

## Facilitator Information for Using HEEKSS Simulators & CSA Examiners

### Booking Simulation Sessions

Contact CPD Team: [CPD.KSS@hee.nhs.uk](mailto:CPD.KSS@hee.nhs.uk) with your booking requirements as early as possible. There will be a maximum of four bookings accepted per day across KSS.

Define accurately what activity you want Simulators for (see booking form for details) together with the venue address, contact details of the Programme Director facilitating the event and start and finish timings. When booking, please include time to discuss the scenarios with Simulators before the session begins.

If you wish to video the session, this will need to be requested at the time of booking – please include full details as to the reason for the video, use of the video and who this will be share with. This will then be passed to the Associate Dean for Simulation and be considered for approval. Requests from trainees to video from their phones on the day should not be allowed.

You will be expected to contact booked Simulators in advance to confirm venue, timing, roles, number of participants, and which scenarios you require. Clarify objectives for the session, for example you may want to discuss the level of challenge. Full confirmation and contact details will be sent to you, together with a Programme Director feedback form, to be completed after the event.

If you have been unable to discuss the session with Simulators beforehand then please meet in advance on the day, to clarify what is required in the way of feedback etc. Also, the level of difficulty for the consultations - they can vary this. Have paperwork prepared in advance. Only give Doctor's brief to doctor and observers, keep Simulator's brief to yourself.

### Running the Sessions

Please do not expect Simulators to facilitate the group – they are not clinically trained therefore any feedback from them would be around communication only.

If the lead organiser is not present on the day, please ensure that the lead facilitator discussed expectation before the session starts.

If on the day, a facilitator is absent, then please rearrange your group size to the number of facilitators available.

Timekeeping is important - allow enough time for discussion vs. giving everyone a go. The discussion does not have to be completed and can be followed up later.

Group size is usually 4-5, if larger, give observers tasks, write comments etc. In some cases, the session may benefit from a smaller group – if this is the case please explain the reason for this on the booking form.

Explain exactly what is going to happen with the participants, how each session will be run, who will do what and give timings. Set up as an experiment - perfection not necessary, opportunity to rehearse different styles. Include some information to observers about giving feedback.

**Brief Doctor in the group with Doctor's brief.**

**DO NOT share Simulators brief with the group. Decide consulting order in advance.**

### **Feedback**

Using ALOBA can be very helpful. Feedback must be observational and non-judgemental. Remember specific positive feedback is useful. Consulting Doctor should offer feedback first with the opportunity for Simulator and group to do so afterwards.

Simulators can offer feedback in role, how patient felt, use of language, explanation and any additional comments. Feedback can also be offered out of role.

### **Using Simulators to work with ST1s and ST2s on Communication Skills**

Please make sure that when you make the booking, you have identified exactly what you are expecting.

This work is intended for ST1s and ST2s who have been identified as needing some extra experience in Communication Skills. They may be IMGs, but this is not exclusively for them.

You will need to book a minimum of two Simulators and these will be identified as having had extra specific training in linguistic work. You will need one Simulator per four GPRs. Many Simulators will have simpler cases to use to focus on the communication and consultation skills as opposed to CSA Exams.