

Appendix 8: Workshop planning template for dummy workshops

WORKSHOP PLANNING FOR DUMMY WORKSHOPS		
	Home-made dummies	Biological dummies, artificial dummies, computerized dummies
Title of event		
Date of event		
Organizing body		
Duration	Small teaching sessions of some minutes to full day	<ul style="list-style-type: none"> • Single hours to full day • Dummy preparation requires additional time
Type of dummy workshop	<ul style="list-style-type: none"> • New staff member teaching • Team teaching • Part of practical exam • Stand alone as single event, or • Part of conferences and study days 	<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"> • Basic and advanced endoscopy • 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"> • Basic • Intermediate • Advanced (for new equipment) 	<ul style="list-style-type: none"> • Basic • Intermediate • Advanced (complex scenarios)
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"> • Individual training of single person • Small groups 	<ul style="list-style-type: none"> • Circular training • Small groups – 5–10 per dummy

Personnel	<p>Expert nurses and / or doctors</p> <ul style="list-style-type: none"> • Supporting team not necessary 	<ul style="list-style-type: none"> • Technical staff for respective dummy • Industry representatives • Doctors and nurses as tutors • Briefing for tutors
Location	<ul style="list-style-type: none"> • Endoscopy units • Any lecture halls 	<ul style="list-style-type: none"> • Endoscopy unites • Lecture halls, conference location, hotels • Rooms at company headquarters, etc.
Room arrangements	<ul style="list-style-type: none"> • Endoscopy unit require no extra preparation • Hygiene and safety aspects, protection measures are already available in endoscopy units 	<ul style="list-style-type: none"> • Special preparation of the rooms (floor covering, electricity, technical support) • Waste organization for sharp instruments and biological material • Hygiene and safety aspects, protection measures • Reprocessing of endoscopes and equipment
Endoscopic equipment	<ul style="list-style-type: none"> • No extra equipment required • Expired accessories can still be used for training without patients 	Endoscopic equipment provided by industry
Endoscopes	<ul style="list-style-type: none"> • If endoscopes are used for training, they need to be reprocessed before next use in patients • If meat is used in dummies, dedicated endoscopes (animal / training) should be used 	If endoscopes are used on biological dummies, special dedicated endoscopes (animal / training) should be used
Dummies	Home-made dummies need a short time for preparation	<ul style="list-style-type: none"> • Commercial dummies can be bought or rented for event • Preparation and set-up of commercial dummies have to be included in schedule of workshop • Dummies require intensive technical support and special preparation
Finances	<ul style="list-style-type: none"> • No fees for in-house training • External training financed by registration fee and sponsorship 	<ul style="list-style-type: none"> • Financed by registration fee and sponsorship • Dummies are expensive

Sponsors	No additional finances needed for dummies	Financial support from: <ul style="list-style-type: none"> • Industry (money and equipment) • National societies
Welfare staff	No additional arrangements needed depending on duration of workshop	No additional arrangements needed depending on duration of workshop
Course administration	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 	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