



Health Education England

# Handbook of Virtual Learning Resources

**Editor. Sarah Layzell**

Joint Head of School Primary Care

Training Hub Lead

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Developing people  
for health and  
healthcare

## East Midlands

Derbyshire  
Leicestershire  
Lincolnshire  
Northamptonshire  
Nottinghamshire  
Rutland

[www.hee.nhs.uk](http://www.hee.nhs.uk)

## **Introduction**

The proposed expansion of GP training posts combined with the Covid outbreak has led to the rapid adaption of new technologies for the remote delivery of teaching, training and supervision. This is a brief summary of the following:

- a) Platforms available: Pros and Cons
- b) List of possible resources
- c) Hints and Tips

The document consists of people's personal experiences, hints and tips, so the style is slightly idiosyncratic!

## **Platforms available**

Zoom: appears to work effectively and generally the picture definition is good; functionality includes the ability to share documents. However, amending a document remains in control of the individual who has shared the document. Meetings can be set up easily through the 'Meetings' function, which permits the user to copy a meeting invitation which can then be shared by e-mail. Current charges for use >40minutes waived, but this varies. It is possible to buy business licences.

WhatsApp: useful as a rapid messaging system to colleagues in a group; it is not always clear who has been added to a group so confidentiality may be an issue; risk of becoming overwhelmed with messages due to ease of use. Documents can be shared but it isn't possible to edit.

Skype: appears to work effectively and generally the picture definition is moderate to good in my experience; Skype and Skype for Business use different addresses and confusion can arise here.

Microsoft Teams: Available to HEE employees with Office 365 but also to NHS mail users. Once a Team has been set up, Channels can be set up within each team to handle different workstreams. Documents can be uploaded to Teams, shared and modified by the whole team contemporaneously. Instructional videos are available on You Tube. Documents are synchronised to a SharePoint file; however, whilst it is possible to sync your Team documents to your OneDrive, syncing it to an existing SharePoint file has not proved possible in my experience. Admitting guest members with NHS mail accounts is proving challenging but reportedly it is possible.

## Resources

Below is a list of resources and ideas for delivering GP training and education away from a central Programme (in no particular order):

<https://clickmeeting.com> free 30-day trial webinar up to 30 people

<https://www.wessexfaculty.co.uk/webinars> click on Jo Walker Obesity in Children.  
Password is Walker2018

Learn how to teach online: <https://www.futurelearn.com/subjects/teaching-courses/how-to-teach-online> Some interesting looking courses about virtual teaching

CSA practice of telephone consults

RCGP learning : <https://elearning.rcgp.org.uk/> (clinical and non-clinical modules),  
EKU, GP self-test MCQs

RCGP Safeguarding e-learning with group discussion level 3  
<https://elearning.rcgp.org.uk/course/search.php?search=safeguarding> You will need to register your practice and engage with other members of the team for this to count as level 3

Google hangouts

You-tube broadcasting

Problem based small group learning with conference chat

WhatsApp groups to discuss cases

NB medical webinars : on line Hot Topics Webinars  
[https://www.nbmedical.com/nblastwebinars?website\\_category=free+webinars](https://www.nbmedical.com/nblastwebinars?website_category=free+webinars)

Two paedts in a pod - Podcast from the Department of Paediatrics at the Royal Derby Hospital. Created by Sarah Simons, Geoff Burnhill and Ian Lewins this medical education podcast is aimed at health care professionals new to Paediatrics or those who occasionally care for children as part of a wider healthcare role. It's on Spotify

<https://open.spotify.com/show/6Q0cpJLbaiEF5ReObb5fJF>

St Emlyns blog - more emergency medicine but still good.

## TED talks

Wellness -

<https://m.youtube.com/watch?v=yEh3JG74C6s>

Jack of all trades - Jon Griffiths

<https://m.youtube.com/watch?v=-BfcvI49GCw>

The power of vulnerability - Brene Brown

[https://www.ted.com/talks/brene\\_brown\\_on\\_vulnerability/up-next](https://www.ted.com/talks/brene_brown_on_vulnerability/up-next)

Listening to Shame - Brene Brown

[https://www.ted.com/talks/brene\\_brown\\_listening\\_to\\_shame/up-next](https://www.ted.com/talks/brene_brown_listening_to_shame/up-next)

Julian Treasure - 5 ways to listen better

[https://www.ted.com/talks/julian\\_treasure\\_5\\_ways\\_to\\_listen\\_better/discussion](https://www.ted.com/talks/julian_treasure_5_ways_to_listen_better/discussion)

What really matters at the end of life:

[https://www.ted.com/talks/bj\\_miller\\_what\\_really\\_matters\\_at\\_the\\_end\\_of\\_life/transcript#t-3679](https://www.ted.com/talks/bj_miller_what_really_matters_at_the_end_of_life/transcript#t-3679)

Doctors make mistakes can we talk about that

[https://www.ted.com/talks/brian\\_goldman\\_doctors\\_make\\_mistakes\\_can\\_we\\_talk\\_about\\_that/up-next](https://www.ted.com/talks/brian_goldman_doctors_make_mistakes_can_we_talk_about_that/up-next)

Abraham Verghese - a doctors touch

[https://www.ted.com/talks/abraham\\_verghese\\_a\\_doctor\\_s\\_touch/up-next](https://www.ted.com/talks/abraham_verghese_a_doctor_s_touch/up-next)

Lucy Kalanithi - what makes life with living in the face of death

[https://www.ted.com/talks/lucy\\_kalanithi\\_what\\_makes\\_life\\_worth\\_living\\_in\\_the\\_face\\_of\\_death/up-next](https://www.ted.com/talks/lucy_kalanithi_what_makes_life_worth_living_in_the_face_of_death/up-next)

Happiness and the remembering self vs the experiencing self

[https://www.ted.com/talks/daniel\\_kahneman\\_the\\_riddle\\_of\\_experience\\_vs\\_memory/up-next?language=en](https://www.ted.com/talks/daniel_kahneman_the_riddle_of_experience_vs_memory/up-next?language=en)

Barry Schwartz – the loss of wisdom

[https://www.ted.com/talks/barry\\_schwartz\\_on\\_our\\_loss\\_of\\_wisdom?language=en](https://www.ted.com/talks/barry_schwartz_on_our_loss_of_wisdom?language=en)

## **Educational videos:**

Osmosis medical education videos:

[https://m.youtube.com/channel/UCNI0qOojpkhsUtaQ4\\_2NUhQ](https://m.youtube.com/channel/UCNI0qOojpkhsUtaQ4_2NUhQ)

<https://m.youtube.com/channel/UCE2GdTW2WVCHZnqHF5otvgQ>

<https://m.youtube.com/user/armandohasudungan/videos>

## **Ideas for Essays and discussions on ethical debates:**

Corona and the elderly/ITU support

Is there a link between poverty and poor health?

Should there be an opt-in or opt-out donor system? Review of credible sources on the topic.

Should people be encouraged to turn to homeopathy first?

Should there be criminal responsibility for medical errors?

Should doctors be allowed to promote particular medical products?

Should hospitals provide a free translator to non-English speaking patients?

Should euthanasia be legal/ illegal?

Should people with mental health issues be treated in or outside of the community?

Should child vaccination be mandatory?

Should people be refused organ transplantation for leading an unhealthy lifestyle? Review of credible sources on the topic.

Should a doctor be able to provide medical care to a child despite their parent's wishes?

Should marijuana/drugs be legalized?

What are the effects of TV shows concerned with diets and losing weight? (Do they motivate and inspire others or promote body image ideal and the related issues?)

Do TV shows portraying cosmetic surgery make people more inclined to refer to it? If yes, should they be banned?

Should TV commercials for alcohol/fast food chains be banned?

How should the issue of obesity be treated: as a personal problem or as a public concern?

Can exercising worsen health?

Should the state do more or less to make people lead a healthy lifestyle?

Should cloning/genetic engineering research be allowed? Review of credible sources on the topic.

Can medical research pose a threat? If yes, what are the ways to mitigate it?

Should scientists work to make computers displace doctors? What can be the potential benefits/drawbacks?

Can animals be used to test drugs?

Should there be any limits to medical tests on humans?


Should more funding be allocated to practical research projects, which provide direct medical help to individuals, or to the National Institute of Health dealing mostly with projects without immediate practical application?

If the research was able to provide a solution to one healthcare issue, what should it be? (a cure from cancer, AIDS, infertility, creation of organs from artificial materials/with the help of cloning, etc.)

## HEE Teams Virtual Training & Education

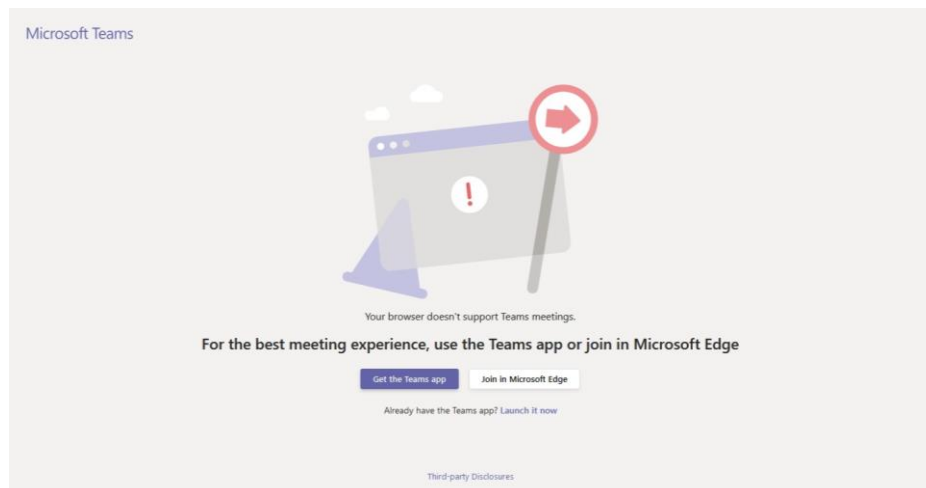
### Setting up Meetings

#### 1. PREPARE FOR THE MEETING/TRAINING:

- Try to ensure you have good internet connection, and power supply
- Set up your camera and audio devices, unless already embedded, use headsets/headphones if possible
- Close any unnecessary apps or documents that may be working in the background to reduce lag
  
- Test your set up **BEFORE** the meeting to ensure it is working, the link will work at any time
  - o You can also test it with a fellow learner if you join at the same time
- Sign in **10-15 min** before the meeting/training to ensure it is working on the day
  
- **MUTE MICROPHONES**  when not speaking to reduce interference during the teaching

#### 2. JOINING THE MEETING/TRAINING:

- **Click on Join Microsoft Teams Meeting – shared either through an email link or calendar invite**
  - o NOTE: If you use Outlook or Hotmail, calendar invites may disappear after you accept, go to the calendar to find the invite again on the specific date/time of the training
- If you don't have already have Microsoft teams on your computer, the following webpage will open:

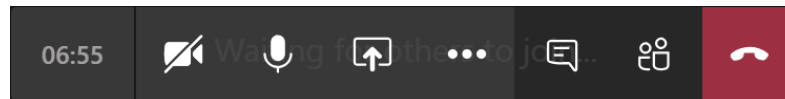


- o The **Teams App is recommended for Trainers** to access full use of functions, such as screen sharing.

- Once installed you may need to go back to the meeting link to access the meeting again. You do not need email or sign in details
    - As a learner – the web version / Microsoft Edge will allow all basic meeting functions such camera, microphone, and chat function
- Enter your name as prompted before joining the meeting – this is for display purposes only
- You may be admitted into a “Lobby” / waiting area. This is for security reasons and an internal admin will let you into the meeting shortly.
- **NOTE to Mac Users**
  - You may have additional steps to permit the use of the Microsoft Teams App and use of sharing screen. Please ensure these are “Allowed” as necessary for your device.

### **3. IN THE MEETING/TRAINING:**

- **The function bar appears in the bottom half of the screen when you move your mouse:**




- **The function bar, from left to right is as follows:**
  - **Timer** – Duration of the call
  - **Camera** – Will always be off by default, you will need to turn this on (Currently disabled)
  - **Microphone** – Check whether this is muted when talking (Currently enabled)
  - **Share** – Enables you to share screen. This will mostly be used by the trainer (See below)
  - **More Actions** – Use “*Show Device Settings*” to set audio devices and camera settings
  - **Conversation** – Chat function; useful for sharing links or questions; please keep open
  - **Participants** – Lists participants in the call
  - **Hang Up** – Ends the call

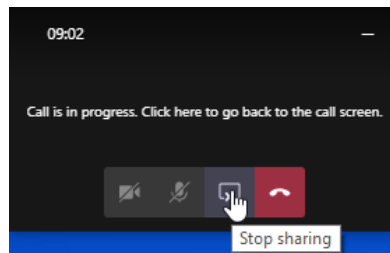


### **4. FOR TRAINERS: SHARING**

- **Sharing a window**
  - Use **Share** on the function bar and select window to be shared
  - The window actively shared will be in view, surrounded by an orange border; use as normal



- **Stop sharing**  Locate the stop sharing icon on the small display window should normally be on bottom right of the screen with a mic and camera icon. As below:




- **NOTE:** We strongly recommend for trainers to share **Desktop** over individual documents as this runs smoother, and switching between windows is much easier (ppt, webpage, pdf, video).


- **PowerPoint**

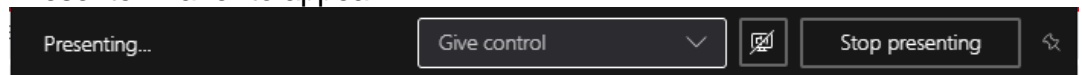
- o Sharing a PowerPoint will start presentation mode automatically
- o The Slide Control Panel will be near bottom left of screen:



- **Slide number** – use arrows to move through slides, or use keyboard arrow keys
- o **Stop sharing**  / **Stop presenting** to return to full camera view

- **Video/audio resources**

- o Open video on browser or video file and **share** desktop/window
- o *For other participants to hear the video you MUST share the audio also*
  - Select **“Include system audio”** on the Presenter Panel on the top centre of the screen as shown in the diagram below (Enabled: )
  - You need to move your mouse to the top of the screen for Presenter Panel to appear



- o **Stop sharing**  / **Stop presenting** to return to full camera view

## Virtual Simulated Surgeries in Teams

This is one method of doing these. I am sure there are others, but this worked for the IGPR Scheme recently. If you need more advice contact Dr Bevis Heap.

[Bevis.Heap@hee.nhs.uk](mailto:Bevis.Heap@hee.nhs.uk)

Pick your team:

- Admin to send out the invite,(if you have admin Support)
- facilitators,
- simulators.

If you need to brief the candidates before the actual process, invite all of them to one stream of the simulation as well as their own stream.

Timetable the simulators to move from stream to stream whilst candidate and facilitator stay in one.

Include regular breaks for all to move about a bit and get tea/coffee etc. Timetable consultation time plus 8 mins feedback and 2 mins reading time. This gives the simulators time to change to a different candidate's stream ready for their consultation.

Medical notes can either be shared on screen in the 2 minutes reading time before the consultation or sent out by e-mail before-hand with individual timetables to show them who they are seeing in which order. (We used the former but if they are using a phone to do the surgery it may not be easy to read.)

Proceed through the session/day with the admin person available to troubleshoot any issues so the facilitators don't go off task.

### **Creating a calendar live event in Teams**

See : [https://www.youtube.com/watch?v=5MHCN\\_v\\_ubM](https://www.youtube.com/watch?v=5MHCN_v_ubM)

### **Webinars or Talks with Q and As in Teams**

You can use this to deliver teaching 'lecture style' with the participants being able to ask Q and As;

Dr Jamie Green has prepared a 'how to' video which can be accessed at:

<https://youtu.be/ObebDge9RpA>

## **Tips for Zoom**

Here below some link which we think would be useful for you, but feel free to share any further ones you have found by yourself.

1. Comprehensive Guide to Education via Zoom

<https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>

Zoom 101 for Teachers (slightly more basic)

<https://www.weareteachers.com/zoom-for-teachers/>

2. You tube video – Beginners tutorial

[https://www.google.com/search?q=teaching+on+zoom+tutorial&rlz=1C1GCEB\\_enGB818GB818&oq=teaching+on+zoom&ags=chrome.3.69i57j0l7.6691j0j8&sourceid=chrome&ie=UTF-8#kpvalbx=\\_RM6nXperOKie1fAP0Ni8oA432](https://www.google.com/search?q=teaching+on+zoom+tutorial&rlz=1C1GCEB_enGB818GB818&oq=teaching+on+zoom&ags=chrome.3.69i57j0l7.6691j0j8&sourceid=chrome&ie=UTF-8#kpvalbx=_RM6nXperOKie1fAP0Ni8oA432)

3. You tube video telling you how to set up breakout rooms

[https://www.youtube.com/watch?v=To4Sa\\_NO2Sk](https://www.youtube.com/watch?v=To4Sa_NO2Sk)

4. Meeting and Webinar Best Practices and Resources

<https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources>

Zoom for Education: Top 10 Frequently Asked Questions

<https://blog.zoom.us/wordpress/2020/04/24/zoom-for-education-top-10-frequently-asked-questions/>

5. Zoom blog

<https://blog.zoom.us/wordpress/>

