

## Centre considerations for a remotely enhanced GIC course

Below are some considerations you may find useful in setting up and running a remotely enhanced GIC course. There is also guidance for faculty at the beginning of the remotely enhanced course programme.

### Equipment requirements

- Web cam with wide-screen and zoom capability and where possible additional microphones
- Computer / laptop per camera with internet (preferably hard-wired)
- MS Teams / Zoom or other platform installed
- Breakout room on preferred platform for each group in the building
- Breakout room on preferred platform for faculty breakout rooms
- Breakout room for co-ordinator and director

### Paperless scoring for e-progress log

- An essential component of the remotely enhanced programme
- Housed within course page
- Immediately available to all when submitted
- Course director and co-ordinator can access remotely
- Candidate can submit their reflection prior to and during the course and this reflection is visible to faculty
- Candidates can view their own scores and feedback comments
- Instructors use their own log-in to GIC site to access the course page and the paperless links
- Works on desktops and mobile devices
- Accompanied by a full set of matrices
- Instructions are available on your course page, both for you and for the instructors

### Remote day/sessions

- The Educator will lead the Theory Into Practice session and present the PowerPoint presentation. An additional moderator is useful for support in managing the chat function and to review candidates' engagement.
- At least two members of the faculty are required for each presentation skills sub-group.
- You should ensure that candidates and faculty have a copy of the matrices that accompany the e-progress log.
- The Course Director will need to be available for the full remote day or all sessions (depending how your centre is running the remote element of the course). They will act as a second moderator, welcome the group and close the day/sessions.
- The candidates will be divided in to the same discussion sub-groups on the remote day as they are on the face-to-face day.
- You will need to set up as many groups on Zoom (or equivalent) as there are on the face-to-face day. We advise you also set up two additional groups to allow for the faculty to meet away from the candidates.

- Our experience tells us that it is useful to set up the Zoom (or equivalent) meetings at least 48 hours in advance of your remote day/session. Links to help on how to set up calls on Zoom and MS Teams are available on your centre page.
- If this is the first time your Course Director has run a remotely enhanced GIC course, we recommend they watch (remotely) sessions from a course at ALSG or alternatively, we have a group of experienced Course Directors who can support them before the course. Please contact us at [enquiries@alsg.org](mailto:enquiries@alsg.org) if either are needed.
- We recommend that someone is responsible for managing the technology and organising the platform on the remote day. At ALSG, our course coordinator takes on this role.
- It is important to ensure that faculty moderators are comfortable with the running order and timings for the day/session, as well as knowing how to share their screen and how to use the platform on the remote day/sessions.
- We recommend that you download a copy of the PowerPoint presentations for all candidates so that you have them available if they have any technical difficulties.

### Face-to-face day

- There is a maximum of four candidates per group to allow for additional practice time within each session. One further practice of one modality is available in the final session of the face-to-face day.
- You should ensure that candidates and faculty have a copy of the matrices that accompany the e-progress log.
- As on a two day face-to-face course, candidates need to be informed of their progress at the earliest possible opportunity because this is continuous assessment.
- A minimum of two instructors is needed per group with the addition of one GICIC (or how many you can safely have in your teaching rooms).
- The Course Director can direct a course remotely provided the technology (cameras and microphones) is available in each room to watch the learning.
- Faculty and candidates must be made aware of your local COVID-secure procedures and measures put in place to keep everyone safe.
- All equipment needs to be in the rooms ahead of the course day. Equipment needs to be quarantined after each day of the course, and new kit put out if you are running a second day with a different cohort of candidates. Where this is not possible, i.e. manikins, these need to be cleaned at the end of the day ready for the next cohort.
- A WhatsApp group for the faculty has proved to be invaluable and essential for communicating throughout the course
- Using the paperless scoring system for the e-progress log eliminates the use of paper on the course and therefore reduces the possible risks of spreading the virus through swapping paper between faculty.
- Ensure you have all candidate and faculty information for track and trace.