



ADVISORY FACULTY HANDBOOK

Developed December 2015

Approved by the AMaRE Board April 2016 (Updated April 2017)

Pre course organisation

There are two types of course according to the number of participants:

Standard course: 60 (or more) participants

Small course: 40 to 48 participants

The number of instructors required is determined by the type of course. Mostly the courses will be 32-36 participants.

	Standard course
NUMBER OF INSTRUCTORS PER COURSE	8-10
ADVISORY FACULTY (in addition to the number of instructors)	2
NUMBER OF INSTRUCTORS PER WORKSTATION (number of instructors: number of participants in small group)	2-4
Abdominal Palpation	2
Vaginal Examination in Pregnancy	4
Cases A: Antenatal Case and Perinatal Mental Health	2
Monitoring in labour	2
Mechanisms of Vaginal Birth	4
Cases B: Hypertension/Infection	2
Neonatal resuscitation	2
Postpartum Haemorrhage	2
Maternal Resuscitation	4

In addition to the selected instructors, have at least 2 reserve instructor on standby to replace any instructor who withdraws at short notice.

10 – 12 weeks prior to Course

Contact your Ad fac colleague to decide 'who is going to do what' in organising and running the course. If this is a small course decide who will be Principal Ad fac, and who will be Instructor Ad fac.

Contact AMaRE Administrator

- Check type of course (standard or small); if type of course has not been determined at this stage, assume it is a standard course, and cancel instructors if it is subsequently confirmed as a small course
- Ask Administrator to email to you the short list of instructors who have nominated themselves for the course **Local instructors preferred**
- Confirm novice instructors who are available. Maximum number of novices: 2 for standard course, 1 for small course.
- Check that Administrator has at least one assistant for the course (to invigilate and to mark the written paper)

As adfac you will be notified of the instructors and email contacts approximately 10-12 weeks prior to your course. Further instructor details can be downloaded from the ALSO 'instructor contact list' from the instructors page on the website www.also.net.au (Username: also, Password also123). Save this file to your computer. Using this worksheet will save a lot of time when sending out subsequent emails, and it allows you to track replies and note other details, such as workstation preferences.

Send an email to all the nominated instructors requesting confirmation of their availability for the course. After one week, re-send the email and/or phone any instructors who have not replied

From those instructors who have confirmed availability, select the course faculty

8 – 10 weeks prior to Course

Contact the selected instructors by email. This is to request preferences for lectures, workstations, and flights.

Instructors who have indicated availability, but who have not been selected, should be sent a courtesy letter.

For instructors who have indicated that they are not available, simply reply to their email with 'Thanks for letting us know'.

If reserve instructors have been selected, send an explanatory email to these people explaining situation.

Track replies from instructors (selected and reserve) – if a reply has not been received within one week, or if a reply does not include flight preferences contact the instructor by email or phone.

Once all replies have been received:

- allocate instructors to lectures and workstations, taking in to consideration any preferences, and ensuring a skill mix. **The template is at the end of these Guidelines.**

- Complete the allocation template (at the end of these Guidelines)
- cc the email to instructors' to Mayhem (for the purpose of arranging flights and accommodation).

Send an email to each instructor with the completed draft allocation template as an attachment.

- **Please reiterate to the Faculty that presentations and slides should not be changed or added to unless prior discussion and approval from the AMaRE Board. This includes not adding videos, songs, poems or letters.**

Contact the stand-by people the week before to touch base and hopefully to let them know they are not needed.

6 – 8 weeks prior to the Course

Provide Administrator with the final list of lecture and workstation allocations for program printing.

2 weeks prior to Course

(optional) Send out an email to the instructors asking them to re-confirm attendance.

On arrival at the venue – 2.30pm meeting with Administrator at faculty room

- Liaise with Administrator and ensure all the equipment has arrived and is in working order.
- Check that no instructors have had to withdraw at short notice. If necessary, liaise with Administrator to sort out a replacement or put together an action plan to cope with the deficit. (i.e. is there anyone local you can call in, or do Ad fac need to step in to instruct? Is any other instructor willing to pick up the lectures?)
- Do venue walk-through with Administrator to familiarise yourself with the room allocations and room set-ups (i.e. tables, chairs, whiteboards, power boards for laptops and dataprocs etc.)
- Ensure Faculty room is ready for afternoon meeting.
- **Ensure that the laptops are set up with the current PowerPoint presentations ONLY on the desktop.**
- Helpful for each Ad fac to have paper and a clipboard (or a notebook) to write down issues and problems that occur during the course
- Administrator is in charge of the Friday restaurant booking and budget and will ensure that the restaurant booked for Friday evening meal is 'moderately' priced and inclusive of drinks.

Faculty meeting – 3.00pm (2hrs 30 mins)

- Introduce yourselves and get instructors to introduce themselves.
- Special welcome to any novice instructors.
- Ensure that everyone is happy with their allocations (if not, negotiate changes if possible, or ask other instructors to give extra support).
- Review program – in particular timing.
 - Remind everyone that there are 15 minutes allocated for workstation mini-lectures.
 - Remind instructors to nominate someone to give a 5 min warning for each lecture and workstation mini-lecture
 - Ad fac will give a 5-10 min warning for the end of each workstation. Workstations must finish on time to keep the course on schedule. If participants wish to discuss an issue, invite them to do so during one of the breaks.
 - Talk about the need for **all of us** to get another instructor to give us constructive feedback regarding our teaching technique. We need to monitor each other to maintain standards. If an instructor has issues with another instructor's teaching method or knowledge base they are to seek advice from Ad fac.
- Review participant list – Administrator to inform faculty of any participants who may need extra support due to illness, disability etc
- Explain coloured dots and mentoring role for the colour-coded allocated group.
- Promote a multidisciplinary team approach and support each other in front of participants and behind the scenes. *Care to be taken if giving examples or using incidents to convey a point...must not be derogatory about women, their families or our colleagues.*
- Remind instructors to introduce themselves. In the first workstation 1 only, get the participants to introduce themselves.
- Remind everyone that they must be on time and assembled in the breakout rooms prior to commencement of workstations for a prompt start.
- Advise novice instructors that their performance is being evaluated - show them the form so they are aware of the evaluation criteria. Ad Fac to 'touch base' regularly with novice instructors during course to discuss progress and/or concerns.
- Get attendance number for dinner that night – any friends or family need to pay for their own dinner.
- Time and venue for Friday night dinner
- The organisation expects professional behaviour throughout the course including at the dinners.

- If an instructor requires any printing, approach Administrator NOW. There will not be time to organise this later.
- Walk around venue with Administrator; explain what course component is allocated to each room.

(Time: 30 minutes)

- Split in to workstation groups. Give ½ hour for each set of workstations and then change to next workstation group.
- The PowerPoints are on the desktops of each computer.
- **PRESENTATIONS AND SLIDES SHOULD NOT BE CHANGED OR ADDED TO UNLESS PRIOR DISCUSSION AND APPROVAL FROM THE AMaRE BOARD. THIS INCLUDES NO ADDED VIDEOS, SONGS, POEMS OR LETTERS.**
- Ad fac, with the course Administrator, should do a sound check for the main lecture theatre, and ensure that the audiovisual equipment is functioning correctly in each room.
- Ensure you are aware of where the light switches are and how to dim the lights in the rooms.
- **(Time: 1 hour 30 minutes)**
- Ask instructors if they have any concerns or issues so far, and address these if possible.
- **All instructors are responsible for checking their rooms in the morning** to ensure everything is present and in working order. Instructors need to be in main lecture room by 7.55 for the introduction.
- Advise instructors that concerns or issues should be brought to Ad fac attention.
- **(Time: 30 minutes)**

Ensure faculty meeting is finished by 6.00pm. The Friday night dinner is important for instructors to get to know each other and for team-building ...it is their well earned time-out to relax.

Be available to help any instructor on a one to one basis if they are still experiencing worries or concerns.

NB It is important that no major changes are made to the course at this meeting as it is unsettling for the instructors at such a late date. Any issues of concern need to be taken back to the AMaRE Board by the advisory faculty.

Saturday morning checklist

- All instructors accounted for
- CME lists on registration desk

Saturday morning introduction:

(these briefing notes are available in large font at the end of these guidelines)

- Welcome everyone.
- Acknowledgement of Aboriginal and Torres Strait Islander land and people:
 - *We would like to acknowledge the Traditional Custodians of the Land upon which we stand.*
- Introduce both Ad fac (*who will sort any issues of concern re course*) and Admin team (*who will sort out any administration issues.*)
- Explain that PIMS is not the ONLY way, but it will help with Being Prepared, avoiding adverse events, and a standardised, evidence-based, systematic

approach to maternity emergencies. It promotes a multidisciplinary team approach.

- Explain that most of the course is workstations with some lectures that support the workstations.
- Explain that the manual is available through the website with a password that is valid for a month after the course is completed.
- Acknowledge and respect the different perspectives and backgrounds represented by participants attending the course
- There are some topics covered over the weekend that fall outside your normal scope of practice. However, the experience of learning and practising the skills reinforces team cohesion.
- Course is covered by copyright – which means you cannot use the manual to develop and teach your own course.
- Advise participants that they should fill in the course evaluations as the course progresses.
- Explain that participants have been divided in to three colour coded groups (red, blue, yellow), and that the instructors with matching coloured dots are their instructor mentors for the course. Participants should approach one of their mentor instructors if they need support or assistance, or have concerns about any aspects of the course.
- Ask the participants to remove their jewellery prior to the workstations as the gems can be quite damaging to the mannequins.
- Each coloured group is divided in to two subgroups – 1 and 2 – for the clinical cases. (NOT IN A SMALL COURSE)
- Explain the need to wear their name badge and have it visible all weekend. Ask everyone to check the spelling and see Administrator if incorrect – *this is the name which goes on their certificate.*
- We do NOT disclose any course assessments to anyone except the individual participant.
- Strict time keeping is required, therefore questions in workstations and break times only, not during lectures.
- Need to move quickly between workstationsexplain where rooms are.
- It is necessary to attend all lectures and workstations – they are not optional.
- It is necessary to stay until the end of the course – if this is not possible (eg because of flights), approach AdFac to discuss.
- Remind everyone that they should turn off their mobile phones.
- All information contained in the exam will be taught over the weekend and is covered in the manual.
- Let participants know that they can claim for continuing education or professional development points via their College websites.
- Housekeeping – toilets, tea and meal breaks, fire evacuation.
- Instructors are volunteers who give up their weekends to teach- introduce them. (*bring instructors to the front and get them to introduce themselves – name, discipline, where they work, dot-colour*)

Throughout the course:

- Make sure your time keeping is strict – 1 Ad fac to take on this responsibility and give 5 min warnings. Move instructors and participants along quickly between workstations and breaks.
- Sort participant evaluations into groups for each instructor – ensure they are filled in and returned to you – do not leave lying around
- Sit in with novice instructors - complete their evaluations and give feedback
- Support inexperienced instructors and ensure that quality of teaching and education are maintained. Ensure all material is covered. Speak to any instructors or sort out group mix if you have any concerns.
- Support Administrator with any administration issues – keep faculty room tidy
- Determine if there are any issues regarding any part of the course

- Before and after meal breaks Ad fac to give directions on what groups should be going where.

Saturday pm faculty meeting:

- Determine and document if there are any problems with course so far. Resolve if possible.
- Determine and document if there are any concerns with participants so far. Go through groups by colour – organise a mentor from same colour code group to approach the participant on Sunday, and to offer appropriate support. Document name of participant and name of mentor for course report
- Discuss counselling for MCQ fail: 'Break the bad news'; ask if participant had any particular problems (knowledge, format, MCQ technique) – can these be addressed? Explain that it is not possible to discuss the questions and answers (the MCQ is a summative assessment, not a formative assessment). Explain that course can be passed by successfully completing an MCQ resit within 6 weeks. Explain that details about this are included in a letter that will be enclosed in their end of course envelope, together with their attendance certificate. (envelope looks identical to that given to other participants). Resit can be done close to participant's home. If asked, explain that marking system is 100% infallible. If asked, explain that the content of the resit is similar to today's MCQ (do not indicate that it is identical). Ask participant to stay until end of course.

Dinner:

- Confirm attendance
- Venue
- Time

Sunday am announcements:

- Welcome everyone back
- Remind all participants of the need to fill in course evaluations after each lecture and workstation, and to complete general comments as well.
- Remind the participants that the exam is 60 questions and goes for one hour. Content of the exam is covered in the manual, and in the weekend's lectures and workstations.
- Must stay until the end of the course to receive exam results. If not possible, see AdFac. Practical resits can be done today if required
- Explain that there will be delay between completing exam and end of course – due to marking, organising certificates, etc
- It is a closed book exam - please put all belongings and manuals at front of lecture room **immediately after** lunch (consider before lunch to save time).
- Housekeeping.

Prior to exam

Ad fac explains written exam and how to mark the answer sheets – use the PowerPoint demo. Worth emphasising that participants should allow approx. 1 min per question, and that all Questions should be attempted. Set the clock on the screen so participants can see the time – the slides at the end of the exam presentation show you how to do this.

During exam

Free time – need one person to invigilate

Following exam

- Aid administrator with final paperwork / exam marking
- Gather everyone together and place exam envelopes on a table outside the main room.

Post course announcements:

- Apologise for delays – thanks for patience
- Confidentiality re results
- Remind re copyright
- Any feedback
- Thank them for being a good group
- Bring instructors up and thank them once again and Administrator and helpers – hope to see some of participants joining us in near future as instructors
- Hand in evaluations and name badges at the door on their way out
- Exam results are available outside on a table
- Hand in evaluations and badges on way out.

Sunday faculty meeting -1 *Ad fac to run meeting the other to take notes*

- Go round group and discuss any issues – take minutes of improvements or issues that may need feeding back to board / education committee
- Give out attendance certificates
- Explain re travel expenses - need to be handed in within 30 days or will not get reimbursed. Need to produce all receipts. Ensure instructors have claim forms (forms can also be downloaded from the website).

1 Ad fac to take home evaluation forms (do not to hand these around at the faculty meeting), write the course report and email it to all instructors who were on the course, the board, Administrator and the Board (emails are at the end). Any confidential or particularly sensitive issues should only be emailed to the Board, and not to the instructors or the Administrator.

This is a prerequisite of being advisory faculty and must be done promptly. The board will review each course regarding issues raised, recommendations made and profit / loss at each board meeting.

Points to remember as Ad fac:

1. You are in charge of the weekend and need to maintain the professional standards of AMaRE.
2. You need to support the Administrator in maintaining the set budget for the weekend and are therefore in charge of the bar bill etc. Only family members working on the Sunday are entitled to a free meal on Saturday night and lunch on Sunday– all other meals should be paid for personally.
3. Any complaints / issues should be referred back to the Board in your report.
4. It is mandatory to compile a concise report following each course. (*Please use attached template*)

Helpful hints for dealing with difficult situations.***Participants who choose to miss sessions:***

The Ad fac should make the participant aware that all components of the course are compulsory and that no extra time or instructor attention will be allocated to them in order for them to catch up any missed material. Advise them they may still sit the exam and see how they do. Participants who miss a session because of an emergency or ill health will be supported where possible.

Participants with an unresolved issue:

Where a participant is really unhappy and where the issues cannot be resolved by Ad fac, the participant should be informed that they may write a letter to the Board, addressed

to the Chair of the Board, indicating their grievance. The Ad fac should advise the Board of this matter in writing (include this in the confidential section of the course report).

How to deal with poorly performing instructors:

If there are issues with an instructor's skills or knowledge base at running a workshop then Ad fac should discuss the concerns with the instructor as soon as possible. Deficiencies and objectives for addressing these deficiencies should be defined. Discuss strategies which will help the instructor to improve their instructing skills, and establish a support plan to help the instructor.

This action should be documented and the Board and Education Committee notified so that the instructor's performance can be monitored for achievement of objectives. If the identified issues continue at the next course the instructor attends, the Board, in conjunction with the Education Committee will determine the future involvement and suitability of the instructor.

How to deal with unprofessional instructors:

After discussion, 1 of Ad fac is to take the instructor aside and explain what aspect of their behaviour is deemed to be unacceptable or unprofessional. Encourage the instructor to discuss this with you to see if they can accept and understand the concerns. Monitor professional behaviour for remainder of course.

Unprofessional behaviour includes, but is not limited to:

- Intoxication (alcohol or recreational drugs)
- Loud offensive behaviour in public
- Derogatory or overbearing behaviour towards colleagues or participants.
- Poor hygiene or untidy standard of dress
- Persistent poor time management

PIMS allocations for (Venue) –(Date)

Advisory Faculty:

Lecture				Instructor				
Team Work and Communication.								
Early Pregnancy Bleeding								
Birth Environment								
Assessment and care in 1 st stage								
Management of 3 rd - 4 th Stage – transfer to home								
Clinically Deteriorating Woman								
	Workstation							
1	Abdominal Palpation – Video and Palpation							
1	Vaginal examination in pregnancy – using a speculum and taking swabs							
1	Case Studies – Routine Antenatal Care/Perinatal Mental Health							
2	Monitoring in labour – VE, abdominal palpation, progress and dystocia (
2	Mechanisms of vaginal birth – managing normal labour							
2	Case Studies Hypertension / Infection							
3	NNR							
3	PPH							
3	Mat resus							

Instructor	Lecture	Workstation 1	Workstation 2	Workstation 3
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

AMaRE Board Members

Warwick Giles (Chair) warwick.giles@gmail.com

Jim Lie (Treasurer) j.lie@thesurgery.net.au

Teoni McHale (Secretary) teonimchale@gmail.com

Kevin Stanton kevinstanton@tpg.com.au

Helen Cooke cookeh@bigpond.net.au

Andrew Bisits abisits@bigpond.net.au

Caroline Homer caroline.homer@uts.edu.au

ADVISORY FACULTY BRIEFINGS

Updated April 2016

These notes are for the Advisory Faculty briefings. They need to be read in association with the Advisory Faculty Handbook

Saturday morning introduction:

- Welcome everyone.
- Acknowledgement of Aboriginal and Torres Strait Islander land and people
- Introduce both Advisory Faculty and Admin team
- Explain that PIMS is not the ONLY way, but it will help with
 - Being Prepared,
 - avoiding adverse events, and
 - a standardised, evidence-based, systematic approach to managing birth and difficult situations.
 - It promotes a multidisciplinary team approach.
- Explain that format of the course is workstations with some lectures that support the workstations.
- Manual is available through the website with a password that is valid for a month after the course is completed.
- Acknowledge the diversity of experience of participants, some of who will be very new to the maternity setting.
- PIMS does not provide a licence to practice but can certainly support your ongoing learning
- Course covered by copyright. Need permission to use the material with acknowledgement
- Fill in evaluations during the course
- Mentors / colour groups
- Remind them to wear name badges / check spelling
- Remove jewellery
- Confidentiality at course / of exam results

- Keeping time / Need to move quickly between workstations
- Must attend all sessions / stay to end of course to receive your certificate
- Turn off mobile phones
- Explain re exam: multi-choice
- CME / CPD points for RANZCOG, RACGP, ACRRM, and ACM
- Housekeeping – toilets, tea and meal breaks, fire evacuation.
- Instructors are volunteers / introduce them
- Commence Course

Sunday morning announcements

- Remind participants about the course evaluations
- Explain exam process and timing
- Delay after end of exam, and ask everyone to stay to end of course

Post-course announcements

- Apologise for delay / thanks for patience
- Confidentiality re results
- Copyright reminder
- Any feedback
- Thanks to instructors and administrators
- Results available just outside
- Hand in badges and evaluations