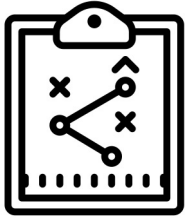


# A PRACTICAL GUIDE: EDUCATION AND TRAINING IN SHARED DECISION MAKING

## DEVELOPING A WORKSHOP IN YOUR DEPARTMENT



### STAGE 1 STRATEGY

#### Lead A Patient Centre Initiative

Identify a clinical lead with capacity.

#### Recruit Enthusiastic Workforce

Establish a faculty of individuals who have previously attended training in SDM.

On workshop day a ratio of 1:5 faculty to participants is an ideal number to lead discussions in small groups.

#### Establish Course Accreditation

Apply for continuing professional development (CPD) points in your professional field. Contact your parent college for further advice.

#### Develop Advertising Campaign

SDM encourages a culture of multi disciplinary team working, consider inviting a broad team of individuals working throughout your care delivery pathway.

Send out invitations to capture your participant audience. Email, tweet, and talk about it in your local governance meetings. Ensure you have a robust registration system (e.g. Eventbrite).

#### Book Venue and comfort refreshments

Book a venue, consider the environment to allow for small group working.

#### Prepare Participants

It is important that the workshop compliments and builds on prior knowledge of SDM. Sending out preparation material will improve participant engagement and knowledge retention. The Winton Centre for Risk and Evidence Communication at the university of Cambridge <https://moodle.wintoncentre.uk> offers an open access evidence-based guide to SDM and anyone can create a log in. Include all resource links in a welcome and reminder letter for your event.

#### Create Tools to Aid Discussion

Use our toolkit of scenarios to pilot SDM in your department. We encourage you to create your own scenarios that simulate patient clinician discussions in your specialist areas.

### STAGE 2 DELIVER

#### Introduce Why, Where, How? SDM.

Discuss how SDM will benefit patients and clinicians in your clinical environment, this can be in the context of the National Health Service strategy in supporting patient choice and the development of new care models with patient centered care planning. Some benefits will be unique to your department. Setting up a focus group with your faculty will help you identify where in your clinical pathway 'pause points' exist allowing SDM to have the highest impact factor.

#### Divide Participants into small groups of 4-8

Introduce active listening, agenda setting, and risk communication. Within these huddles use your tools and scenarios to simulate further discussion and identify learning points to improve communication skills with patients.

#### Debrief Address questions and encourage reflection

Debrief with participants, encourage discussion on how they will continue to develop SDM skills.

At the end of the workshop undertake an immediate faculty debrief to address workshop methodology.

### STAGE 3 MEASURE

#### Collect Feedback

Use our tool kit feedback forms to collect data directly pre-workshop, and post workshop and then over a longer time period to assess clinician confidence and knowledge in SDM.

#### Evaluate Longer term benefits

Consider setting up quality improvement projects within your specialty to evaluate the dissemination of your work.

#### Meet With your faculty

We recommend bi-annual workshop faculty meetings to set the agenda improve tools and adapt for upcoming events.

