

HENW Teaching Programme 2019

Guidance and Information

From February 2017 the HENW Palliative Medicine Teaching Programme has brought together palliative medicine StRs, consultants and SAS doctors from North West and Mersey training programmes.

The teaching programme will run through a 4-year 'rolling' programme of topics relevant to the Palliative Medicine curriculum, particularly directed at those areas not easily covered in routine clinical placements. The sessions will be bi-monthly full day teaching, organised jointly by StR and consultant/senior SAS leads from North West and Mersey training programmes.

The teaching days will be held in 'The Conference Room' at St Rocco's Hospice in Warrington; chosen as a central location for travel from across Liverpool and Manchester.

The teaching programme will include an annual 'Away Day' to be held in June. This will continue in its current format and will be held at an alternative conference venue. The Away Day is an opportunity to focus on more innovative and topical subjects related to the curriculum, and to promote networking and sharing of service innovation between palliative medicine StRs, consultants and SAS doctors across North West and Mersey training programmes.

The 'Management Afternoon' will also remain a part of the teaching programme, and is incorporated into the October teaching session.

The Joint HENW Teaching Programme for 2019 is attached, and is also available on the Palliative Medicine page on the Health Education North West: Postgraduate Medicine and Dentistry website: www.nwpgmd.nhs.uk/Specialty_Schools/Medicine/Palliative_Medicine.

Attendance - StRs

- **Attendance at teaching is mandatory for all palliative medicine StRs, unless they are on annual leave, study leave or sick/maternity leave.** Minimum attendance at HENW teaching

sessions is 70% for all trainees. If trainees are unable to attend teaching, they should email their local Consultant and StR teaching lead to send apologies including the reason for non-attendance.

- An attendance register should be signed to confirm attendance at both morning and afternoon sessions. Attendees are expected to attend the full day of teaching.
- Trainee attendance at sessions will be recorded and forwarded to the Training Programme Director (TPD) on an annual basis, and will be reviewed as part of the annual assessment process (ARCP).

Registration – All Attendees

- All attendees must register for the full day teaching sessions. Registration will be via a google form which links to a central HENW Palliative Medicine Teaching Programme email account – henwpalliativemedicine@gmail.com.
- The link for google registration will be emailed out to the global email list of HENW trainees, consultants and SAS doctors by the two training programme StR teaching leads, shortly after a teaching session in preparation for the next one.
- The full day teaching sessions are mandatory for palliative medicine trainees and places are pre-allocated. All trainees should therefore confirm attendance, or reasons for non-attendance. The full day teaching sessions are also open to consultants and SAS doctors from both training programmes, and attendance is encouraged. Additional places for non-trainees will be allocated on a 'first come first served basis'.

Bi-Monthly Full Day Teaching – Session Plan

- Each full day of teaching will include 6 x 1 hour teaching sessions covering two or more curriculum topics, one topic will be covered in the morning session (Session 1-3) and one topic in the afternoon session (Session 4-6). The allocated Mersey and North West trainee and consultant/senior SAS leads will each plan one of the topics as agreed between the area

leads. This will include 2 trainee led sessions each day, external speakers should be sought for other sessions.

- See example below:

HENW Joint Teaching – Full Day Session Plan
Topic 1 Morning (Session 1-3) – Mersey Trainee/Consultant to organise
Session 1: 9am – 10am
Session 2: 10am – 11am (Trainee Led)
Break: 11am – 11.20am
Session 3: 11.20am – 12.20pm
Lunch: 12.20pm – 1.10pm
Topic 2 Afternoon (Session 4-6) – North West Trainee/Consultant to organise
Session 4: 1.10pm – 2.10pm
Session 5: 2.10pm – 3.10pm (Trainee Led)
Break 3.10pm – 3.30pm
Session 6: 3.30pm – 4.30pm
Close and Evaluation: 4.30pm – 5pm

Away Day

- Guidance and handover information regarding the organisation and format of the ‘Away Day’ is available from the StR teaching programme leads. The StR and Consultant Leads allocated to organising the Away Day are encouraged to start planning at an early stage, usually at least 6 months prior to the Away Day.

Roles and responsibilities – Teaching Programme Teaching Leads

- The current teaching programme leads from each training programme are listed below:

North West Consultant Teaching Lead – Dr Andrew Fletcher

North West StR Teaching Lead – Dr Michelle Tombs

Mersey Consultant Teaching Leads – Dr Grace Ting

Mersey StR Teaching Lead – Dr Penny Shepherd

- The teaching leads from both training programmes will co-ordinate the annual planning of the Joint HENW Teaching Programme, including curriculum topic selection and allocation of training programme session StR and consultant/senior SAS leads.
- The StR teaching leads will represent the view of the StRs regarding teaching programme development and provide support to StR session leads.
- The teaching leads will also co-ordinate an annual evaluation of the Joint Teaching Programme, which is shared with the training committee, and will drive ongoing development of the HENW Joint Teaching Programme. This will include a survey of those attending teaching session and also a survey of those involved with organising a session.
- The results of this will be compiled into a report and presented at the joint trainers meeting.
- The consultant and StR teaching leads are a source of advice for session leads, and are keen to support session leads, particularly with the change to a fully integrated teaching programme in 2017.

Roles and responsibilities – Teaching Session StR and Consultant/Senior SAS leads

- Each full day teaching will be organised in a collaborative manner between North West and Mersey training programmes.

- An StR and consultant/senior SAS doctor from each training programme will be allocated to lead on organising one of the two curriculum areas for each full day teaching. One curriculum topic will be covered in the morning and organised by one of the training programme leads, and one curriculum topic will be covered in the afternoon organised by the other trainee programme lead. Allocation of topics and timing of sessions is agreed jointly between allocated teaching session leads, and may be influenced by local areas of expertise and links with relevant external speakers.
- Each StR session lead should co-ordinate organising their allocated half of the day. This includes agreeing individual session titles and learning objectives, and identifying and confirming speakers. This should be a collaborative process with support from the consultant or senior SAS lead. Advice and support is also available from the StR and Consultant Teaching Programme leads.
- The Joint Teaching Programme is an excellent opportunity for trainees to develop their own teaching skills and complete a Teaching Observation. **The trainee lead for each half day will be expected to plan one StR led teaching session. This will usually be led by the StR session lead, unless another StR has a particular area of interest related to the topic.**
- **The StR session leads should email a planned teaching programme for their half-day curriculum topic with session titles and speakers to the StR teaching leads at least 4 weeks before the teaching date to allow advertisement to attendees.**
- The consultant/senior SAS lead from each training programme will be expected to attend the session they are leading on organising. This is to ensure consultant presence and support at the joint teaching programme and to facilitate Teaching Observations for trainees. **If the consultant/senior SAS lead is unable to attend the session they are organising, they should identify a consultant colleague to attend in their absence.**
- A checklist has been designed and circulated to all StR's to guide the process of organising a session.

Top tips for StR Session Leads

- Meet with your consultant/senior SAS lead to discuss the specific areas you feel your teaching session should cover. To decide which areas to include review the relevant curriculum areas relevant to your topic and develop learning objectives.
- Start planning early as it can take time to identify and confirm speakers.
- Your consultant/senior SAS lead or the regional teaching leads may have good links with local expert speakers and may be able to help with contacting speakers.
- When approaching speakers it is important to give them an overview of the topic you wish them to cover – particularly any specific curriculum areas you would like them to include. It is also helpful to give them information regarding an overview of the session as a whole e.g. other speakers/topics, mix and number of attendees, and length of time available for their session.
- It can be useful to meet with speakers or discuss over the phone regarding session content/planning.
- The trainee led session is an opportunity to utilise different teaching methods, including group work, or to review new research e.g. journal/national guidance relating to the allocated topic.
- It is advisable to liaise with the invited speakers at least 1-2 weeks before your teaching session to re-confirm again their attendance and timings of their agreed sessions.
- Request electronic copies of any presentations well in advance of the teaching day to allow upload and to ensure compatibility with local IT before the session. **Electronic copies of any presentations need to be emailed to Rachel Ward - rachelward@stroccos.org.uk prior to the teaching day.**
- Permission needs to be sought from speakers to share their presentation via the HENW website **prior to the session** – some speakers may wish to alter presentations before they

are made available in this way. The presentations can then be e-mailed to the StR teaching leads who will facilitate this.

Teaching Session Evaluation & Speaker Feedback

- Standard HENW Teaching Programme feedback forms will be used to collate individual speaker and session feedback. These will be available via the HENW Palliative Medicine webpage.
- The StR session leads from Mersey and North West should co-ordinate collating and summarising the feedback from each full day teaching.
- Each StR session lead should ensure individual session feedback and an expression of thanks is given to all speakers within 2 weeks of the teaching date. There is a template thank you letter available to use, which will be e-mailed to the StR's organising the session.
- If there are any concerns regarding session feedback, advice should be sought from the consultant session lead, or your local consultant teaching programme lead.

Report/Evaluation of Programme

- The Joint Teaching Programme will be evaluated on an annual basis, and a report compiled to guide future development. The 2018 programme will be evaluated in February 2019 and a report compiled by April 2019, to be presented at the trainers meeting in May 2019.

Venue Practicalities – St Rocco's Hospice

- St Rocco's Hospice in Warrington has kindly offered to host the Joint Full Day Teaching sessions (excluding the Away Day in June which will be held at a conference venue).
- Teaching sessions will be held in 'The Conference Room' on the 1st floor of the hospice, allowing up to 40 attendees. A lift is available if needed.
- The Conference Room will need to be set up by the teaching session leads prior to the start of teaching and put back to its original set up afterwards.

- A lap top will be available for use, however the use of personal/external USB sticks is not permitted. All electronic copies of presentations should be emailed to Rachel Ward at St Rocco's as above, in advance of the teaching day.
- There will be no provision of catering from St Rocco's Hospice and food is not available to purchase on site. Tea, coffee and biscuits are available during breaks.
- Attendees are asked to provide their own lunch; a microwave is available for use. An additional meeting room will be available for use at breaks and lunchtime for attendees.
- The premises should be left clean and tidy afterwards, i.e. cups washed and rubbish collected in appropriate bin bags. This should be co-ordinated by the session StR teaching leads.

Parking

- Attendees will need to park off the hospice premises as there will be not enough car park places on premises to accommodate all attendees. However, there is sufficient off-street free parking just outside the hospice and there is a big free public car park (the Islamic centre car park) next to the hospice for attendees to use if they wish to do so.

Address :

St. Rocco's Hospice,

Lockton Lane,

Warrington,

WA5 0BW.

HENW Palliative Medicine Teaching Programme 2019
0900 – 1700, St Rocco’s Hospice

Date	Topic	Venue	North West Session Leads	Mersey Session Leads
28th February 2019	Pharmacology: legal, CDs, unlicensed use, polypharmacy, concordance (Mersey) Gastroenterology (GIM): swallowing, jaundice, constipation, diarrhoea (NW)	St Rocco’s Hospice	Dr Emily Kellett (ST3) Dr Valerie O’Donnell (Consultant at RPH)	Dr Rachel McDonald (ST6) Dr Fawad Ahmed (Consultant at Wirral Hospice)
25th April 2019	Oncology: Musculoskeletal & Paraneoplastic Syndromes (Mersey) Bereavement and Grief (NW)	St Rocco’s Hospice	Dr Catriona Barrett-Ayres (ST6) Dr Claire Capewell (Consultant at St Catherine’s)	Dr Joanna Roberts (ST6) Dr Dan Monnery (Consultant at CCC)
20th June 2019	AWAY DAY Hot topics: Research, Audit, in the news Palliative Care in specialist groups		Dr Rachael McDonald (ST4) Dr Sophie Hancock (ST4) Dr Tim Jackson (Consultant at SRH)	Dr Penny Shepherd (ST5) Dr Lexie McDougall (ST4) Dr Grace Ting (Consultant at RLBH)
22nd August 2019	Oncology: Haematology (NW) Legal/Ethical: malpractice, suspected abuse (Mersey)	St Rocco’s Hospice	Dr Helen Jones (ST6) Dr Jenny Wiseman (Consultant at RAEI)	Dr Sara McLintock (ST4) Dr Aileen Scott (Consultant at Marie Curie Hospice)
3rd October 2019	Research: Research methodology, practicalities of undertaking research (Mersey) Management afternoon (NW)	St Rocco’s Hospice	Dr Michelle Tombs (ST5) Dr Andrew Fletcher (Consultant at St Catherine’s)	Dr Stephanie Hindle (ST3) Dr Ami Nwosu (Con-

				sultant at RLBUHT)
5th December 2019	<p>Psychiatry (GIM): Anxiety, depression, psychoses, violence, suicide (NW)</p> <p>Neuro-Oncology and Epilepsy (Mersey)</p>	St Rocco's Hospice	<p>Dr Hannah Clare (ST5)</p> <p>Dr David Waterman (Consultant in Stockport Foundation Trust)</p>	<p>Dr Penny Shepherd (ST5)</p> <p>Dr Julie Raj (Consultant at AUH)</p>