

Supporting self care in primary care – a training package for health and social care professionals

Workshop 2 notes

PCT/other care agency

Workshop overview





Purpose of the workshop

- To assess the status of the development of the PCT's and the care agency strategy to support self care
- To agree a range of self care interventions to support and promote self care, and formulate an action plan for delivery
- To highlight service barriers and agree an action plan to implement solutions

Workshop delivery

Example workshop timetable

This timetable is a guide only so you will need to adapt timings and content to suit your participants' availability and requirements. A more detailed breakdown of each of the items in this timetable is provided on the subsequent pages.

Item	Suggested timing	Suggested tools	Category
Brief introduction and overview of workshop objectives	10 minutes		
Review of work completed in the interim period between workshops 1 and 2	30 minutes (or as required)	– Roles and responsibilities checklist	
Infrastructure and resources	60 minutes	– Infrastructure and resource matrix – Roles and responsibilities checklist	
PART model – illustrated through patient care pathway	30 minutes	– PART model slides/ handouts	






Working in Partnership Programme

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Item	Suggested timing	Suggested tools	Category
Summary of the workshop	10 minutes		
Pre-work for workshop 3	15 minutes	– Roles and responsibilities checklist	
Workshop outcomes	10 minutes	– Evaluation questionnaire	
Total time	2 hours and 45 minutes		

There is a **Blank timetable** for you to plan your workshop



Introduction and overview of workshop objectives

- Brief introduction and review the objectives of the training package and then focus on the objectives for workshop 2. Explain the purpose of the workshop
 - You may wish to use an ice-breaker to help people settle into the training. See the *Self Care Champions handbook* for some examples



Review of work completed in the interim period between workshops 1 and 2

- **roles and responsibilities checklist**
 - » Ask the team to run through the actions that have been undertaken since the last training session and the outcomes/next steps
- Run through the outcomes and findings of any tools that the team may have completed
 - Tool 3 – SWOT analysis**
 - Tool 4 – PEST analysis**
 - Tool 7 – Gantt chart**
 - Tool 8 – Infrastructure and resource matrix**
 - Tool 10 – Training-needs analysis**



Infrastructure and resources

- Using **Tool 8 – Infrastructure and resource matrix** hold a discussion with the group about their infrastructure and the resources
 - they feel are available to support self care
 - Write some key areas up on a flipchart, ie documentation, location, funding, people, planning, IT structure
 - Then take each area and ask the group what they already have in place, what else they feel they need and any barriers they see
 - develop a series of flipchart sheets
 - Ask the team to complete the **roles and responsibilities checklist** with the lists of what they need to put in place for each of the areas you have covered





Prevention, Await resolution, Relief of symptoms and Tolerance (PART) model – illustrated through patient care pathway

Tool 13 – PART, workload assessment

- Take printouts of the list of ailments and the tables required for this exercise or draw the tables up on flipchart sheets. Work through the exercise step-by-step, filling in the tables as you go
- If you have time at the end of the exercise, you may wish to use one of the patient care pathways to illustrate the PART model in practice



Summary of the workshop

- In your own words, summarise the workshop. Pick a couple of key points that have arisen throughout the workshop to highlight what the participants have learnt
- Link these key points with the work needed for the next workshop



Pre-work for workshop 3

- Explain the purpose of the interim work
 - To maintain the momentum of the implementation of a culture that supports self care
 - To continue to gain the knowledge and background to what else is required to implement a strategy that supports self care
- Use the **roles and responsibilities checklist** to determine the interim work to be carried out before workshop 3
 - The team may wish to think about each service area, including things such as pulling together lists for all PCT members on local, relevant support services, eg dieticians, physiotherapists, voluntary organisations, chiropodists etc
- The health promotion team can begin to plan timings of local campaigns to raise awareness about supporting self care within the local community, eg pharmacists, schools etc.



Workshop outcomes

- Ask each of the participants to fill in an **evaluation questionnaire** before they leave. This will help you to gauge whether the training and work plan was 'pitched' at the right level and, will enable you to adapt areas for the next training workshop
- Thank the participants for attending – link back to the purpose of the training and emphasise that what you all set out to achieve has been completed
- Make the summary very encouraging and motivational
- Give the participants the date, time and location of the next workshop
- Agree to send the participants electronic copies of any tools or documents that have been requested throughout the training plus a summary of the comments and actions from the meeting

