

Tea Trolley Toolkit

For theatre/PACU/ICU/ED projects

Choosing a project

1. Something that can be taught in 5- 10 mins, ideally a short and focused skill, topic, guideline or protocol. Choose something that can be taught in 'bite-sized' teaching sessions

Examples of projects that have worked well

1. Practical procedures work well, especially rarely used life-saving skills that need regular practice to prevent 'skill decay'. Ideally something that uses a model that is small enough to fit on the top of the trolley
2. Airway training
3. Guidelines or algorithms
4. Regional blocks
5. Resuscitation – paediatric/neonatal (adult models too big)

Planning

1. Advertise – poster/email dept/WhatsApp
2. Afternoons work best when theatre lists are well under way, 2pm onwards
3. Mornings work best in PACU and ED
4. Probably best to avoid school holidays when rotas tend to be tight
5. Laminate protocol/guideline/instructions to use as educational tools
6. Consider putting together a training folder with the following in it: laminated educational materials/handout, attendance record, unused feedback forms, section to keep completed feedback forms, handouts (suggest copies of educational materials) or laminated sheet with QR code for handout

Faculty

1. Two anaesthetists minimum for theatre projects
2. Ideally one of these should be a clinical fellow/registrar or more senior as one needs to be able to take over care of patients in theatre during the training
3. For PACU, ICU and ED one trainer is usually enough but two trainers is more fun!

Method

1. Trolley – silver theatre trolley from main theatres (ask theatre coordinator)
 - a. Top of trolley educational materials
 - b. Bottom of trolley – tea, coffee, cups and homemade cakes
 - c. Training folder as above
2. Travel around theatre suite looking for a theatre with a stable patient in the table. When find such a theatre
 - a. Anaesthetist 1 – takes over care of patient in theatre for 5-10 mins
 - b. Anaesthetist 2 – runs a 5-10 min teaching session for listed anaesthetist and their anaesthetic assistant in the anaesthetic room



3. Reward participants with tea/coffee and cake!
4. Consider printing mini handouts for participants to take home
5. Feedback forms – include confidence scores and a rating score for how useful the training has been. See below for an example of feedback forms used in the past. Consider self-rating competence scores too
6. Consider taking photos for future presentations – but ask if OK first

Feedback forms

1. Example attached
2. Ask staff to fill these in while having refreshments
3. Suggest include pre and post training confidence scores/knowledge (use 5-point Likert scale) plus an assessment of how useful the training has been (5-point Likert scale), plus free comments

Writing up your project

1. We have aimed for 40 staff trained for each programme in the past, although the more the better of course
2. Feedback forms/photos make this easier to do

COVID-19 adjusted tea trolley training

1. All faculty to do LFT on morning of teaching
2. Laminate all training sheets
3. Take packet of Clinell wipes on the trolley to clean educational materials between teaching sessions
4. Encourage everyone to wash their hands before/after teaching
5. Tea trolley training is in small groups by definition
6. Air changes per hour are high in anaesthetic rooms (15/hour) and PACU/ICU (10/hour) which helps
7. Use individually wrapped sweets rather than home-made cakes during the pandemic
8. Ensure benefit >> risk: we are teaching essential skills and protocols, often in response to critical events

Please let us know how you get on and what projects it worked best for – and maybe send us some photos!

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