

GUIDANCE MANUAL FOR GENERAL ADULT PSYCHIATRY TRAINEE - TRAINING DAY CO-ORDINATORS

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Background

Higher training in Psychiatry builds on the competencies of core training. The aim of the teaching days is to further compliment this process. These events are tailored to the needs of, and feedback from current and past trainees. When organizing training days, it is important to consider the need to provide a teaching experience that would appeal to both those trainees who have just started registrar training, as well as those about to exit senior training to commence posts as consultants. All this, while using the intended learning outcomes from the curriculum as a guide (1).

The 2018/2019 group of representatives conceptualised, initiated and led on the development of this guidance manual, with the kind participation of some of the past representatives. When we started our year as representatives, we quickly found that there was a lot to learn to be able to effectively carry out our new roles. While the previous representatives were extremely supportive and kind, and were always willing to share invaluable advice, we felt that it was important to codify this information, such that subsequent representatives had a tangible set of guidelines that would aid their year in this role. In some ways, we approached this as we would a quality improvement project using the PDCA – (Plan, do, Check and Act) approach (3). In October/ November 2018 we developed a plan, timeline and proposed outline. Part of our 'plan' stage included discussing with past representatives, getting input /feedback from Consultant colleagues during STC and one to one meetings, and reviewing relevant related documents. We spent December 2018 to March 2019 preparing the initial draft and April 2019 collating the various inputs. The roll out is scheduled for May 2019, and this we hope will constitute the 'Do' stage. Because of the nature of the representative role, and how each tenure lasts a year, it is our hope and plan that the 2019/2020 representative group will take up the mantle, and carry out the 'Check' stage at some point during their tenure, and assess the impact the manual has had on their ability to effectively carry out their role. This could be potentially through a survey or some other means (we acknowledge this would be a small sample size, as the representative group is by its nature a small group). Based on their findings –they could then decide on and implement changes/ improvements to the manual by the time they are handing over to the next representative cohort (202/2021) who would then 'Act' on these changes by continuing the cycle of using and then evaluating the manual in the course of their year as representatives. This would thus hopefully result in a process of continuing quality improvement and governance, relevant to medical education for higher trainees in general adult psychiatry.

Our hope is that each succeeding group of representatives, adds to and improves this guide, for the benefit of future trainees, and the outcome of continuously improving the quality of training days and activities. We would advise that each year, any updates to the manual are sent to the Training Programme Director(s) for approval.

Note that the terms representatives, reps, trainee reps or coordinators might be used interchangeably throughout this manual to refer to General Adult Training Day representatives.

Please note that information regarding past training days is here only to serve as a guide, the authors advise that specific details regarding previous training days can be sought by reaching out to representatives who specifically organised these.

Overview of current structure

Organizing training days is both challenging and rewarding. There are a few standard rules to follow in order to ensure success. Coordinators should vary the day of the week so that trainees with scheduled timetables will not miss the same activity every month in order to attend e.g. some training days could be on Tuesdays, and others on Wednesdays or Thursdays. Always organize a lunch (either sponsored or other). From feedback in past years there seems to be a preference for hot food at lunch time.

It is usually standard to provide tea/coffee at registration and breaks. The cost will escalate if this is also provided at lunch.

Days tend to start at 9.00-9.30 or 9.30-10.00 am for registration. On the whole we have found attendance is better if the days do not start too early. Since the merging of Northwest and Mersey training days, this extra time allows for travel to venues for all concerned. It also prevents embarrassing situations such that attendance is not poor for the first speaker.

In recent years, registration has been done for both morning and afternoon sessions, and certificates are typically distributed at the end of the training day. This avoids early departures, and in turn prevents poor attendance for afternoon sessions /speakers, who may have travelled from far.

There are 10 training days throughout the year. Eight of these are standard training days, one is a Research training day, and one is the "Trainer, Trainee Day". The Trainer/trainee day is traditionally held in October of each year and the Research day in November. No training days are held in April and August. It is better to organize training days for December and July in the first half of the month as attendance tends to be better. This is an attempt to avoid "peak" holiday season periods when trainees may have booked holidays, or their supervising consultants are on leave.

Try not to have the training days too close together in consecutive months.

Trainees need around 6 weeks' notice of actual dates. This allows cancellation of clinics and other scheduled activities in a timely fashion. It is helpful if dates can be given in 3 monthly blocks, this can include provisional dates.

Once dates have been decided, make sure these are communicated promptly via email and social media. Reminders should then go out the week before, with the agenda for the day. We do not email these directly. These are sent via School of Psychiatry staff.

It is the responsibility of trainees to ensure that they are on the School of Psychiatry mailing list but regular verbal reminders at the training days should be done.

"Business" meetings can be held quarterly at the training days (not on the Trainee/Trainer or research days). You might choose to use any free half hour slots in the program. Around 1 hour is adequate for the lunch breaks.

The Use of Sponsors

Please refer to the NHS guidance on sponsored events in the appendix. If unsure, contact the TPDs (Training Programme Directors) for advice. While there are two TPDs in the North West, this manual mainly refers to the TPD who directly liaised with the coordinators for the training day events.

If sponsors are used for venue, lunch or speakers, it is best to include this in the program.

There are mixed feelings with regards to sponsors, but if they are used for venue, food or speakers, trainees can make up their own minds on what they are willing to accept. Ensure all participating – speakers and the trainees, are aware of any sponsorship.

Unfortunately due to budget restraints, some high profile speakers might be too expensive for us to pay for directly from the budget, especially if it involves an honorarium, accommodation, rail or airfare. This occasionally might apply also to food and venue.

Costs and Venues

Cost for a day can escalate significantly and there has to be careful control of this. The Medical Education Centre at the North Manchester General hospital site for example, is a “free” venue and we advise that free venues should be used when possible. However, dates are quickly booked for this venue for this very reason, so again this should be done in advance. It is important to note that any parking charges are the responsibility of the trainees.

Sometimes, chosen dates will depend on venues being available, so it is best to choose the date considering venue availability.

Consider layout and size of room before booking.

One of the most crucial parts in organizing the days is ensuring IT facilities are adequate at chosen venues. Most venues are set up for these purposes, particularly “business” Conference Centres.

Please enquire about parking facilities prior to booking and whether this is included in the price or not. If it is, make it clear on the programme what the situation is and where it would be best to park.

Although it is not always possible, try not to organize training days during other large conferences.

On the whole, we have tended to cater for around 30-40 trainees for any standard training day, and around 80 for the Trainer/Trainee day. In recent months, utilizing online portals for registering attendance has proved useful particularly for Trainer/trainee days. However, this still requires some work to encourage everyone to participate in these well in advance.

As coordinators it is recommended that you arrive at the venue at least 30 minutes in advance to iron out any potential difficulties. In the past there have almost always been IT problems. As a backup option, one of the reps should bring their laptop fully charged, with the talks already loaded, and bring appropriate cables and connections as well.

Some points to consider when choosing a venue:

- Manchester / Mersey / Central type venues - accessibility to all trainees
- Hospital venues
- Non- hospital venues
- Paid and free venues

CURRENT VENUE LIST

Training Days can be held at either paid or unpaid venues. Please check the specific websites for up to date, accurate information. The information below is only given as a guide.

Unpaid venues (need to book far in advance):

- Education Centre, North Manchester General Hospital (Greater Manchester Mental Health NHS Foundation Trust - GMMH) - food/ refreshments to be arranged and paid for separately
- The Curve, Prestwich Hospital (Greater Manchester Mental Health NHS Foundation Trust - GMMH)
- food/ refreshments to be arranged and paid for separately
- Hollins Park Hospital, Warrington (North West Boroughs Healthcare NHS Foundation Trust - NWBH)
- food/ refreshments to be arranged and paid for separately
- Lantern Centre, Preston (Lancashire Care NHS Foundation Trust - LCFT) - *LCFT have also kindly offered to provide food when this venue is used, but please check with them in advance

Paid Venues

Birchwood Park Conference and Events Venue, Warrington – typically used for Trainer Trainee Day

Daresbury Park Royal Hotel, Warrington

Marriot Hotel, Manchester airport

Radisson Blu Hotel, Manchester airport

Some additional venue details:

1) Birchwood Business park, Warrington – typically used for trainer trainee day

Caters to cabaret style and auditorium style room settings. All IT needs can be catered to as well.

Plusses - conveniently situated – good access for both Manchester and Mersey trainees, ample parking.

Parking is free for planned events – tickets need to be validated by reception, otherwise might have to pay up to £9/day

2) Daresbury park hotel, Warrington – typically used for regular training days

Caters to different seating arrangements (No auditorium).

Can cater to IT requirements.

Hot or cold lunch available

Ample and free parking as long as you register your vehicle number, otherwise up to £60 charge

Contacts to consider when booking venues:

1) Lynne Oversby, Medical Secretary to Dr Simon Sandhu, the TPD,

Rehabilitation & High Support Directorate

Heathfield House

Cale Green

Stockport

SK2 6RA

Tel: 0161 716 4310

Fax: 0161 716 4317

Email: lynne.oversby@nhs.net

2) Birchwood Business Park

Chadwick House, Warrington Rd, Risley, Warrington WA3 6AE

01925 851536

3) Daresbury park hotel

Red Brow Ln, Warrington WA4 4BB

0871 221 0202

PS: When booking paid venues, check with the secretary to the TPD (currently Lynne O), whether her contact details need to be shared - for the invoice.

Certificates

There is one master template that can be used for attendees. Most speakers do not ask for a Presenter Certificate, but occasionally, some will. The master template can be edited for this purpose and emailed to them in a timely fashion.

Ideally, the editable master template should not be emailed to other trainees under any circumstance. One coordinator should have responsibility for this template, produce the monthly certificate, save it as a PDF and then email to the other coordinators for printing.

Printing

Occasionally, there is a lot to print, especially if you have organized a workshop day and the presenters have asked for material to be printed in advance.

Programmes for the day should be printed along with attendance sheets (AM/PM), attendance certificates and feedback forms. It can be a lot to print for one person, as well as time consuming. It is advisable to distribute the printing among the coordinators. One approach could be allocating this to the coordinators who have not had a particularly large input to the index training day, or who are not involved as the “lead” or “second” for the day.

Speakers

Speakers can be sought from a wide variety of places, including the universities or medical faculties. Consider searching for speakers likely to interest senior trainees. It is important to remember that there is a breadth of experience amongst the trainees, and you should try and cater for all grades. Always brief the speakers on the audience they will be addressing in your invitation emails, so they can prepare to deliver a talk which will be well received. Important details would include number of attendees, stage of training, specialty and geographical location of trainees, among others.

The best way to secure speakers is to email them in advance, with a number of dates over a number of different months. Also ask them if morning or afternoon slots are preferable. Once confirmed, try and obtain a contact mobile number and make sure they have yours for last minute emergencies on the day. If they are unfamiliar with the area, try and be as helpful as possible with likely travel times etc. Also, confirm the length of their talk and ask them if they have to leave the venue by a certain time. If they have slides, request for these to be emailed to you in advance. You may choose to print out back up copies of their slides, to help out in the unlikely event of an IT failure.

Please be careful about inviting controversial figures to speak, particularly if they have “anti-psychiatry” views. It is also important to inform the speakers, on invitation, about event sponsorship arrangements, such as whether things will be sponsored by a pharmaceutical company. We would like to ensure that these events are organised ethically, and that we do not offend the audience or the speakers. That said, be open to inviting speakers with a variety of viewpoints and approaches, as this can greatly enhance the experience, and expand trainees’ worldview.

Trainer Trainee Day

As discussed, we have an annual training day schedule, with monthly events aimed at continually developing our competencies as Higher Trainees.

The highlight of this Annual Schedule is the Trainer Trainee Day, which holds once a year and to which our Trainers are also invited. It tends to be a useful platform for networking and learning.

Historically this has been organized with local issues in mind, with local presenters/speakers enlightening the audience on varied topics of interest; however, in the last couple of years it has developed into a more thematic study day.

Recent Trainer Trainee Days:

2017: The theme of the day was "Train the Trainer"

The logic behind this workshop was that high quality and effective training can transform the performance of an individual and a team. Unfortunately, being an expert on a subject doesn't make a person effective at training others. This workshop aimed to enable participants to prepare, deliver and evaluate a highly effective and interactive training programme.

Objectives were that by the end of the workshop delegates would be able to:

- Prepare a training programme designed to meet defined learning objectives
- Identify and provide effective training for people with different learning styles
- Understand and be able to use a range of delivery methods to maintain the interest and engagement of their participants
- Evaluate the effectiveness of their training programmes
- Design and deliver a short training session

2018: The theme was "Leadership"

This was an unforgettable opportunity to listen to, and learn from perspectives on leadership in healthcare, from prominent national speakers and role models.

Speakers included Dr Kate Lovett, Prof Dinesh Bhugra, Dr Raj Persaud, and Dr David Fernley.

Ideally for trainer trainee day, aim to start preparations up to 8 months in advance. The Trainer/trainee day traditionally should include "high profile" speakers, so they need to be contacted well in advance. Best to give them around 5/6 months' notice. You need to consider appropriate options for speakers, venues and dates. Do not be afraid to email people you do not personally know. You will tend to find those who respond, would be willing to consider speaking on the day. Try and choose interesting individuals. If they have a connection to the Northwest, they might be more likely to consider the opportunity; but be willing to invite speakers from all around the UK and if possible beyond. Remember to make it clear from the outset that we would only be able to fund modest travel and allowances. This is important because although some high-profile speakers may be agreeable to attending and speaking, they may be expecting significant remuneration.

The speakers for this day should be appealing to both trainees and Consultants. To encourage attendance of both groups, details on the date, confirmed speakers and venue should be emailed to potential attendees at least 3-4 months in advance if not longer. This should be followed by at least monthly reminders, plus final ones by the fortnight, week and day before the actual event.

Also, it is advisable to stay in touch with previous coordinators as they have a wealth of experience and are usually willing to help at any time.

To aid in your logistics and planning. You could consider developing a to-do list similar to the one on Page 40 of this manual.

Some options for contacting trainers include the following - emails via school of Psychiatry, medical education teams, medical staffing teams, DMES; announcing at Wednesday LEP teaching days, Consultant meetings etc. We encourage multiple modes of communication to ensure the information reaches all General Adult Psychiatry trainers in the North West.

At the point of conceptualizing and starting to plan the event, you might want to consider starting with the following:

- decide theme
- decide on and start to contact speakers (and backup speakers) – note that the high-profile speakers you might invite to trainer trainee day tend to be booked up to a year in advance
- contact venue and make arrangements
- prepare draft budget
- contact the training programme director with your plans

In summary, strategies to encourage attendance:

- Advertise
- Regular reminders
- Use RSVPs to register attendance or non- attendance:
- Tools such as Doodle poll, Eventbrite or Teamer
- Email options described above
- Social Media
- Invite other trainees in related specialties – e.g. Old age Psychiatry

Budget: Dr Simon Sandhu (TPD for Manchester) is responsible for allocating the money for study days. A good starting point is to request the available budget for the whole academic year. A significant proportion of the budget is spent on this event.

Estimated Recent Event Expenditure for trainer trainee day:

- For details relating to this, contact previous representatives or Lynne Oversby

****See appendix for samples of correspondence related to trainer trainee day***

Chairing

There are different approaches to this. Sometimes, the coordinator who has taken the “lead” for the day, does the chairing, but there are no hard and fast rules. This approach could be more convenient, as the “lead” is likely to have corresponded a lot with the speakers and might be more familiar with them. Alternatively, different reps can chair different segments during the day. Figure out what works for you and your team.

Please know your speaker. Find out in advance their qualifications/achievements/ work details etc. Some speakers will provide this without prompting, while you might need to ask others. It is important that speakers are introduced correctly.

The Chair is also responsible for timeliness - ensuring that each item, and the entire day run to schedule. On a final note about chairing, note that this could serve as an opportunity to get a WPBA for your portfolio from one of the speakers or other senior attendees.

Since there are now 4 coordinators (2 Mersey and 2 Northwest), it is encouraged that at least one coordinator turns up early on the day. If any of the other coordinators are unable to attend, we would recommend at least 2 coordinators are present for the day. One to chair, and the other to troubleshoot any problems. It is advisable that there is always a coordinator to greet the speakers. If speakers have a good experience, they are more likely to come back for further talks. If the talk is longer than 1 hour, it is better to split this - if possible - into 2 separate sessions; but negotiate with the speaker what would be best. Shorter sessions tend to facilitate better engagement.

Handover

Handover historically, was developed into a staggered process with the plan being that Manchester coordinators would hand over in April and the Mersey coordinators in August. This was in many ways ideal. One reason was that it ensured that at each point in the academic year, there were coordinators on the team how were not completely new to the role. Also it meant the hand over process could take place during the months when there were no training days scheduled, giving the new representatives a grace period to settle into their new role.

In the past year (2018/2019), things have evolved somewhat differently with both groups of new representatives (Manchester and Mersey) effectively starting up their roles in April 2019. This has occurred due to some logistic challenges related to availability of trainees able to take up the roles. Following this, we have come up with the following suggested protocol, to attempt to ensure continuous smooth transition going forward.

We would however leave it to the current set of representatives to decide whether to continue with the April/ August approach for Manchester and Mersey respectively, or to choose to come up with something else entirely.

Proposed Protocol for handing over to new training reps:

1. Start to advertise / announce the vacancy four (4) months to handover, using the various modes of communication suggested elsewhere in this manual. That would be December for an April handover, and April for an August handover. Remember that it is the primary responsibility of each patch (with the support of their colleagues) to handle the process of ensuring there are new reps to hand over to i.e. Manchester and Mersey respectively.
2. Confirm new reps a month to handover and announce to all trainees
3. Meeting - hand over relevant materials/information such as the manual & relevant databases, specify speakers who have indicated interest in upcoming training events etc. Notify relevant speakers or sponsors of upcoming events, about the change in reps.
4. Support new reps through initial training days
5. Consider the utility of a transition period. We trialled this during the 2018/2019 handover period, by adding new representatives to the leadership WhatsApp group for the last couple or so months prior to our ending our tenure. This was with a view to their being able to observe the activities that go into planning training day events, without any of the pressure of having to actually do so. We, the outgoing representatives then stayed on in the group through April 2019, to support them as they independently planned their first set of training days.

6. Reps should ensure that attendance sheets and feedback forms are kept and filed, preferably by designated persons. At the point of handover these should then be sent to the TPD.

Planning monthly training days

Handy points for contacting speakers and organising a training day:

- At the start of your time as representatives, preferably during the handover period, work with the outgoing reps to schedule potential training dates for the next 12 months, and share this with the school of psychiatry and the TPD. This should help to avoid conflicts with other school activities. The main reason for the 12-month list is that it helps trainees plan ahead.
- confirm themes for specific training days up to six months in advance of the date
- decide speakers (and backup options) and programme schedule for each of the days
- decide source of sponsorship and make appropriate contacts
- consider venues
- contact speakers and inform them of source of sponsorship
- if any of the training days are to be sponsored by HEENW, contact the Training Programme Director (Dr Simon Sandhu) ASAP (latest 6 weeks before the training day)
- if no external sponsorship, then representatives would need to decide on a venue and figure out catering arrangements
- Once date confirmed, and following the immediately preceding training day, send out the Doodle poll i.e. for example send February Doodle poll after the January training day

a) Pre-Training day preparation:

➤ Choosing themes/venues

Consider Intended learning outcomes (ILOs) and which of them have been covered in the course of the year. Review themes of training days from the past 2-3 years. Review recent feedback from trainees. Decide on a theme.

Review the speaker database (see appendix at the end). Review the available venues (see section on venues – includes details on which tend to be free or paid).

The training days are usually arranged for about 30- 40 attendees.

➤ Developing schedules

Ideally trainees should be informed about specific training days up to three (3) months in advance of, and at least 6 weeks before the event. This would allow them to plan and confirm their attendance to the training day. As mentioned above, we recommend that trainee reps plan the dates in advance for the whole year, and circulate these dates to the trainees via email. The detailed agenda for the day should be sent to one of the programme staff at the School of Psychiatry. Recently we have tended to contact the Education Programme Manager at the School of Psychiatry – currently Claire McNally (see below), at least 6 weeks in advance, for circulation to trainees.

- Notifying School of Psychiatry

Training day reps are also responsible for liaising with the School of Psychiatry, who need to be aware of the contact details of trainee reps, so reps can be contacted if needed. They offer support with scheduling, to avoid clashes with school programmes such as ARCP or TPD panels. The School also offers support with circulating information to trainees about training days.

- Social media / online communication

Doodle poll and WhatsApp have recently been used successfully by trainees to confirm attendance at events. WhatsApp has also served as a useful tool for disseminating relevant information, and responding promptly to concerns and queries.

- Paperwork to arrange prior to the event

The following need to be prepared and printed out in sufficient numbers - attendance sheets (for am/pm sessions), detailed programme, feedback forms and certificates.

b) On the training day:

- Arrangements at venue

Training day reps are responsible for arrangements on the actual day, including working with the venue staff to ensure the hall is appropriately set up, setting up of the computer and projector, ensuring availability of flipcharts or whiteboards and markers, refreshments (tea/coffee/ lunch), as well as information on exits, toilets and fire alarms.

- Chairing the day/session - see above

- Collect feedback at the end

Attendees should be given reminders throughout the day about completion of feedback forms. Response can be facilitated by ensuring feedback forms have been handed in before certificates are given out.

c) Post-Training day:

- Attendance sheets should be sent to the Secretary to the TPD - Dr Sandhu, currently Lynne Oversby. See below for contact details.
- Collating feedback – a designated representative should be responsible for collating the feedback. Feedback is invaluable in planning future training days. Also, sometimes speakers request for feedback on their sessions. This can be collated specifically and shared with the speaker.
- Appreciation – It is important to send thank you emails to speakers, sponsors and all who contribute to the success of each event.

Research Representatives and planning the Research Day

There are 10 training days each year. One of these is the research day, which is arranged by the research representatives. It is usually held in November. Our role as training day representatives is to support the research reps as needed, as they have primary responsibility for this event. They are responsible for choosing the date, planning the schedule, inviting speakers and executing the day itself.

Relevant paperwork (see appendix)

This role comes with a number of important documents. Such samples and templates have been included in the appendix. Specific editable versions of some sensitive documents, such as the certificates are to be securely handed over between designated representatives.

Communication with the Training Programme Directors

It is important to keep the Training programme directors informed throughout the year. There are separate TPDs for Manchester and Mersey, both of whom are willing and happy to provide support and advice related to training days. At the time of preparation of this manual, primary communication about training days and associated issues are routed through the Manchester TPD.

Important points regarding how to Navigate the HEENW study leave budget and Organise event funding within HEENW:

1. Training day representatives need to be aware of numbers – at the beginning of 2019, there were 52 General Adult Psychiatry posts with around 10 vacancies
2. Study leave budget allocation per trainee - approximately £805 total - £200 per trainee is top sliced for training day and related activities (to give a top-slice budget on about £10,000 per year), hence £605 is actually available to each trainee.
3. There has historically been a surplus of approximately £5k per year which is used to fund the Edge Hill modules
4. Financial year with respect to budgeting considerations - All requests need to be in by March 1st of that financial year (any after this will be moved to the next financial year)
5. Ideal timelines for contacting the TPD about use of the study leave budget for an event – as soon as possible! But preferably, 6 weeks before the event.
6. When to contact the TPD, as opposed to when to contact the secretary to the TPD (currently Lynne Oversby) - Secretary for administration/logistic type things, more complex issues direct to the TPD.

7. For any other relevant information on how representatives should navigate the HEENW study leave budget / protocol for accessing funds – contact the Medical Education Administrator (currently Helen McEnerney) - through this email: Mrcpsych@gmmh.nhs.uk
8. Other contact details are as follows which may change with time:
 - a. TPD (Manchester) Secretary's email: lynne.oversby@nhs.net, phone: 0161 7164310
 - b. School of Psychiatry: Claire.McNally@hee.nhs.uk, phone: 0151 4792619

Protocol for working with sponsors:

- Discuss with the Sponsors and clarify your objectives, and theirs. Ensure there are no conflicts with the guidance regarding sponsorship – see appendix.
- Discuss your plans with the TPD
- if relevant, ensure memoranda of understanding are appropriately completed – send these to the TPD as he fills them in. The representatives DO NOT sign these!
- Refer to relevant policies – see appendix for NHS England Guidance regarding sponsorship
- Clearly let Speakers know of involved sponsors in good time, such that if speakers have any objections, other arrangements can be considered
- Clearly let attendees know of involved sponsors
- If unsure, representatives can contact the TPDs, Medical Education Administrator, School of psychiatry or previous representatives for advice
-

Future Considerations re: sponsorship:

- Reach out to other HEENW local trusts, to consider working in partnership to sponsor/ organise training days. This is beneficial to trainees as this increases options for sponsorship as well as provides exposure to a variety of ways of doing things. It could also be beneficial to the trusts, as such arrangements provide for exposure, as not all trainees might be aware of all trusts and options at these trusts.

Options for communicating with trainees

- Emails via School of Psychiatry, months to weeks in advance, informing trainees of events
- Doodle poll
- Social media such as WhatsApp – please try to be responsive towards trainees' questions. Current WhatsApp groups are those for the reps, general HEENW ST trainees, Manchester and Mersey specific trainee groups
 - o Could consider other social media options such as Twitter in the future. Please discuss these with the TPDs.
- Placeholder PowerPoint slides during training days
- Brief In person meetings (occasional) – particularly during tea/coffee breaks on training days

MEETINGS REPS ARE EXPECTED TO ATTEND AND ASSOCIATED RESPONSIBILITIES

STC Meetings

- Representatives are expected to attend HEENW Specialty Training Committee (STC) meetings. Usually present are the TPDs, other trainee representatives, Consultant leads and School of Psychiatry staff
- Once you start as a training day representative – contact the Education programme manager for the North West School of Psychiatry via psychiatry.nw@hee.nhs.uk to find out details of upcoming STC meetings
- At STC meetings, representatives are expected to give feedback from the trainees they represent, and give succinct summaries of occurrences since the last STC meeting, as well as updates on any tasks from previous STC meetings. You can also share information on planned future activities. This is a great place to get invaluable advice from senior colleagues and other representatives.

Tips from Past trainees/ Helpful Points to Remember – can refer to these when you need a quick reminder, and highlight those relevant to your situation:

- Send training day attendance scans to the Secretary to the TPD by email (Lynne Oversby)
- Find out details about parking at the venues in advance and inform speakers and attendees
- Find out details about logistics including room and floor locations, at the venues in advance and inform speakers and attendees
- Social media communication – Update social media regularly. Representatives should be responsible for regular social media communication to trainees regarding upcoming training days, any changes, and reminders (the week before, the day before and the morning of events). This has proven to be an invaluable medium of communication. Consider ways of expanding this within appropriate limits. On the day before, and on the morning of training days, attempt to send out reminders about venue and parking details using social media.
- Ensure annual training day dates are decided on and circulated up to 6 months in advance, e.g. for training day dates for July 2020 to July 2021, come up with the list of the tentative dates and circulate these to trainees and school of psychiatry by January 2020
- Ensure that School of Psychiatry is kept informed about future training dates to avoid clashes with events such as ARCPs, TPD reviews etc
- Consider planning training days to cover all the main ILOS in the course of the year
- Include information about relevant ILOs on the programmes, feedback forms and the certificates
- Always get details for a contact person at the venue prior to the event – someone who you can liaise with prior to and during the event
- Ensure that presentations are emailed by the speakers, to the representatives at least 48 hours prior to the event (a week for trainer trainee day)
- Ensure that the venue has a laptop and projectors, and a variety of cables (for PC, Mac, HDMI etc)

- If necessary, arrange for one of the representatives to bring a backup laptop
- Encourage trainees to restrict the social media accounts to the purpose for which they were developed – things related to the training days
- Trainees (and others) may contact you about suggestions regarding speakers or sponsors for training days. Accept this information graciously, but ensure that any potential speakers or sponsors are assessed objectively before involving them in training day activities
- Trainees might be interested in accessing speaker slides following training days. Always get permission from speakers before circulating their slides, especially as some might not want to, while others might choose to send other versions for instance PDF versions
- Avoid scheduling training days on Mondays or Fridays if possible. Attendance tends to be less than ideal.
- Attempt to schedule training days on a variety of Tuesdays, Wednesdays or Thursdays. Avoid repeatedly scheduling training days on any one particular day of the week, as this might disproportionately disadvantage less than full time trainees who do not work on certain days.
- Remember that no single training day date is likely to be convenient for all trainees, work with dates that are likely to work for most trainees.
- Be open to working with reliable, relevant speakers from a variety of medical and para-medical backgrounds.
- If struggling with finding speakers, last minute options could involve asking very senior trainees to present on a relevant topic
- Poll runner (from Docubuzz), and Survey monkey are useful for polling trainees on a variety of issues where trainees' opinions are needed
- Be prepared to send out repeated reminders for whatever type of communication you engage in with trainees (and speakers). People have multiple demands on their time, and might need repeated reminders to respond to your messages.
- Start advertising trainee representative positions up to four months prior to the actual handover
- New trainees join the training programme at different times. Encourage existing trainees to invite new trainees to events, and to the social media groups, in order to facilitate communication and reach.
- Consider the use of PowerPoint place holder slides during tea and lunch breaks. It could be an effective way to disseminate information to a so-called captive audience.
- Arrive at training days 30 – 60 minutes before the training day starts, to ensure the following are in place:
 - o Projector
 - o All necessary printouts
 - o Hall set up
 - o Any speaker requests
 - o Any planned notices
- Periodically pass around feedback to trainees, asking for suggestions on possible speakers and themes. This ensures you are working with input from trainees and helps to develop your speaker database
- Consider reaching out to the Directors of Medical Education at the various trusts, and the MRCPsych course coordinators, for support, advice and resources, including information on potential speakers

- If you decide on a brief introduction prior to their talk, remember to get Bios on your speakers. Remember, a speaker familiar to Manchester trainees may be totally unknown to Mersey trainees and vice versa. Request these Bios from the speakers a few weeks prior to the event, so you have them printed and ready prior to the day of the event.
- Always request presentation slides and associated information from your speakers, weeks in advance of the actual event
- Look for opportunities to work with NHS Trusts within the HEENW footprint. Some trusts have indicated a willingness to support and potentially sponsor training days.
- You might want to consider the utility of developing preparatory checklists for training days, particularly for the Trainer trainee day
- Always remember to request the additional bits from your sponsors / venues – flip charts, white board markers, bottled water for speakers, clock in the hall etc

Appendix - GUIDANCE, SAMPLES, LISTS, TABLES AND TEMPLATES

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List of previous Training days (from July' 17)

Date	Theme/Topic	Venue	Sponsor
31 st July'17	<p>Sexual health in serious mental illness – Prof Hughes</p> <p>Surviving MHRT and civil court-- Doug Feery</p> <p>Medicines for MH problems- shared decision making – Steve Bazire</p> <p>Leadership out of the box – Dr Khurram Sadiq</p>	Medical Education Centre, North Manchester General Hospital	Pharma company
12 th September'17	<p>Mentoring in the NW School of Psychiatry— Dr Abbass/Dr Patwardhan)</p> <p>Mentoring—A personal Perspective— speakers as above</p> <p>Challenges of raised Prolactin – Prof Peter Haddad</p> <p>Thinking long-term from the beginning to optimise outcomes in Schizophrenia (Prof Correll)</p> <p>Business meeting</p>	Manchester Airport Marriott	Otsuka
6 th November'17 Trainer Trainee Day	Train the trainer – Mr Stephen Clark	Birchwood Park, Warrington	School of Psychiatry
27 th November'17 Research day	<p>Prescribing in perinatal period – Sarah Jones</p> <p>Prof Nav Kapur- suicide prevention research</p> <p>Psychopharmacology of anti-psychotics - Dr Martin Guscott</p> <p>How to fulfil your</p>	Medical Education Centre, North Manchester General Hospital	Sunovion

	<p>portfolio research competencies – Dr Simon Sandhu</p> <p>Trainee research presentation</p>		
18 th December '17	<p>Patients as Mothers – Dr Tanya Stanway</p> <p>Financial planning – Andrew Independent Financial Advisor</p> <p>Consultants in making- Ace your interview and bag the job – Dr Samir Shah (2 hours talk with break)</p>	Daresbury Park Hotel, Warrington	Pharma company
18 th January '18	Assertiveness Training	Daresbury Park Hotel, Warrington	Pharma company
28 th February '18	<p>Adult ADHD Updates – Dr Adam Joiner</p> <p>Organic Personality Disorder & overview of ABI services – Dr M Dewsbury</p> <p>Neuropsychiatry & the law – Dr C Kirk</p> <p>Inquest Training – Sharon Smith (2 hours)</p>	Daresbury Park Hotel, Warrington (sponsored)	Pharma company
28 th March '18	<p>Social media- its challenges/impact on MH – Dr Khurram Sadiq</p> <p>Playing Second Fiddle in war zone—Dr Sewehli</p> <p>The neurobiology of depression – Prof Allan Young</p> <p>The Cost of Relapse – John Donoghue</p>	The Park Royal Hotel, Warrington	Otsuka and Lundbeck
15 th May '18	<p>Forensic theme - Dr Simon Plunkett</p> <p>Therapeutic use of security - Dr El Metaal</p> <p>Aspergers, a gift – Dr</p>	Medical Education Centre, North Manchester General Hospital	Lundbeck

	<p>Khurram Sadiq</p> <p>Vortioxetine – Lundbeck</p>		
7 th June'18	<p>Metabolic syndrome – Dr Adam Joiner</p> <p>Aetiology of type 2 DM and diet nutrition update – Dr Adam Joiner</p> <p>Improving Coordination of Clinical Practise for Schizophrenia—Charlotte Emborg Medical Officer at OPUS clinic, Denmark</p>	Radisson Blu Hotel	Pharma company
13 th July'18	<p>Is acute confusion mental illness – Dr Qaiser Javed</p> <p>Psycho-oncology – Dr Jane Younger</p> <p>Alcohol and Psychiatry – Dr Lynn Owens (Nurse Consultant)</p> <p>Medically Unexplained Syndrome—Dr Cecil Kullu</p> <p>Trainee experience in liaison psychiatry</p>	Daresbury Park Hotel, Warrington	Pharma company
5 th September'18	<p>Special Interest Theme</p> <p>Mentoring talk by ST reps</p> <p>Dr Gillian Strachan (Perinatal Psychiatry)</p> <p>Dr Chris Daly (Drug and Alcohol services)</p> <p>Dr Matthew Cahill (Eating Disorder services)</p> <p>Prof Allan Young (Diagnosis in psychiatry)</p>	Park Royal Hotel, Warrington	Otsuka
18 th October'18	<p>Leadership theme</p>	Birchwood Park, Warrington	School of Psychiatry

Trainer Trainee Day	Dr Kate Lovett Prof Dinesh Bhugra Dr Raj Persaud Dr David Fearnley		
15 TH November'18 Research day	Pharmaceutical Research & Development- Claire Gascoigne Delayed treatment is bad for psychosis -- Dr Richard Drake ROSHNI 2 team discussing projects Research in training – Dr John Stevens	Daresbury Park Hostel	Lundbeck
11 th December'18	Legislation & Inquiries MCA – Dr Faisal Parvez Incidents & Homicides—Dr Judy Harrison MHA legislation – Dr Simon Sandhu Dr Andrew Brentnall (sponsored by Otsuka)	Medical Education Centre, North Manchester General Hospital	Refreshments sponsored by School of Psychiatry and Lunch sponsored by Otsuka
16 th January'19	Forensic psychiatry – Dr Matt Appleyard SUI's and Root Cause Ananalysis – Dr Yousaf Iqbal/Dr Heba Elrafi Coroner's Inquests – Donald Imrie, MDU The Board & medical management – Dr David Eva Developing leadership – Dr Khaled Mostafa How to start and run a management project- Phil Horner	The Lantern Centre, Preston	LCFT <i>* We worked with Lancashire Care to deliver this training day. We believe this is an example of good practice - of local trusts supporting the ST training day; providing speakers and logistic support (venue and free meals for the day). This type of synergy also provides exposure for the Trust, for trainees not familiar with the area.</i>
19 th February '19	Psychotherapy - ILO 5	Daresbury Park Hotel, Warrington	Meals, venue and the late afternoon speaker

	<p>The Container Contained - Dr L Henen – ILOs 1,5 & 7</p> <p>Psychological Approaches to Borderline Personality Disorder – Dr J Lau – ILOs 2 & 5</p> <p>Medically Unexplained Symptoms – Dr P Culatto – ILOs 2 & 5</p> <p>Contemporary Issues in the Physical Treatment of Depression – Professor R. N. Mohan (talk sponsored by Lundbeck) – ILOs 7, 8 & 11</p>		(Professor Mohan) sponsored by Lundbeck Limited
20 th March '19	<p>Complexities in Mental Health – ILOs 2 & 3</p> <p>Working with Asylum seekers and Refugees - Dr Rukkyia Hassan – ILO 2</p> <p>Complexities and PTSD- Dr Clive Hyde – ILO 7</p> <p>Managing complexities within psychiatric rehabilitation - Dr Richard Jones – ILOs 2 & 3</p> <p>Long term conditions and mental health - Dr Samir Shah – ILO 3</p>	Daresbury Park Hotel, Warrington	Lunch, tea/coffee breaks, and the venue sponsored by Lundbeck Limited.

MANCHESTER/ MERSEY SPEAKER DATABASE

	LIAISON	MEDICAL MANAGEMENT AND BEING A CONSULTANT	MENTAL HEALTH ACT/ CAPACITY RELATED	PSYCHOSIS RELATED
Speaker Topic and Base/ Source	<p>-Anne Byrne</p> <p>-Chris Dowrick LIVERPOOL GP(Core competencies for GPs in mental health; the interface for care between GPs and psychiatrists)</p> <p>-Ross Overshott</p> <p>-Omar Hussein</p> <p>-Samir Shah</p>	<p>-Ayesha Rahim LCFT (Digital Health and Chief Information Officer Role)</p> <p>- Taseer Kazmi – Leadership and Management, Transitioning to being a Consultant,</p> <p>-Other speakers - (Being an AC, Assertiveness training, Consultant Interviews, Emotional Intelligence)</p> <p>- Judy Harrison (Clinical Governance, Career in Psychiatry – approaching CCT)</p> <p>Khaled Mostafa LCFT (Transitioning to Consultant, Service Development)</p> <p>- Julie Brodneric: Clinical Governance Manager (Handling SIRI Reports as a Consultant) *check with Lynda Hurst</p> <p>-Wakil Ahmed (Therapeutic Management of Risk, Preparing to be a Consultant from the start of your ST training)</p> <p>-Samir Shah (Interview Prep)</p> <p>- Dr Datta, Old Age Psychiatry Consultant and RCPsych AAC assessor– Preparing for Consultant Interviews</p>	<p>-Doug Feery (Mock Inquest)</p> <p>- Faisal Parvez: Pennine Care (Mental Capacity Assessments)</p> <p>- Simon Sandhu (Role of the Approved Clinician, Updates on the MHA)</p> <p>- Lucy Bacon LCFT (Police Station Assessments)</p>	<p>-Adam Joiner LCFT (Metabolic Syndrome)</p> <p>-Richard Drake (Antipsychotics and Novel Ways to treat Psychosis)</p> <p>- Professor P Haddad University Of Manchester - Antipsychotic and Metabolic side effects; challenges and management</p> <p>- Professor D Taylor, Maudsley - Drug Treatment of Schizophrenia- what’s the latest?</p> <p>Professor S Bazire University of East Anglia - Medicines for Mental Health: Shared decision making to improve Outcomes in Psychosis</p>
	ADHD	PSYCHOTHERAPY AND PSYCHOLOGICAL MEDICINE	PERINATAL	ASYLUM SEEKERS AND RELATED

Speaker Topic and Base/ Source	-Adam Joiner LCFT (ADHD) - Cherry Lewin (ADHD) -Alison Carroll from Shire Pharmaceuticals (Adult ADHD)	-Richard Morgan (CBT in PD or anything else) - Mark Evans or Racheal Jukes or other Consultant Medical Psychotherapist: (Therapeutic Alliance, Different Modalities of Therapy) Mustafa Alachkar, Sarah Burlinson – Pennine Care NHS Foundation Trust - PCFT- (Functional Disorders)	-Gill Strachan LCFT -Sarah Jones -Angelica Wieck - Ipsi Murkhejee	- Alison Summers LCFT, Rukkya Hassan PCFT, Rebecca Farrington GMMH (Working with Asylum seekers and refugees) -Freedom from Torture Foundation (check online – may invite them to speak on Torture survivors and what the foundation does)
	OLD AGE	INTELLECTUAL DISABILITY	SUBSTANCE MISUSE SERVICES	REHABILITATION PSYCHIATRY
Speaker Topic and Base/ Source	Gareth Thomas LCFT – (Dementia, Psychosis in Older Adults)	-Steve Rowe - Sol Mustafa	-Rebecca Lee -Chris Daly	-Richard Drake -Richard Jones -Simon Sandhu
	RCPSYCH RELATED/ CONSIDER FOR TRAINER TRAINEE DAY	ORGANIC PSYCHIATRY	FORENSIC PSYCHIATRY	UNTOWARD INCIDENTS
Speaker Topic and Base/ Source	-Wendy Burn -Sue Bailey -Simon Wessley -Nusrat Hussein -Peter Hadad - Kate Lovett -Dinesh Bhugra -Raj Persaud - Nav Kapur - Melanie Abas - Professor Christopher	-Khaled Mostafa (Neuroimaging in Psychosis/Schizophrenia OR Organic Psychosis) -Czarina Kirk or other Consultant or ST6 in Neuropsychiatry (Autoimmune Encephalitis) -Czarina Kirk LCFT (Neuropsychiatry in the courts – assessment of fitness to plead; insanity; role of expert witness// Acquired Brain Injury (ABI) and Mental Disorder – Service Provision and Care Pathways OR ABI Psychosis //Epilepsy and	Simon Plunkett Hany El Metaal Andrew Collier	A Case study of the Bawa Garba Case – Negligence and Man slaughter

	Dowrick - Professor David Nutt - Samir Shah	Psychiatry) -Rachel Thomason – (confirm specific topic)		
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Sponsored events



What are the issues?	Sponsorship of NHS events by external parties is valued. Offers to meet some or part of the costs of running an event secures their ability to take place, benefiting NHS staff and patients. Without this funding there may be fewer opportunities for learning, development and partnership working. However, there is potential for conflicts of interest between the organiser and the sponsor, particularly regarding the ability to market commercial products or services. As a result there should be proper safeguards in place to prevent conflicts occurring.
Principles and rules	<ul style="list-style-type: none">• Sponsorship of events by appropriate external bodies should only be approved if a reasonable person would conclude that the event will result in clear benefit for the organisation and the NHS.• During dealings with sponsors there must be no breach of patient or individual confidentiality or data protection rules and legislation.• No information should be supplied to the sponsor from which they could gain a commercial advantage, and information which is not in the public domain should not normally be supplied.• At an organisation's discretion, sponsors or their representatives may attend or take part in the event but they should not have a dominant influence over the content or the main purpose of the event.• The involvement of a sponsor in an event should always be clearly identified in the interest of transparency.• Organisations should make it clear that sponsorship does not equate to endorsement of a company or its products and this should be made visibly clear on any promotional or other materials relating to the event.• Staff should declare involvement with arranging sponsored events to their organisation.
What should be declared	<ul style="list-style-type: none">• Organisations should maintain records regarding sponsored events in line with the above principles and rules.

SAMPLE PLACE HOLDER SLIDE MESSAGES:

WELCOME to our **March 2019** training day ☺

Tentative Future Training Day Dates:

No training day in April

Thursday 9th May 2019

Wednesday 12th June 2019 (TBC)

Wednesday 24th July 2019

*Further details and any changes will be communicated

*A tentative date-list for the 12 months from July 2019 will be sent out shortly by the New Representatives

Lunch and tea/coffee breaks, and the venue, are sponsored by X Limited.

Please note that sponsorship does not equate to endorsement of X or its products.

None of the speakers are sponsored and have - VERY kindly - freely given their talks.

Parking is free – please sign your car in electronically, using one of the provided tablets - either at reception or in the hall.

If you have any queries **today**, please contact Jo, Jane or Joan ☺

If you have any questions from **April 2019**,

Please contact our **DELIGHTFUL NEW** Training Day Representatives!!!

They are:

Jane Smith [Email address](#) (Mersey)

Joe Bloggs [Email address](#) (Manchester)

Jill Harry [Email address](#) (Manchester)

June John [Email address](#) (Mersey)

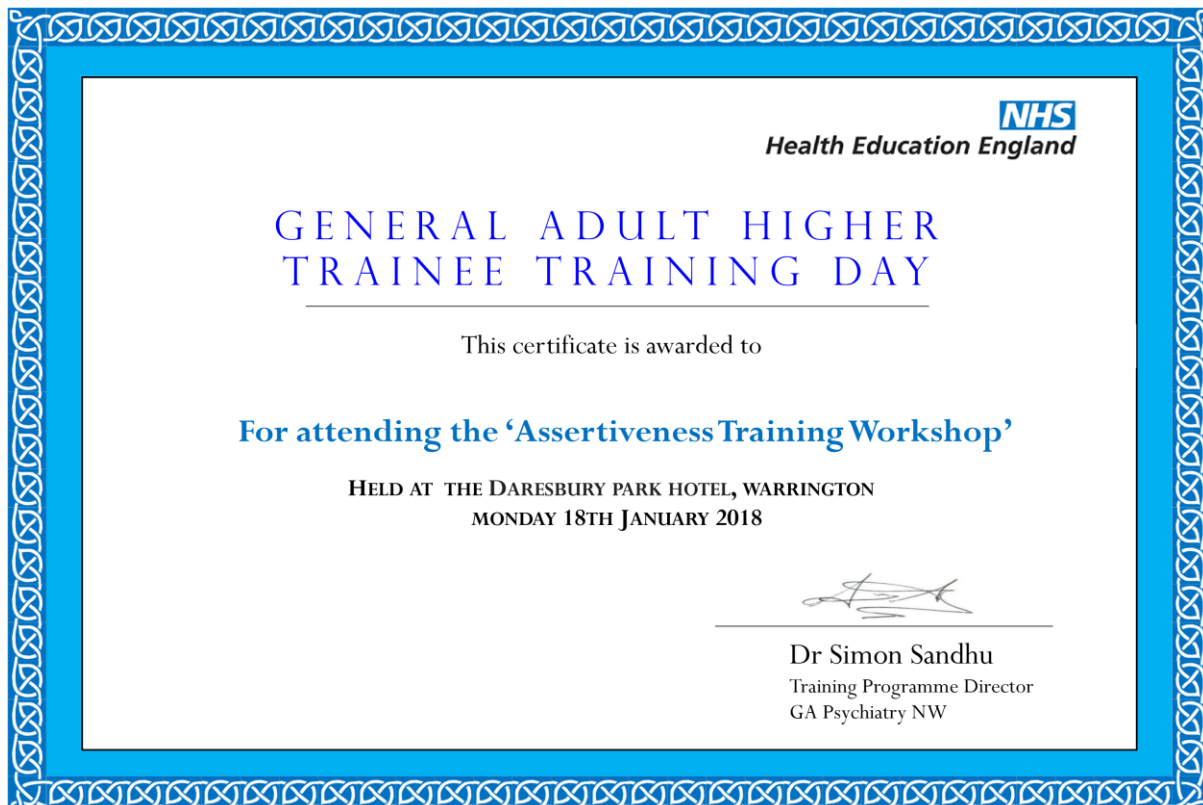
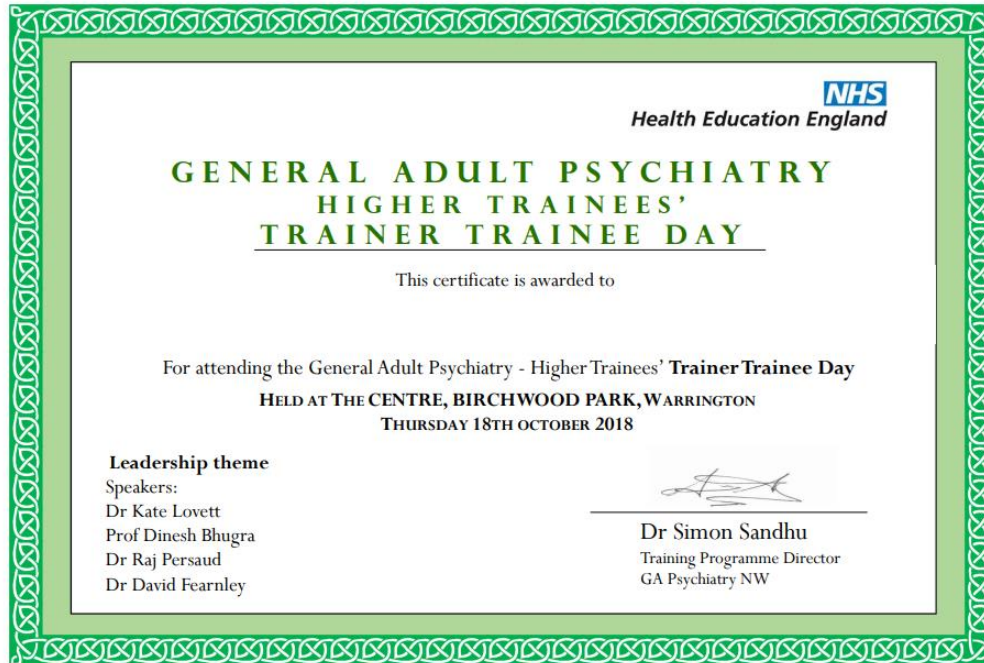
P.S – Please note that there is still a potential slot for **one** more **Manchester** training day representative.

All grades welcome: ST4 – ST6

Support and mentorship available from past reps!

MANY THANKS to you all for your support during our year as Manchester training day representatives!!!

CERTIFICATE SAMPLES



TRAINING DAY SCHEDULE

GENERAL ADULT PSYCHIATRY HIGHER TRAINEE TRAINING DAY

WEDNESDAY 20TH MARCH 2019

DARESBURY PARK HOTEL

WARRINGTON, WA4 4BB

Theme: Complexities In Mental Health – ILOs 2 and 3

0930- 1000	Registration/coffee
1000-1100	Working with Asylum seekers and Refugees - Dr AB – ILO 2
1100-1115	Coffee break
1115-1215	Complexities and PTSD- Dr CD – ILO 7
1215-1315	Lunch
1315-1415	Managing complexities within psychiatric rehabilitation - Dr EF – ILOs 2 and 3
1415-1430	Coffee break
1430-1530	Long term conditions and mental health - Dr GH – ILO 3
1530	Close

Lunch and tea/coffee breaks, and the venue, are sponsored by X Limited.

Parking is free – please sign your car in electronically, using one of the provided tablets - either at reception or in the hall.

If you have any queries today, please contact A, B or C (Training Day Representatives and their contact emails)

FEEDBACK FORMS

**General Adult Psychiatry- Higher Trainee Training Day
Health Education North West**

Tuesday 11th December 2018; EDUCATION CENTRE,
NORTH MANCHESTER GENERAL HOSPITAL

Tea Breaks, Lunch and One Talk are kindly sponsored by X Pharmaceuticals.

“Mental Capacity Act- Dr MN

Excellent Good Satisfactory Poor V Poor

Comments:

Incidents & Homicide inquiries - Dr OP

Excellent Good Satisfactory Poor V Poor

Comments:

Mental Health legislation – Dr QR

Excellent Good Satisfactory Poor V Poor

Comments:

Talk by Dr ST (sponsored by N Limited)

Excellent Good Satisfactory Poor V Poor

Comments:

How do you rate the food?

Excellent Good Satisfactory Poor V Poor

Comments:

How do you rate the venue?

Excellent Good Satisfactory Poor V Poor

Comments:

Any further suggestions for future training day events?

LETTER SAMPLES

** (as much as possible copy your fellow reps on email correspondence)

** these samples are edited, anonymised and taken from past, successful correspondence.

SAMPLE EMAIL TO SCHOOL OF PSYCHIATRY:

Subject: January Training Day

Hello T,

I hope you are well.

Could you please help to circulate the message below to General Adult STs?

Very many thanks.

Kind regards,

Q

Dr QW

Psychiatry ST4 and Training Day Representative

You are cordially invited to the Joint General Adult and Old Age Psychiatry - Higher Trainee Training Day taking place on Wednesday, 16th January 2019 at The Lantern Centre in Preston.

This event is kindly sponsored by Lancashire Care Foundation Trust, and has been organised as a joint training event with our Old Age Psychiatry Trainee colleagues.

Attached is a copy of the programme.

Please confirm your attendance via the doodle poll link below:

<https://doodle.com/poll/pgzkub7r577b3c2r>

If you have any queries please contact the trainee reps via the email addresses below:

XT, xt@doctors.org.uk

OD, OD@doctors.org.uk

DE, DE@doctors.org.uk

Thank you.

Kind regards,

X, O and D

SAMPLE EMAIL TO POTENTIAL SPEAKER

Hello Dr J,

Thank you for tentatively agreeing to speak at our upcoming training day.

The theme is Complexities in mental health. We hope you could come speak on Complexities in Managing Rehabilitation Psychiatry patients. The audience would be General Adult Psychiatry Higher Trainees from Manchester and Mersey.

The scheduled date is Wednesday 20th March 2019. The venue is Daresbury Park Hotel, Warrington. Venue and Lunch and tea breaks are sponsored by X Limited.

Other topics include Long term (physical) conditions and Mental Health, Mental health Complexities in Refugees and Asylum seekers and Complexities in PTSD.

We look forward to hearing from you and would be happy to answer any questions you might have.

Thank you.

Kind regards,

X

Dr XT

General Adult Psychiatry ST4 and Training Day Representative

Hello Dr J,

I hope you are well.

Regarding the training day on 20th March 2019, the planned schedule is:

0930- 1000	Registration/coffee
1000-1100	1st talk - taken
1100-1115	Coffee break
1115-1215	2nd talk - taken
1215-1315	Lunch
1315-1415	3rd talk
1415-1430	Coffee break
1430-1530	4th talk

Available slots are 1315 or 1430. Could you please confirm which of these you would prefer?

Thank you.

Kind regards,

X

Dr XT

SAMPLE TRAINER TRAINEE DAY CONTACT EMAILS

College Contact – Trainer Trainee Day

To: Specialty Training <SpecialtyTraining@rcpsych.ac.uk>

Subject: Request to Facilitate Contact

Importance: High

Hello,

I am a General Adult Psychiatry – ST Training Day Coordinator, with Health Education England North West.

We are currently planning an event to which we would like to invite Speakers who work with, or have worked with the college in the past including Dame AF, Sir QC and Dr BV. I recently called the college about making such contact, and was encouraged to send my invites via this email address.

Could you please assist in passing the attached invitation letters on to them?

We would be happy to answer any questions you or they might have.

We look forward to hearing from you.

Thank you.

Kind regards,

M

Dr MM

Psychiatry ST4 Dr and ST Training day Coordinator

Direct Contact Trainer Trainee Day

Dear Dr X,

Invitation to Speak At The HEENW General Adult Psychiatry Trainer Trainee Event

I am one of the General Adult Psychiatry –ST Training Day Coordinators, with Health Education England North West.

We hoped you might be interested in giving a talk at our Trainer Trainee Day, the highlight of our annual training day schedule. We are working with a Leadership theme - relevant to General Adult ST Trainees and their Consultants. Your profile highlights various things, including significant roles at the Royal College and your current role as XV of the College. We are happy for you to speak on a leadership related topic which you feel is relevant to General Adult Psychiatrists.

The details are:

Date – Thursday 18th October 2018

Venue - The Centre, Birchwood Park, Warrington, WA3 6YN.

We are happy for you to run a 1 hour session at your convenience.

We look forward to hearing from you and would be happy to answer any questions you might have.

Thank you.

Kind regards,

F

Dr FP

Psychiatry ST6 Dr and ST Training Day Coordinator

Health Education England North West

Email address - MM@doctors.org.uk

Mobile - 1199119911991

Follow up contact to Speakers Assistant

Hello G,

I hope you are well.

This is to confirm that we would like to kindly request that Dr P be our first speaker, from 9.30 – 11am. We hope this would provide time for a talk, and for questions afterwards.

Would you please let us know what topic she decides to speak on?

Also, could you please advise about what remuneration arrangements Dr P would expect from us?

We look forward to reading from you.

Thank you.

Kind regards,

G

Dr GG

Psychiatry ST5 Dr and ST training day Coordinator

Pre- Event Reminder

Hello Dr X,

I hope you had a lovely weekend!

We look forward to having you speak at our event later this week.

Attached below is an email specifying your taxi drop off details.

Also, I am attaching a schedule and directions to the venue.

You might notice that on the schedule, the time allocated for your talk starts 5 minutes before the time we discussed with you.

This is to give allowance for the time (estimated at 5 minutes) we will use to read out your bio, and ensure all is set up and in place for you to start at the time we agreed.

As per our previous discussion, you mentioned you do not have plans to use slides on the day. Please let us know if this has changed. We will however endeavour to make sure flip charts and markers are available.

If you have any concerns on the day, you can call me on Mobile number XXX.

We look forward to having you at our event.

Please let me know if you have any concerns or questions.

Have a lovely week!

Many thanks.

Kind regards,

A

Dr AA

Psychiatry ST5

Thank you Email – Post Event

Hello Dr X,

We are grateful that you came all the way to Warrington to speak at our event. Our feedback shows you inspired and encouraged attendees.

I found your talk enlightening.

I hope your train journey went alright and that you were able to get to, and attend your afternoon meeting without too much hassle.

Have a lovely weekend ahead.

We are so grateful!

Kind regards,

R

Dr RR

Psychiatry ST4

** You might want to send thank you emails to the various people who make each event a success, including speakers, sponsors, venue staff, secretaries, etc.

TRAINER TRAINEE DAY SPECIFIC MEMO

Sample Memo largely drawn from the 2018 event:

Discuss with speakers on the day

- Important to have a brief chat with your allocated speaker just before the session:
 - o Provide and fit them with lapel mike
 - o Confirm how speakers want to be addressed during the intro – First name, Dr, Prof
 - o Confirm with them how we'll introduce them based on bios they have sent us
 - o Ask if there is anything they would like emphasized
 - o Remind them that allocated duration includes time for talk as well as questions and answers
 - o Ask how and when they want to be reminded of passing time – hand signals, signage etc.
 - o Do they want questions during their talk or afterwards?
 - o If session 90 minutes or more, ask if speakers would consider offering a 5 – 10-minute comfort break midway, and what time that would be
 - o Each moderator is responsible for ensuring their speakers keep to time

Reminder about responsibilities on the day

- Start of the day/ Welcome note – Jane Bloggs
- Intro for Kate Lovett – Jane Bloggs
- Intro for Dinesh Bhugra – Joe Bloggs
- Intro for Raj Persaud – Jill Smith
- Intro for David Fearnley – Joe Bloggs
- Thank you / end of the day – Jill Smith

- Remember that the person responsible for introducing the speaker, is also responsible for going up and thanking them at the end of their talk, AND directing attendees to the next event such as tea break/ lunch, and specifying how long that event would last and what time attendees are expected back in the hall
- Person responsible for each speaker, also responsible for ensuring microphones are available – lapel mike for speaker and mikes for questions and answers (which the moderator will take around the room), and responsible for meeting and settling speakers in to the program
- Registration desk – Jill and Joe - responsible for registering attendees – ensuring they sign attendance sheet and get a programme pack; also responsible for troubleshooting
- Troubleshooting during the day - directing lost people, helping people to ensure cars are registered, answering and attending to issues that come up

Other points

- We are to be at the venue before or at 7.30am
- Place holder slides with details on upcoming training days – Jane to sort out
- Jill made an excellent suggestion that we could ask for DONCS off our consultants for the sessions each person chairs

- Ensure we have sent directions and schedule and taxi details to speakers
- What's the progress with printing as agreed –
 - o Certificates (Sue),
 - o Attendance sheets and programs (Jill),
 - o Feedback forms and bios (Jane)?
- Jane to bring Plastic sleeves for us to make programme packs on the morning (programme, feedback sheet, note pads and pens)
- Certificates to be circulated at the end of the day by those at registration desk??
- WhatsApp group reminders the day before, and first thing on the morning of 18th Oct

Welcome note (Jane)

- Welcome,
- theme of the day,
- parking validation,
- phones on silent,
- fire exits,
- time for questions and answers,
- location of refreshments,
- toilets (just outside and downstairs),
- who to approach if any concerns (reps),
- reminders to sign attendance

End of the day (Jill)

- Thanks for attending,
- certificates,
- next training day
- reminders on parking validation

Clarify from Venue staff on the day

- Fire exits
- Any scheduled fire drills

That morning (Oct 18)

- Quick tour of the relevant facilities by reps
- Ensure all presentations (+ placeholder slides) are loaded to a laptop and a backup USB
- Confirm how lapel and regular mikes work
- Confirm how projector, pointer, laptop, lights, DVD player etc. work
- Time warning sheets – (30 more minutes, 5 more minutes)
- Preparation of programme packs.
- Separate plastic jackets for certificates
- Confirm speaker seating area
- Set up registration desk
- Go through list sent to Birchwood to ensure everything in place
- Ensure speaker table/lectern set up appropriately with water etc.

References

1. Intended Learning Outcomes for Specialist training in General Psychiatry in - A Competency Based Curriculum for Specialist Training in Psychiatry - Royal College of Psychiatrists February 2010 (update approved 2 October 2014, revised March 2016 and May 2017) < https://www.rcpsych.ac.uk/docs/default-source/training/curricula-and-guidance/curricula-tw-tr-general-psychiatry-curriculum-august-2017.pdf?sfvrsn=873eaec7_2>
2. NHS England - NHS guidance on sponsored events
3. How to Implement Kaizen by BULSUK K; 2012. Date Accessed: 2019-02-17; URL - www.bulsuk.com/2012/11/kaizen-putting-it-all-together.html

Helpful Resources

- Continuing professional development - Guidance for all doctors - GMC Published June 2012 - < https://www.gmc-uk.org/-/media/documents/cpd-guidance-for-all-doctors-0316_pdf-56438625.pdf>