

Tips for Organising PREP 3 Days

Register:

Please can whoever organises the day keep a register of who is in attendance (this will be emailed to you prior to the day). Those arriving late or leaving early should be identified.

Once you have completed the register, you need to amend the master register and forward this back on to Ari AND Kate Pryde. The forms will be emailed to you before your study day. You will need to summarise feedback onto a single record which also needs to be emailed back to Kate Pryde and Ari following the day.

Feedback:

In order to continue to deliver a high-quality learning program it is vital that trainees provide well-considered and timely feedback. Please do take the time to think about what has worked particularly well and what areas could be improved. This is a learning process for us all and therefore should you have more general feedback or have ideas for how we may be able to develop training for future years, please do speak to either of the PREP 3 leads (Kate Pryde and Kim Sykes) or to the PREP 3 trainee Coordinator (Ariadne Hector from March 2018).

Balint Sessions:

We will continue to have balint sessions for the first session of each training day. These will usually run from 09:00- 10:00. These are a free confidential session for trainees to discuss and explore any issues from work with a trained clinical Psychologist. Feedback has been very good for these sessions and as a result they will now feature regularly within the programme. The contact for these is Sue Ricketts (SUE.RICKETTS@nhs.net). Please do contact her early if you need to reschedule the morning session and to update her with the location for the study day. *Please do thank Sue for her time, she does not charge us for her time and expertise.*

Venue and Speakers:

If you are allocated to plan a day please contact potential speakers 5-6 months in advance ideally. Do not underestimate how much advance warning people require. Potential speakers will be suggested depending on the subject you are covering but please use your initiative and discuss with local Consultants, **not just those in Southampton** as there is a wealth of experience available across the region including specialist nurses that it is brilliant and beneficial to tap into.

Please consider which venue you would like to host the day at, thinking about distance speakers will have to travel. Consider using seminar/ lecture facilities at any of the hospitals in the region. You are best to contact the education department and find out what their availability is (best to do this 5-6 months in advance).

Following the day we would be grateful if you could email a summary of helpful contacts and timetable to Ari as we are compiling a resource tool for future study days.

Room Bookings:

Southampton:

Contact John.vear@uhs.nhs.uk to check available days for sim suite. He is also an amazing resource for help and support. Contact number is 023 8077 7222 ext #4026. Helen Cross is the midwife education lead and can book rooms in PAH at UHS. Her number is #3252. The parentcraft room seats up to 60.

Alternatively Wayne Bridle books the heartbeat suite rooms at UHS #5500. If you need a room email roombookings@uhs.nhs.uk-email early as they get booked very quickly!

The university has rooms you can book: roombook@soton.ac.uk

The email address for sim centre in UHS is : simcentre@uhs.nhs.uk

Winchester: roombookings@hhft.nhs.uk or 01962824741 is the education centre reception number. Email stewart.wersby@hhft.nhs.uk for parking information. Alternatively the transport office is 0196282 ext 5514 or ext 4364 for daily passes.

Tea/Coffee/Lunch

- We do not have funding for lunch, tea or coffee but recently we have had great success with trainees volunteering to bring lunch items for a shared lunch.
- Kirsten Rankin from Abbott (email: kirsten.rankin@abbott.com) is going to provide lunch to one of the first few sessions and may be open to sessions down the line.
- The allergy team at UHS often have opportunities and I am trying to find a contact for this: try chris.dyche@uhs.nhs.uk who is one of the allergy secretaries who has contacts.
- If anyone has any previous lunch opportunities please feel free to share with the group!

Other funding:

- Most days do not require funding however mediation training will be funded from HEE budget. There is a plan to trial an in-house bereavement study day rather than the previous funded course as we have a wealth of expertise available and funding has been cut! That said, we do have funding available this year.
- Should you need to apply for funding ie for mediation training please contact Bin Liu (01962 718501) at HEE for funding forms or Ari has copies of these available.

Parking:

- For Southampton discounted parking tickets have been arranged until August 218 via travelwise. These need to be sorted ahead of the day via travelwise@uhs.nhs.uk. Phone number 023 8120 4133
- You will need to liaise early with DGH parking services to get this. I have not had this agreed formally. Please email me if you need support.