**Planning Template WtUKP Workshop Thursday 3rd September**

## Delegate Draft Timetable

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| **Time** | **Programme** | **Delegate Instructions** |
| **10:30** | **Registration** | *Click on MS teams invitation to join the meeting. Please join with audio muted.* |
| **10:45** | Welcome, set scene, explain technology and how to contribute to discussion/ask questions. | *We will be recording the morning session (with the exception of the small group work) for education purposes.* |
| **11:00** | Interviews with junior doctors sharing their experiences of coming to work in the NHS from overseas. | *Questions will be taken at the end of each interview**You may ask a question by using the ‘raise hand’ button or by typing your question in the ‘chat’.* |
| **11:30** | Q&A panel *–* delegateshave the opportunity *to* ask questions of the interview panel and hosts. | *Use the ‘raise hand’ button or type in the ‘chat’.* |
| **12:00** | **Break** |  |
| **12:15** | Share common themes for discussion in small groupsThemes allocated by Ibrahim & Ibreeze | *Use the ‘raise hand’ button or type in the ‘chat’.**Kirsten has allocated each participant to a group.* |
| **12:30** | Into ‘break out rooms’ virtually  | *Identify ‘scribe’ (facilitator for the group) to feedback themes at 1300* |
| **13:00** | Final Plenary & feedback |  |
| **13:15** | **Lunch Break** |  |
| **14:00** | Morning hosts – share discussion topics from the morning & welcome the GMC | Ibrahim & Ibreeze |
| **14:05** | GMC: Welcome to UK Practice |  |
| **15:15** | **Break** |  |
| **15:30** | GMC: Welcome to UK Practice |  |
| **17:00** | **Close** |  |

**Session Planning Details**

**Participants**

Ibrahim, Ibreeze, Soloman, Amna plus 3 x ‘interviewees’ , Hiu & Lizzie – Faculty**,** Kirsten (admin) participants

**Resources**

MS teams live– chat, hands up functions and recording.

Breakout rooms function or workaround.

3 x 10 minute Pre-recorded interviews.

MS teams – ‘forms’ for evaluation pre & post-event, attendance information collected from registration, focus group discussion themes & recommendations.

**Admin - Kirsten**

1. Link on Pen /Sev: ‘*Welcome to UK Practice workshop co-hosted by HEESW & GMC’*
2. Emails to HoS/DMEs/MEMs
3. Register to attend and utilise MS Teams attendance list completed booking form – 36 listed as of 29th July. Most in the Peninsula.
4. Send out  calendar invitation for the event to registered attendees
	1. Set so that invitations cannot be forwarded- which will make the event more secure
	2. This should make it clear that some parts of the event will be recorded and that by joining the event you’re confirming you are in agreement
	3. We plan to add in secondary links to breakout rooms to this calendar invite if ‘teams’ breakout rooms not available
5. Participants will also need to be sent a pre-workshop survey We would have captured the themes for future discussion at the IMG strategy group so this is more about the delivery of the course on the day and areas of improvement? If so, Kirsten can you share what you use for faculty training (mod 1-4) to see if we can adapt?
6. Kirsten trouble shoot IT issues on the day
7. Include a link for Evaluations for the day (post-workshop survey as above) & enable applications for CPD (if successful) to be provided following completion of evaluations
8. Compile attendance figures, to include am/pm attendance or both, plus breakdown of attendance per trust, specialty and programme eg. IMT, FY2 or GP

**Faculty Planning Template**

**Aim** – to support the transition of European Economic Area (EEA) and Internatinal Medical Graduate (IMG) Trainees in HEESW

**Objectives**

* To share experiences of other IMG Trainees in HEESW
* To provide the opportunity to ask questions and take part in informal discussion
* To support development of informal networks

**Faculty Detailed Session Plan**

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| **Time** | **Programme** | **Tech/Recording** | **Lead** |
| **10:30** | **Registration** | Microsoft teamsKB to be available to support with IT issues | KB |
| **10:45** | Welcome, set sceneIntroductions, explain programme and tech | *Microsoft teams recording* | Lizzie brief 5 mins. then Ibrahim/Ibreeze  |
| **11:00** | Semi-structured Interviews with junior doctors sharing their experiences of coming to work in the NHS from overseas | *Microsoft teams recording* pre-recording shared with KB Questions to be taken at the end of each interview? Qs submitted via ‘chat’ or raise hand.Encourage trainees to turn video ‘on’ when asking questions. | Ibrahim/Ibreeze 3 x 10 mins pre-recorded |
| **11:30** | Q&A panel *–* delegates can ask questions of the interview panel and IMG representatives | *Microsoft teams recording* As above*Remind delegates how to get back in and what time to re-start* | Ibrahim/Ibreeze  |
| **12:00** | **Break** |  |  |
| **12:15** | Discussion to draw out any common themes for discussion in small groups next | *Microsoft teams recording* Questions can be submitted via ‘chat’ & also Delegates can speak by ‘raising hand’  | Ibrahim/Ibreeze  |
| **12:30** | Into ‘break out rooms’ virtually  | *NOT to be recorded*1. Facilitators introduce themselves to the delegates & explain who’s scribing & the area of focus for the group’s discussion
2. Explain timings & that the group work isn’t being recorded, but notes are being taken.
3. Explain chattam house rule [https://www.chathamhouse.org/chatham-house-rule#](https://www.chathamhouse.org/chatham-house-rule)
4. Agree with delegates the method of communication – raise a hand or comment in the chat.
5. Finish with summary and try to identify any recommendations.

*\*At the end remind delegates how to get back onto main workshop.* | 30 mins discussion. Facilitators:IbrahimIbreezeLizzieHiuAmnaSoloman + 2 other Interviewees ?names  |
| **13:00** | Final Plenary & feedback | *Microsoft teams recording**\*Remind delegates about how to get back onto the link & start time for GMC course.* | Ibrahim/Ibreeze  |
| **13:15** | **Lunch Break** |  |  |
| **14:00** | GMC: Welcome to UK Practice |  | Ibrahim/IbreezeRachel/John |
| **15:15** | **Break** |  |  |
| **15:30** | GMC: Welcome to UK Practice |  |  |
| **17:00** | **Close** |  | Rachel/John |