

Document B

Paediatric Emergency Medicine Priority Setting Partnership

Participants' guide to the online workshop

Tuesday, 10th September and Wednesday, 11th September 2024

Thank you for agreeing to participate in the online workshop. The purpose of this guide is to help you prepare for, join and take part in the online workshop. It aims to answer the following questions about the workshop:

- What is the workshop for?
- Who will be involved?
- What will happen during the workshop?
- What do I have to do at the workshop?
- What do I need to do to prepare?
- How do I join the workshop?
- What if I need help or support during the workshop?
- Please read through everything carefully. If you have any further questions, please contact Charlotte Sloane.

Workshop preparation checklist	✓
Complete your worksheet (Document C)	
Watch the pre-recorded video	
Test out Zoom	
Find a suitable space where you can join the online workshop	
(Optional) Prepare your cut-out questions (Document E)	

What is the workshop for?

The aim of the workshop is to decide the Top 10 questions for research on Paediatric Emergency Medicine to improve the quality of emergency care for children and young people in the UK and Ireland. We call this process priority setting.

We will be working with a list of **18 questions** that came from surveys we carried out with Paediatric Emergency Medicine patients, parents and carers, and healthcare professionals.

The workshop is **not** about answering these questions. Researchers can do that later. The workshop is about deciding what the *most important questions* are from the perspectives of patients, carers and healthcare professionals. We hope that this will help researchers focus on finding answers to the questions that matter most to these groups. You can find out more about this project here: <https://www.peruki.org/>

The workshop is using a priority setting method developed by the James Lind Alliance. For more information on this, go to www.jla.nihr.ac.uk.

Who will be at the workshop?

There will be approximately 30 people participating in the online workshop. They are:

- People with lived experience
- Parents or carers of a person with lived experience
- Healthcare professionals who work in Emergency Medicine.

You will all be making decisions **together** about the questions you think are the most important for research to answer, to help improve the experiences and quality of emergency care for children and young people in the future. Everyone will have different perspectives, and everyone's contribution will be valued equally.

Four facilitators from the James Lind Alliance will run the meeting. They are Jonathan Gower, Maryrose Tarpey, Suzannah Kinsella and Sope Wolffs. Their job is to make sure that everyone is included equally, listened to and has their say. Sope Wolffs will chair the meeting.

Two people from the James Lind Alliance attending will observe the meeting but will not be participating in the discussions.

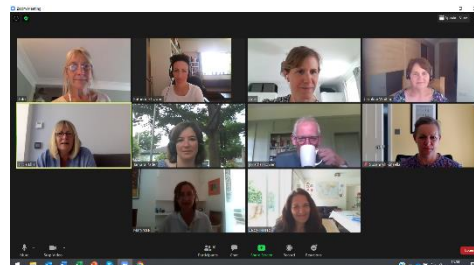
More details about all the people who will be at the online workshop are in Document F: Biographies.

What will happen at Workshop?

You will join the workshop via Zoom (details below). Document A sets out the agenda for both days.

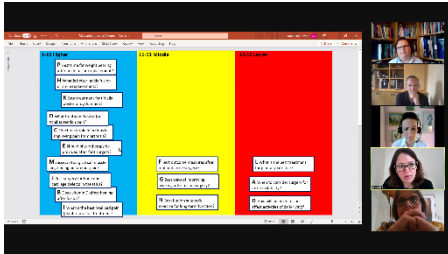
Day 1: Tuesday 10th September 2024

- **09:30 - 09:45 Registration.** Please log into the workshop via Zoom from 09:30. As you arrive, Sope Wolffs will say hello to you and will make sure we can hear and see you properly. This will give us time to resolve any technical issues. Once you have successfully logged in, feel free to put yourself on mute and relax before we get started.
- **09:45 -10:05 Welcome and introduction.** Sope Wolffs will let everyone know when we are ready to start the workshop. She will then do a quick roll call: she will read out everyone's name in turn, to check everyone is there, and will ask you to say hello and, if you want to, tell us where you are. She will point out the facilitators and the observers. She will then share her screen and give a quick presentation about how the workshop will run, including some ways of virtually working. Next, the priority setting leaders will give a short presentation about the project itself and about how we developed the questions that you will be discussing. We will then see if anyone has any questions. Then you will be divided up into four small groups, working in separate virtual 'rooms'. A message will appear on your screen asking you to join your group, which you will click.
- **10:05 - 12:35 Small group discussion sessions (this includes a 30-minute break).** You will now be working in small discussion groups of around six people, plus your facilitator. The groups will be a mix of people with lived experience, parents/carers and healthcare professionals. Everyone will be asked to introduce themselves and your facilitator will explain how the session will run. In this first discussion you will refer to the questions on your worksheet (Document C) and



Joining the workshop on Zoom

everyone will be asked to talk through their top three priorities for research, and their bottom three priorities. You will then take a break. You can turn off your mic and video, and you will be encouraged to take a break from your screen. After the break, in the same groups, you will work together to rank the 18 questions in a priority order. Your facilitator will show you the questions on the screen and will move them into the order that you agree. If you want to, you can use your own cut-out questions (Document E) to keep track of the order physically.



Small group discussion to rank the questions



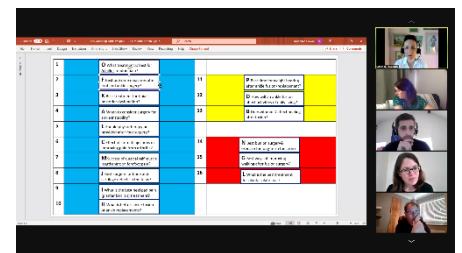
Using the cut-out questions

- **12:35 - 12:45 Summing up.** Everyone will come back together in one big group. Sope Wolffs will explain the next steps and respond to any questions.
- **12:45 End of Day 1**

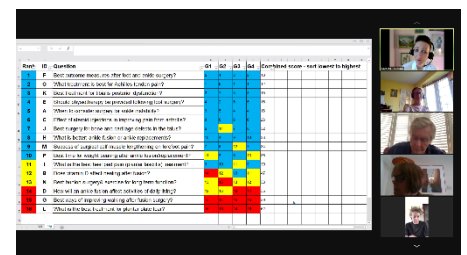
Day 2: Wednesday 11th September 2024

You will join the workshop using the same Zoom link as before.

- **09:30 - 09:45 Registration and virtual refreshments.** Please log into the workshop at 09:30. As before, Sope Wolffs will greet you and we will make sure there are no technical issues.
- **09:45 - 09:55 Welcome back.** Sope Wolffs will welcome everyone back with a quick reminder of ways of working. Between workshops, the facilitation team will have combined the results of all four groups' ranking of the 18 questions. This will produce a combined ranked list, which Sope Wolffs will present to you all. She will check if you have any questions. You will then be put into four small groups again, working in separate virtual 'rooms', but this time with different people.
- **09:55 - 10:55 Small group discussion session.** In your new group, your facilitator will ask everyone to introduce themselves and will explain how the session will run. Your facilitator will share their screen and show you the questions set out in the shared ranked order. They will read through the list. If you are using the cut-out questions, you can lay them out in this order. You will then discuss the ranking of the questions, particularly the top 10, and will have an opportunity to change it if you all agree.
- **10:55 - 11:25 Break.** Everyone will be moved back into the main 'room'. Feel free to turn off your mic and video and take a break from your screen.
- **11:25 - 11:45 Presenting the top 10.** During the break, the facilitators will have combined the four groups' question rankings, to produce a final combined result. Sope Wolffs will present the shared top 10 priorities for Paediatric Emergency Medicine research, showing them on the screen. There will be an



Small group reviewing the priorities



Presenting the final top 10 priorities

opportunity to share final reflections. We will also contact you after the meeting for your comments on the priorities.

- **11:45 - 12:00 Next steps.** Niall Mullan (PSP lead) will explain what will happen with the results and tell you about how they will be launched. Sope Wolffs will then close the workshop. We will contact you after via email to invite further comments on the priorities and to ask for your feedback about the workshop itself.
- **12:15** End of Day 2.

Working online in this way can be tiring. We strongly encourage you to take screen breaks during the breaks. If you want to take additional breaks at any point during the workshop, please feel free to do so. There is information below on what to do if you need help or support during the workshop.

What do I have to do at the workshop?

We want you to talk about your opinions and experiences.

Everyone at the workshop will have different views and ideas, and they are all valid and important. Everyone will be encouraged to share their views, but also to listen to each other.

We want to know your personal or professional views and experiences on which questions could really make a difference to the treatment and quality of emergency care for children and young people in the future, if research answered them.

The workshop facilitators are there to support you and will make sure you have a chance to have your say.

What do I need to do to prepare for the workshop?

There are a few things that we would like you to do to prepare for the workshop:

- ***Complete your worksheet (Document C)***

The worksheet provides the list of 18 questions we will be discussing at the workshop. Please read the list beforehand and decide the order of importance of the questions for research, in your opinion, based on your own experiences. You do not need to know about research – we just want to know what you think, and which questions you really want to get the answers to. Please have your completed worksheet with you for the online workshop. You do not need to send us a copy.

- ***Watch pre-recorded videos***

The pre-recorded videos provide an introduction to James Lind Alliance Priority Setting Partnerships and background about the project itself and about how we developed the questions that you will be discussing at the workshop. Please click on the links below to watch the videos beforehand and let us know if you have any questions.

James Lind Alliance Priority Setting Partnerships – [Click here for video link](#)

Paediatric Emergency Medicine PSP – [Click here for video link](#)

- ***Test out Zoom***

If you have not used Zoom before, please follow the instructions below. We can do a practice session with you if you would find that helpful. If you have previously downloaded the Zoom app,

make sure you have updated to version 5.0 or above. We recommend downloading the app, rather than just using it via your internet browser, as it is easier to use and gives you access to all its features.

- ***Find a suitable space where you can join the online workshop***

Make sure you have somewhere quiet and comfortable to take part in the online workshop, with minimal distractions or disruptions. You will need a reliable internet/Wi-Fi connection and somewhere to charge your device. If you want to test out your space with us beforehand, just let us know. There are further tips below on making the most of Zoom.

- ***Prepare your cut-out questions (Document E) - optional***

As the 18 questions are ranked during the workshop, they will be shown on the screen. If you have table space and you would find it helpful to have your own set of questions to physically move around, we have provided a set that you can cut out.

How do I join the workshop?

The link to join the workshop is:

Please do not share this with anyone else.

We will be using the Zoom platform. This is a web-based platform and is free to join. The app can be downloaded for free at <https://zoom.us/download>.

Joining from a computer

To join a Zoom meeting click the link provided or go to the Zoom app or www.zoom.com/join and enter the Meeting ID and click 'Join'.

If possible, we recommend that you use the Zoom app as it has better features. This process is easy to complete on most browsers. You can do this at <https://zoom.us/download>. Or, when you click the meeting link, you will be prompted to download the file (Google Chrome should automatically download the file). Then click on the Zoom_launcher.exe file to launch Zoom. In Google Chrome this should appear in a bar at the bottom of the screen, in other browsers you may need to click on your Downloads. Just before entering the meeting you will be prompted to enter a display name - this is the name for you that other people will see during the workshop (like a virtual name badge).

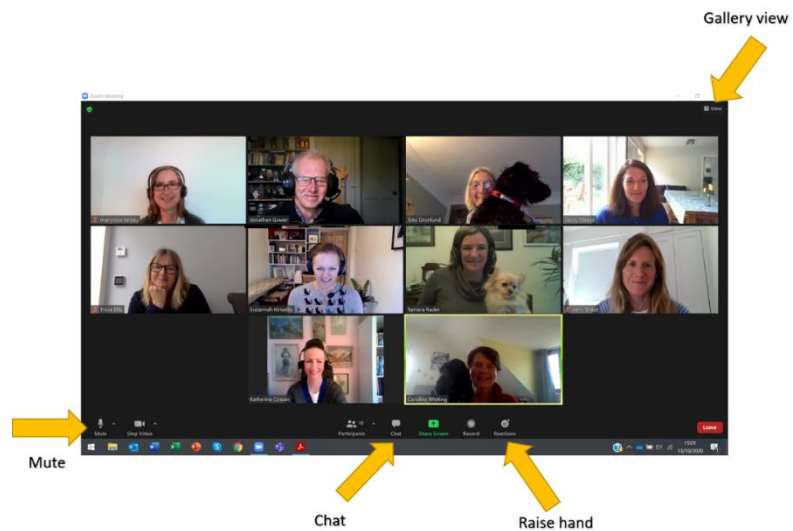
Joining from a tablet (e.g. iPad)

If you are joining from a tablet, click the link provided or go to zoom.com/join and Enter the Meeting ID and click 'Join'. Or if you prefer, you can download the Zoom Cloud Meetings app from the App/Play Store after you click the meeting link.

There are some useful video tutorials on the Zoom website: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->.

Zoom tips:

- Ideally, we would like you to use your video, but no pressure if this is not possible.
- If you have a headset (earphones and microphone), it would be great if you could use it (better sound quality).
- Please click on the microphone icon at the bottom of the screen to mute yourself when you are not speaking, to minimise background noise. Click on it again (or hold the space bar down) to unmute when you want to speak. Along the bottom bar near the mute button, you will also see the Chat box and the Reactions button. Click on the Reactions button to access the 'Raise Hand' function (do not worry if you cannot find this – we will explain how else you can interject and attract the facilitators' attention on the day).
- Closed captioning will be enabled, so if you want subtitles/live transcript, click the CC button at the bottom of the screen. Unfortunately on Zoom, this is only available in the main Zoom room during the whole group sessions.
- If you use Gallery View (top right hand corner), you can see everyone at once, rather than just the speaker.
- Zoom works best from a laptop or tablet. The smartphone app is much less user-friendly.
- If you accidentally leave the workshop, use the meeting link to come back.
- If your internet connection becomes unstable, you could consider turning your video off. If we are unable to hear you, you can log out then dial in on the phone by dialling [add current country dial in as required] and enter meeting ID [add]# (go to <https://us02web.zoom.us/j/kW2TGl4Ku> for more local numbers). Network charges may apply.



What if I need help or support during the workshop?

- If you need any help with Zoom during the workshop, please contact Amy Street or Charlotte Sloane.
- If you need emotional support (for example, if a topic that is discussed upsets you at all), please contact Charlotte Sloane.

You are free to leave the workshop at any time – we would just ask that you let Sope Wolffs or Charlotte Sloane know, so we know you are ok or if you would like us to follow up with you after.

We are looking forward to working with you on 10th and 11th September. If you have any questions for us before then, please do not hesitate to get in touch!

THANK YOU!