

Event Design Template v1 final This is a planning template designed for session preparation and not for wider distribution

Event title:	Centres of Excellence Workshop		
Date:	5 th April 2019	Room layout:	Cabaret Style
Venue	Cheltenham Racecourse, Insurance Room	Participants	85 including GHFT clinical, operational and corporate staff, GPs, CCG senior staff, patient and public representatives and programme staff.
Objectives:	<ol style="list-style-type: none"> 1. "Conversation not conclusion" 2. To gain system (staff, public, patient, stakeholder) input into the Proposed Centres of Excellence Clinical Configuration 3. To raise awareness and support of Centres of Excellence vision 4. To gather content for the One Place Business Case: case for change, proposed clinical model, language, and evidence of engagement 		
Pre-reading	<ul style="list-style-type: none"> • n/a 		

Event structure

Timings	Activity Title	Aim/Objective/output of session	Specific Activities	Equipment	Facilitator
0800	Set-up	Get the room ready for the day	<ul style="list-style-type: none"> • Set up registration station • Display posters • Distribute table packs 	<ul style="list-style-type: none"> • Posters, blu tack • Registration table • Table packs 	Jo and Gerry + helpers
0900	Arrival	Refreshments Allocate people to working groups/tables	<ul style="list-style-type: none"> • Register participants, ask to sign for confidentiality and consent • Give out badges • Give out pre-session feedback form • Direct to allocated tables • Direct to tea and coffee 	<ul style="list-style-type: none"> • Tea & coffee • Table allocations • Badges • Sign in sheet • Confidentiality and photo consent briefing sheets • Pre-session feedback form • Post box 	Gerry Howie and Laura Searls
09.30	Welcome	Open the session Housekeeping (fire, toilets, etc)	<ul style="list-style-type: none"> • Welcome • Housekeeping • Principle: conversation not conclusion • Introduce Deb 	<ul style="list-style-type: none"> • n/a 	Simon Lanceley

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09:40	Launch	To set out an inspiring vision for the future of GHFT and endorse the Centres of Excellence direction of travel.	<ul style="list-style-type: none"> Keynote 	<ul style="list-style-type: none"> Slides 	Deb Lee
10.00 [10.05 start 10.40 reconvene]	Setting the context	<ul style="list-style-type: none"> Introduce the case for change Get to know working group Gain feedback and suggestions for the case for change section of the business case, e.g. what is compelling, what is missing, what is confusing/ inaccurate 	<p>Poster Session Displayed around the room will be 4 sets of 6 posters, i.e. each set/zone will have all 6 posters, plus a blank poster for post-its “<i>How does it feel now?</i>”</p> <ul style="list-style-type: none"> Facilitator to briefly talk through exercise and allocate tables to poster sets Table facilitators will hand out a Poster Feedback Form & pen and ask participants to pair up with someone they don’t know well/don’t normally work with Participants to review posters together, completing feedback form as they go Group to reconvene at around 10.40 on prompt from facilitator to discuss key findings/themes. <p><u>Posters</u></p> <ol style="list-style-type: none"> Case for change metrics What patients say Pilots: Gastro Pilots: T&O Previous reconfigurations: eyes and stroke Evidence base Free-text ‘how is it now?’ 	<ul style="list-style-type: none"> Session overview slide – explain this is instead of having a series of slides and speakers to set context 	Jo Underwood

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10:50	Break		<ul style="list-style-type: none"> Set up tables for Developing the Proposals Sessions (Facilitators remove and store 1 'clean' set of posters) 	<ul style="list-style-type: none"> Tea & coffee Facilitator support packs 	Jo & Gerry + table facilitators
11.10	Brief Intro to Centres of Excellence	<ul style="list-style-type: none"> Ensure participants are aware of the principles and scope 	Slide presentation	<ul style="list-style-type: none"> Slide deck (4 slides) 	Simon Lanceley
11.20 Rotate: 11:20 -1 11:45 – 2 12:10 – 3	World Café session 1	<ul style="list-style-type: none"> Interact with the key components of the Centres of Excellence Programme Allow an opportunity for people to input to the proposals Gain feedback and suggestions 	<p>World Café Style activity – the room will be set up with tables (stations) for topics. For the first session groups will be asked to rotate around all of the stations (<i>25 mins per station which includes some transition time</i>).</p> <p><u>Stations (see below):</u></p> <ol style="list-style-type: none"> Emergency pathway Centre of Excellence for Emergency Care (paeds and obstetrics) Centre of Excellence for Planned Care & Cancer Deteriorating patient model Imaging Hub Planning/measuring for impact Hospital site 'mood boards' 	<ul style="list-style-type: none"> Session overview slide See World Café table plan below 	Jo Underwood + Lead Facilitators + Clinical leads and support facilitators
12.35	Lunch				
13.10 Rotate: 13.10 – 4 13.35 – 5 14.00 – 6 14.25 – 7	Developing the proposal session 2	<ul style="list-style-type: none"> Continue session 1 above to visit all 6 stations Introduce Tea Break task 	As above	<p>As above</p> <ul style="list-style-type: none"> Tea break task slide at the end 	Jo Underwood + Lead facilitators

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End at 14:50					
14:50	Tea break	Get workshop feedback on the most compelling and most difficult elements of the proposals.	<ul style="list-style-type: none"> • Tea & Coffee • Move around groups with stickers and highlight key 'star' themes and 'red flags' ('what are you most excited about?' 'what are you most concerned about?') 	<ul style="list-style-type: none"> • Stickers 	n/a
15:00	Plenary	Feedback from each theme to the whole group (5 minutes each)	<ul style="list-style-type: none"> • Lead facilitator/clinician to give a brief overview of the key messages from their session 	<ul style="list-style-type: none"> • None 	Simon Lanceley + Theme facilitators
15:40	Wrap up	Thank everyone for their input and explain what will happen next.	<ul style="list-style-type: none"> • CoEx and One Place Timeline • Public engagement • Public consultation • Phased implementation 	<ul style="list-style-type: none"> • Slide deck & projector • Workshop slides 	Simon Lanceley
16:00	Close	Remind participants to fill in their post-event feedback and leave their badges behind.			Jo Underwood

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Lead Facilitators:-	Clinical Leads & Supporting Facilitators
<ol style="list-style-type: none"> 1. Simon Lanceley 2. Lou Overton 3. Charlotte Bigland/Dan Corfield for feedback 4. Jo Underwood 5. Tom Hewish 6. Roger McDermott 7. Kate Jeal 8. Ian Quinnell (for Poster Gallery only) 	<ol style="list-style-type: none"> 1. Malcolm Gerald, Maria Metherall with support from Mark Pietroni 2. Andrew White 3. Dan Corfield, Damian Glancy, Ian Shaw, Charlie Candish 4. Ben King and Ian Shaw 5. Guy Hickson with support from Kate Hellier 6. Mark Woodward 7. Tbc 8. n/a

Tables

<p>Generic materials for all tables:</p> <ul style="list-style-type: none"> • Flip chart paper (stands not available so work on tables) • Marker pens and normal pens • Post-its • 'What matters to you?' cards <p>Generic questions for all groups:</p> <ul style="list-style-type: none"> • What concerns do you think patients/staff will have? • What might appeal to patients/staff? • What matters to you? 				
#	Theme	Materials/documents available	Facilitators	Clinical Lead
1	Emergency Pathway	<ul style="list-style-type: none"> • CGH activity flows slides x 2 copies • National A&E Type definitions x 2 copies • Acute Floor slides x 2 copies • National UTC specification x 2 copies 	Simon Lanceley with Maria Metherall	Malcolm Gerald Mark Pietroni
2	Centre of Excellence for Emergency Care (paeds and obstetrics)	<ul style="list-style-type: none"> • Current configuration poster x 1 A3 (comms) • Interactive Future configuration materials (comms) • Acute Floor slides x 2 copies • General Surgery pilot slides (Lou bringing) 	Lou Overton	Andrew White

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3	Centre of Excellence for Planned Care & Cancer	<ul style="list-style-type: none"> • Current configuration poster x 1 A3 (comms) • Interactive Future configuration materials (comms) • Gloucester Cancer Institute slides (Dan to confirm) • Gastroenterology pilot poster – any 	Charlotte Bigland with Dan Corfield	Damian Glancy Ian Shaw Charlie Candish
4	Deteriorating patient model	<ul style="list-style-type: none"> • Deteriorating patients proposal graphic x 4 • Deteriorating patients task and finish future state x 4 	Jo Underwood	Ben King & Ian Shaw
5	Imaging Hub	<ul style="list-style-type: none"> • Tom bringing materials – put on table nearest the screen 	Tom Hewish	Guy Hickson
6	Planning/measuring for impact – gastro, T&O, General Surgery (?), finance, workforce, etc.	<ul style="list-style-type: none"> • Posters from session 1 for further discussion • Benefits map (develop in the session) • Future scenarios 	Roger McDermott with Mark Woodward	
7	Hospital site ‘mood boards’	<ul style="list-style-type: none"> • Interactive moodboard session materials 	Kate Jeal	n/a
8	(For Poster Gallery only)	(Additional table for clinical leads who are facilitating group work but not table facilitators)	Ian Quinnell	n/a

Table Packs

- Programme for the day – 1 copy per table
- Facilitator notes – 1 copy per table
- Poster gallery feedback forms x5-6
- Post-Event Feedback sheet x10
- Materials/documents in table plan above if applicable
- Biro, marker pens, post-its, flip chart paper
- What matters to you? Cards
- Stickers – gold stars, red flags

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