

Planning a PICS Trainee Summer Masterclass

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General shape of the Summer Masterclass

The summer masterclass is a 2 day event held in early June. Every PIC grid trainee has to present a case report (which counts as an external case based discussion) and this usually takes up half of each day. Whilst these presentations are happening the ICTPICM consultants conduct interviews with each trainee (15-30 minutes) to gain feedback on their training programmes. The remainder of the time is for education in whatever form you wish. The most important part of the whole masterclass is however the dinner – this is where you will be judged!

Get planning early

- Book your rooms early:
 - Lecture theatre to hold ~50
 - 2x interview rooms (though may only need one)
- Get a good team around you. A couple of trainees who should run the show, a consultant or two for advice and to bully colleagues into helping and crucially persuade a secretary to help you with administration.
- Decide on a theme your unit is relatively strong on.
- Get in contact with the PICS trainee reps (picstraineerep@gmail.com) who can help with advertising, advice etc.

Trainee presentations

- These are supposed to be a case presentation, not research project / travel stories.
- Allocate 15min for each trainee. 10min for presentation and 5min for questions.
- Ask for titles early. We asked for 2 so that we could ensure there were no overlapping subjects.
- Consider providing a sample presentation, guidance or a marking scheme with the call for presentation in case this is a trainee's first masterclass, so they have some idea of what to prepare.
- Ask for the presentations to be sent to you in advance. Put them in one directory on one person's computer – this will make your lives easier and help the day run more smoothly.
- Make sure you keep to time. Amber and red cards worked a treat.
- You will need a few consultants in the audience to mark presentations. Feedback should be collated and given to individuals on external CBD forms (ask the trainee reps). Traditionally there is a small prize for best presentation of each day.

Remainder of the programme

You have free reign to organise the programme any way you wish. Check with the trainee reps about the themes of recent events. You do not have to stick to lectures – if your unit does simulation particularly well then put us through our paces.

- Less is probably more!
- 45 minutes seemed to be about the longest a lecture should run for.
- On the day, consider agreed signals for “time up” with the invited speakers, as otherwise it can be awkward if they run over.
- Please leave 20 – 30 min for a training meeting as there are often issues we need to discuss.
- Leave an hour for lunch. Makes room for overrunning talks, tours of your unit and networking.
- Don't forget time for opening and closing remarks.

The dinner

Make it a good one! We had a standard a la carte menu with coffees for £35. Feedback was that about as expensive as was tolerated. People should confirm, and ideally pay, in advance. Ensure your trainees know some good late night haunts for after.

Charges

We charged £45 **per day** or £40 as an early-bird discount. Despite the discount expect a good proportion of people to leave it until the last week. Our numbers rose by ~10 in the last few days. You can put the funds through a local account (we used the unit charity) or speak to the trainee reps about putting it through a PICS account. Costs to consider when setting the charges include room hire, catering (coffee, lunches), expenses for external speakers and possibly ICTPICM consultants, sundries such as printing, stationary, prizes.

Other things to think about

- Get your advertising out early (liaise with the trainee reps) – consider potential attendees from non-Grid units and nursing staff.
- Putting together a list of travel instructions and hotels is helpful
- Catering for coffees / lunch
- Printing of programmes / booklet of abstracts for trainee talks
 - We outsourced all printing – better and possibly cheaper than spending a day sweating over a photocopier!
 - Print more than you think you need
- Trainees are rubbish at deadlines, decide in advance what the consequences will be for people who miss them (e.g. are they still allowed to present?).