



Bradford Teaching Hospitals NHS Foundation Trust

Thank you for engaging as a facilitator in this table top exercise.

The exercise has been designed to guide teams of staff through the questions and decisions that would be necessary in the early stages of a COVID-19 outbreak. It is intended to be a 'safe' environment where questions can be asked and gaps in system knowledge, preparation and planning highlighted.

REQUIREMENTS

You will require the following:

A large room divided into four areas, with enough space for social distancing of team members.

Four facilitators, ideally staff who know the workings of the departments and are comfortable with facilitated questioning.

Four scribes, to record the conversations within each team.

Four teams of staff recruited from Respiratory, ICU, AMU and ED teams. Think carefully about your team choice, you want a spectrum from management, clinical practice and allied health professionals.

A co-ordinator (we used one of our facilitators) who takes responsibility for collating the scribes records and feeding back the group learning, concerns and queries to appropriate channels for action planning.

HOW TO RUN THE EXERCISE

Please read this brief alongside your specific '*Facilitator Information*' sheet and '*Patient Cards*'.

Each facilitator is assigned to a team. Your role is to guide them, in a time critical manner, through the three phases of the exercise (approximately 35 minutes per phase).

Using your *Facilitator Information* sheet you will see that each phase has a set of prompts given by you, highlighted in ***bold***. What follows each prompt is a series of possible questions and discussion points; obviously these can be tailored to your trust. The teams should be encouraged to discuss amongst themselves and then with other teams as the scenario dictates.

Every so often there will be a patient mentioned within the prompts which will correlate to a *Patient Card*. At this point provide the team with the appropriate card and encourage them to manage as they would and discuss/refer to other teams within the room.

Before you commence the exercise please adjust your bed status card to make it realistic for your trust (we set ours on the very limits of current capacity).

FINALLY

This exercise requires honest communication. Do not let the teams get away with glib statements e.g. *“we will get more masks from store”*. Instead try and highlight responsibility and ownership. If answers rely on other departments e.g. *“infection control will tell us,” “radiology will decide if we can do a CT,”* try and pin the system down to ensure answers to these questions are available to ALL STAFF AT ALL TIMES, ASAT. If the answers are unknown within the room the records made by the scribes will enable escalation of these issues during debrief and action planning.

We hope the exercise will raise many questions that we can record, feedback and action whilst improving communication and reducing assumptions between different working groups.