<ul style="list-style-type: none"> • Stand alone as single event, or • Part of conferences and study days
Aims of event	<ul style="list-style-type: none"> • Limited procedures • New procedures and equipment 	<ul style="list-style-type: none"> • Limited procedures • New procedures and equipment
Expected learning outcomes of event	Varies with aims and objectives of event	Varies with aims and objectives of event
Level of workshop	<ul style="list-style-type: none"> • Beginners to advanced 	<ul style="list-style-type: none"> • Beginners to advanced
Target audience	<ul style="list-style-type: none"> • Single profession or team training 	<ul style="list-style-type: none"> • Single profession or team training
Number of attendees	<ul style="list-style-type: none"> • One person to small group 	<ul style="list-style-type: none"> • Small groups, limited by size of seminar room
Personnel	Tutor / teacher	<ul style="list-style-type: none"> • Industry representatives • Doctors and nurses as tutors
Location	In-house (endoscopy room, seminar room)	Conference location, hotels, rooms at company headquarters, etc.
Room arrangements	Endoscopy unit or seminar rooms in hospital	Note: waste organization for sharp instruments
Endoscopic equipment	<ul style="list-style-type: none"> • No extra equipment required • Expired accessories can still be used for training without patients • If endoscopes are used for training, they need to be reprocessed before use at patients 	Endoscopic equipment provided by industry

Finances	No fees for in-house training	Financed by registration fee and sponsorship
Sponsors	No additional finance needed	Financial support from: <ul style="list-style-type: none"> • Industry (money and equipment) • National societies
Welfare staff	No additional arrangements needed	No additional arrangements needed
Course administration	None needed	For workshops at conferences or stand-alone workshops: <ul style="list-style-type: none"> • Advertising and announcements • Registration • ± Accommodation / refreshments • Documentation (e.g. handouts, material for assessment and evaluation, etc.) • Application for credit points