

Appendix 9: Workshop planning template for live demonstrations

WORKSHOP PLANNING TEMPLATE FOR LIVE DEMONSTRATIONS		
	<ol style="list-style-type: none"> Teaching a new member of staff in the procedure room Clinical teaching demonstration of new equipment by an industry representative with additional staff attending 	<ol style="list-style-type: none"> Live demonstrations in the clinical room Procedure transmitted into a local seminar room DURING A COURSE
Title of event		
Date of event		
Organizing body	Name: Hospital/Institute/Conference centre/Company: Address: Tel: Fax: E-mail:	Name: Hospital/Institute/Conference centre/Company: Address: Tel: Fax: E-mail:
Duration	<ol style="list-style-type: none"> One procedure or one patient One Clinical session 	Duration of course
Type of live demo event / workshop	<ul style="list-style-type: none"> New staff member teaching Team teaching by industry rep Stand alone (e.g. single event) Part of bigger skills training programme 	<ul style="list-style-type: none"> Stand alone (e.g. Single Event) Part of larger skills training programme Small group (part of larger course) or larger audience With or without external teachers
Aims of event	Varies with aims and objectives of event	Varies with aims and objectives of event
Level of workshop	Beginners to advanced	Beginners to advanced
Expected learning outcomes of event	Varies with aims and objectives of event	Varies with aims and objectives of event
Target audience	<ul style="list-style-type: none"> Doctors Nurses (+/- nursing aids) Teams With relevant experience (announcement) 	<ul style="list-style-type: none"> Doctors Nurses (+/- nursing aids) Teams With relevant experience (announcement)
Number of attendees	One or two people	<ul style="list-style-type: none"> Small groups Limited by size of procedure room (in-room live demo) or seminar room
Personnel	<ol style="list-style-type: none"> Local endoscopy staff Industry rep (supply equipment, support 	<ul style="list-style-type: none"> Industry (supply equipment, support on day, staff teaching)

	on day, staff teaching)	<ul style="list-style-type: none"> • Local endoscopy staff • Hospital clinical staff (wards, patient care) • Hospital management • Technical staff: <ul style="list-style-type: none"> ○ Transmission team ○ Hospital technical staff ○ Sterilization department (expedited processing) • Clinical support services: <ul style="list-style-type: none"> ○ Radiology ○ Anaesthetic department ○ Pathology (expedited reporting) • Clinical emergency management: <ul style="list-style-type: none"> ○ ITU ○ Surgery • Technical emergency management, e.g.: <ul style="list-style-type: none"> ○ Power failure ○ Medical gases
Clinical personnel extra consideration	No extra considerations/organization	<ul style="list-style-type: none"> • Permission of hospital • Indemnity / contract (external teachers) • Extra patient accommodation and nursing staff • Patient transport if coming from other hospital • Uniforms (external teachers) • Catering, etc
Location	<ul style="list-style-type: none"> • In-house • Endoscopy room, etc. 	<ul style="list-style-type: none"> • In-house • Endoscopy or seminar room, etc.
Room arrangements	<ul style="list-style-type: none"> • Environmental planning • Sockets, transmission 	<ul style="list-style-type: none"> • Environmental planning • Sockets, transmission • Seminar room • Transmission room (technical staff, endoscopist editor)
Equipment clinical	<ol style="list-style-type: none"> 1. No extra equipment required 2. Provided by industry rep 	<ul style="list-style-type: none"> • Depends on aims and objectives of course • May require additional endoscopy equipment relevant to procedures demonstrated

Equipment transmission	No transmission needed	Seminar room: <ul style="list-style-type: none"> • Transmission equipment • 2-way communication • Projection equipment • ± Chairmen's monitor
Finances	No additional finance needed	Financed by registration fee and sponsorship
Sponsors	No additional finance needed	Financial sponsorship: <ul style="list-style-type: none"> • Industry (money and equipment) • National and/or professional societies
Welfare – staff	No additional arrangements needed	Invited clinical teachers' welfare: <ul style="list-style-type: none"> • Uniform • Breaks / rest room • Refreshments • Legal (external teachers): <ul style="list-style-type: none"> ○ Temporary professional registration (if foreign) ○ Indemnity / insurance • Temporary hospital contract
Welfare – patients / ethical considerations	<ol style="list-style-type: none"> 1. Informed consent (to procedure AND to live demo) 2. Informed consent to have industry rep present 	<ul style="list-style-type: none"> • Recruitment of patients (caution: coercion) • Delaying procedures (wait for expert doing live demo or postponed to next day) • Informed consent (to procedure AND to live demo) • Health insurance implications • Transport if coming from afar (incl. clinical chaperone and relatives) • Quality of patient care should not be less than in experts own department and published guidelines • Adequate sedation and pain control (e.g. prolonged procedure) without increase of risk from additional medication • Alternative arrangements for “leftovers” and patients deemed unsuitable for live demo • Appropriate arrangements for follow-up and complication management (local skills appropriate) • Patients should be able to meet the experts

		<p>before the event (ward round day before)</p> <ul style="list-style-type: none"> • Patient safety and dignity and privacy during live demo
Scheduling day management	<p>Do not book too many patients – allow enough time per patient for:</p> <ul style="list-style-type: none"> • Discussion of indication and pre-procedure investigations, choice of procedure and relevant: <ul style="list-style-type: none"> ○ Equipment ○ Patient preparation ○ Intra-procedural care (incl. monitoring) • Post-procedural patient care • Demonstration of equipment (e.g. accessories) • Questions and answers • Discussion of: <ul style="list-style-type: none"> ○ What happened ○ What could be done differently • What if.....(trouble shooting) • Summary of learning points 	<p>Do not book too many patients – allow enough time per patient for:</p> <ul style="list-style-type: none"> • Discussion of indication and pre-procedure investigations, choice of procedure and relevant: <ul style="list-style-type: none"> ○ Equipment ○ Patient preparation ○ Intra-procedural care (incl. monitoring) • Post-procedural patient care • Demonstration of equipment (e.g. accessories) • Questions and answers • Discussion of: <ul style="list-style-type: none"> ○ What happened ○ What could be done differently • What if..... • Summary of learning points
Case conference (day before)	<p>Not needed as patients are not specifically scheduled for teaching event</p>	<p>Case conference (day before):</p> <p>Key staff:</p> <ul style="list-style-type: none"> • Local doctors (patient presentation) • Visiting endoscopists (patient selection, equipment preference) • Local nurses (scheduling of transport, equipment, etc.) • Visiting nurses (patient selection – advocacy, skills allocation, equipment listing) • Industry (prepares required equipment for each procedure and room) <p>Outcome:</p> <ul style="list-style-type: none"> • Patient selection and scheduling • Equipment selection • Team formation • Allocation of procedures • Allocation of rooms • Ward round (to meet the patient)

		<ul style="list-style-type: none"> • Contingency planning • Equipment familiarization session (with industry)
Contingency planning	Not needed as patients are not specifically scheduled for teaching event	<ul style="list-style-type: none"> • Routine endoscopies (e.g. GI bleeders) • Remaining procedures not done • Patients unsuitable for live demo • Follow-up • Surgery • ITU
Course administration	None needed	<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