Care of the Critically Ill Surgical Patient CCrISP®
1.0 Introduction to CCrISP®

Care of the Critically Ill Surgical Patient (CCrISP®) combines a variety of teaching and learning techniques to advance the practical, theoretical and personal skills necessary for the care of critically ill surgical patients. This course covers basic principles which are transferable to all specialties. However, the worked examples will all be taken from general surgical patients.

1.1 Learning outcomes

By the end of the course participants will:

- Develop the theoretical basis and practical skills necessary to manage the critically ill surgical patient
- Be able to assess critically ill patients accurately and appreciate the value of a system of assessment for the critically ill
- Understand the subtlety and variety of presentation of critical illness and the methods available for improving detection
- Understand the importance of a plan of action in order to achieve clinical progress, accurate diagnosis and early definitive treatment, and be able to formulate a plan of action and involve appropriate assistance in a timely manner.
- Appreciate that complications tend to occur in a cascade and realise that prevention of complications is fundamental to successful outcome
- Be aware of the support facilities available and interact with nursing staff, other surgeons, intensivists and anaesthetists, being aware in particular of the surgeon’s role in the delivery of multidisciplinary care to the critically ill
- Understand the requirements of the patients and their relatives during critical illness and be able to inform and support both appropriately

1.2 Participants

CCrISP® is usually taken in CT1 or early in CT2 and it is strongly recommended that participants have had six months general surgery training. More senior trainees may also benefit from attending a CCrISP® course and this course is also suitable for equivalent SAS grades.

This course is not suitable for foundation trainees, who are not eligible to attend (see 1.4 Eligibility). Foundation trainees are recommended to attend the START Surgery course.

1.3 Observers

Up to four nurse observers may attend a course. Nurse observers receive a copy of the CCrISP® manual. They are not assessed and do not receive a certificate from RCS, but the Regional Centre may provide written confirmation of attendance if requested.

Faculty observers may also attend the course with a view to becoming CCrISP® faculty. Faculty observers receive a copy of the CCrISP® Faculty handbook. List any faculty observers on the Faculty List (see 2.8 Course approval and forms) as we need to send them information on how to prepare for the course.
1.4 Eligibility
It is the responsibility of the Regional Centre to ensure participants are eligible to attend. If a participant's experience is found to be below the required level to attend the course, RCS reserves the right not to provide the participant with a Certificate of Completion even if the individual has passed the course assessment.

1.5 Class size
The maximum number of participants is 16 plus up to four nurse observers. The minimum class size is eight.

1.6 Course format
The course is held over two and a half days and includes:
- Lectures and demonstrations
- Simulated patient scenarios
- Case-based skill stations
- Interactive small group discussions
- Pre-course MCQ tests and scenario-based assessment during the course

2.0 Course Requirements

2.1 Regional Centre and venues
The Regional Centre is the organisation responsible for delivering the course. This may be a hospital, training centre, Trust, University, LETB or other type of organisation. The Regional Centre is approved by RCS to deliver one or more RCS courses. Guidance on our standards for being an approved Regional Centre are detailed in the document RCS - Standards for Centres.

The venue is the physical location at which the course is held. This may be the same as the Regional Centre or the course may be held at another venue(s). Approved venues will have the facilities and equipment required to deliver the course and ensure a safe environment for participants. Only venues which have been approved by RCS may be used, so if you plan to hold your course at a new venue, contact us before you submit your course approval request.

2.2 Course administration
The Regional Centre is responsible for organising the course. This includes:
- Arranging the required facilities and equipment at an approved venue
- Arranging for faculty to teach on the course and covering any expenses such as travel and accommodation
- Advertising the course, taking participant bookings and processing their payments
- Sending out information to participants and faculty prior to the course
- Supplying the required participant and faculty information to RCS in full and on time

The Regional Centre should nominate a Course Administrator and a Technician (this can be the same person for both roles) who will work closely RCS to ensure the course requirements are met.
• The Course Administrator will manage the course delivery and will be the main point of contact for participants and RCS.
• The Technician will ensure the course is set up correctly and will attend each day to support the faculty in the delivery of the course.

The Technician (and ideally the Course Administrator) needs to have observed a CCrISP® course being delivered prior to taking on this role.

2.3 Faculty requirements

In order to deliver the CCrISP® course on a regular basis, your centre will need the support of approved faculty and a Course Director.

The Course Director takes responsibility for the running of the course and must be present throughout the delivery of the course. The Course Director must be a consultant but need not be a surgeon. However, where the Course Director is a non-surgeon, a surgeon should be identified as the Co-director.

The faculty requirements to run a course are:

• A minimum of eight faculty on days 1 and 2 and ten faculty on day 3 (this includes the Course Director) although we strongly recommend you run courses with an additional 1-2 faculty per day.
• At least three of the faculty should be anaesthetists and at least three of the faculty should be surgeons.
• Although fewer faculty are required on days 1 and 2, faculty should attend the entire course unless permitted not to do so by the Course Director.
• Participants are allocated mentors during the course and faculty who are responsible for mentoring should attend the whole course.
• The faculty for each teaching session should have the proven relevant expertise, skills and knowledge to deliver the education programme within the specific subject(s) identified.
• All faculty and Course Director(s) must be approved* CCrISP® faculty (see 3.0 Becoming CCrISP® Faculty).

*A new faculty member who is being observed teaching for the first time (see 3.2 Training Pathway) is not yet approved faculty, but may be counted as faculty for minimum faculty numbers.

Contact us if you need help finding faculty to teach on your course or if you want to confirm faculty are approved to teach.

Faculty members should not receive payment for their teaching time but will be reimbursed by the Regional Centre for their travel, accommodation and subsistence costs.

Faculty that have sanctions imposed on them by a medical regulatory body may not teach on RCS courses. It is College policy to ask course faculty members to stand down for the duration of any warning, condition or proceedings. In doing so we make no judgement on the individual, and appreciate that the circumstances are always more complex than they appear.
2.4 Facilities and equipment
The facilities and equipment required are:
- One large seminar room which can accommodate at least 16 participants (plus observers and faculty) for lecturing with standard audio visual equipment of laptop, data projector and screen
- A skills area large enough to accommodate:
  - four moulage stations for the Simulated Patient Scenarios
  - an area to demonstrate a Patient Scenario to the participants
- Additional space to run the 4 Skills Rotations Stations*
- A separate room for faculty meetings
- Actors for the communication skills stations on day 2 and for the final patient scenarios on the morning of day 3
- Four laptops for lectures and Skills Rotation Stations, which MUST have a CD drive

* You can run most of the Skills Rotation Stations in seminar rooms if available.

Information on equipment and course set up is included in the CCrISP® Technical Guide and CCrISP® Faculty Handbook.

2.5 Course programme
The course should follow the programme template provided. The course must include all the standard sessions and cover the learning outcomes listed. You may start the course earlier or later than shown on the programme and adjust the rest of the programme timings accordingly. Any other adjustments to the programme must first be approved by RCS.

2.6 Course materials
The first time a centre runs CCrISP®, they will need to order a CCrISP® materials box which contains all the course materials needed to deliver the course, including course presentation DVDs and case scenarios.

For each course, order one CCrISP® participant pack for each participant (this includes CCrISP® manual, administration and certification), a faculty handbook for any faculty observers and a participant course manual for any nurse observers.

CCrISP® materials should be ordered from RCS at least two months before the course to allow time for processing and dispatch. Manuals should be distributed to the participants (and faculty observers) a minimum of one month before the course. Participants are required to read the course manual and complete an MCQ test before the course.

Note: All course materials are copyright of The Royal College of Surgeons of England and may not be copied without permission.

2.7 Assessment
Assessment is conducted by all faculty members and is discussed at faculty meetings. The following sessions are assessed:
- Skills Rotations in the morning and afternoon of day 2 with marks recorded on the CCrISP® skills stations marksheets
- Simulated Patient Scenarios (also known as Moulage) on day 3 with marks and comments recorded on the CCrISP® scenario 4 and 5 assessment sheets
The results are summarised in the *CCrISP® final participant results* document, including the result of the pre-course MCQ test.

Participants must attend the course in full and perform well throughout in order to receive a certificate. The following fail processes apply:

- A participant who misses part of the course must attend the missed sessions at another course within six months.
- A participant who performs poorly during a particular session (usually the final Patient Scenarios) may be asked to resit that specific session within six months.
- Resits may take place either at your centre’s next course or at another centre.
- Resit participants should be added to the Participant List. If resitting only part of the course, their certificate will be sent to the centre where they originally took the course.
- Payment for part-resits is at the discretion of the Regional Centre.
- Participants whose performance throughout the course is poor must retake the entire course if they wish to achieve certification.
- In the event of a complete fail, the Course Director should refer to the document *CCrISP Failure Procedure: Information for Faculty* and ensure that each requirement is completed.

### 2.8 Course approval and forms

The following forms need to be completed and returned to RCS.

#### Before the course:

- **Course Approval Form**: this is your request to run a course and it should be sent no later than three months, and no earlier than 12 months, before your proposed course date. We will register your course and advertise it on our website (if requested). You can now advertise your course locally, but your course is not approved until we receive and approve your provisional list of faculty.
- **Faculty List (Provisional)**: send this along with the Course Approval Form, or no later than 10 weeks before the course. You should only include faculty who have confirmed they are available to teach on your course. Should faculty withdraw from teaching after you have sent us the provisional faculty list, you will need to identify a replacement if you don’t have enough faculty to meet the minimum number or type of faculty required, but you don’t need to resend the provisional list to us.
- **Materials Order Form**: this is to order the participant materials. You need to send this to us two months before the course to give you time to send the materials on to the participants.

RCS will confirm if your course is approved to run when we receive both the Course Approval Form and the Provisional Faculty List. If your course is approved we will write to confirm and you will be given a **Course Serial Number**. Please quote this number on the Participant and Final Faculty Lists submitted after the course.

#### After the course:

- **Faculty List (Final)**: update the Faculty List and re-send it to us no later than one week after the course and add in your Course Serial Number.
• **Participant List**: send us the list of participants who attended the course* no later than one week after the course. We need this to start the certification process (see 8.0 Certificates).

* If a participant misses one or more sessions you should mark their attendance as incomplete on the Participant List and note which session(s) was missed (see 2.7 Assessment).

Regional Centres are required to keep copies of all relevant course paperwork, including candidate assessments, for at least 7 years and to make this paperwork available to RCS upon request.

### 3.0 Becoming CCrISP® Faculty

It is important that only approved faculty teach on CCrISP® courses. This is to ensure that Faculty and Course Directors are suitably knowledgeable in the CCrISP® ethos and to eliminate inconsistencies in the delivery of CCrISP® across the UK.

#### 3.1 Faculty eligibility

Potential faculty must meet the following criteria:

- Be a surgeon, anaesthetist or intensive care specialist
- Be a consultant, a trainee ST5 and above, or SAS equivalent
- Have substantial experience and expertise in caring for potentially unwell surgical patients

In addition faculty are expected meet the following criteria:

- Be able to commit to teaching on all three consecutive days of the course
- Be able to commit to teaching on the course at least once a year

To be eligible to become a Course Director, faculty must meet the following criteria:

- Be in a substantive consultant post, managing potentially unwell surgical patients as part of routine clinical practice
- Be experienced faculty, having taught on at least 5 CCrISP® courses in the last 5 years
- Have completed a CCrISP® Instructor course
- Understand and be committed to the implementation of the CCrISP ethos
- Be able to gain release from clinical duties in order to be present for the entire duration of the course

Prospective Course Directors meeting the above criteria should contact RCS for official approval prior to acting as Course Director.

#### 3.2 Training pathway

For potential faculty who meet the eligibility criteria above, there are two routes to becoming approved faculty:

- Attend a CCrISP® Instructor course;
- OR
- Observe a CCrISP® course, teach on their first course under the supervision of the Course Director*, be signed off by the Course Director as suitable faculty, and receive RCS approval to teach on future courses.

*Ensure the Course Director has a copy of the CCrISP® New Faculty Observation Form.

3.3 Faculty recruitment

It is important to maintain a large pool of approved faculty. This will ensure that you always have sufficient faculty available for the dates you want to run your course.

Recruiting new faculty can be challenging and you will need to be proactive. A Becoming CCrISP® Faculty information sheet is available for you to give to potential faculty along with guidance on the role and responsibilities of being CCrISP® faculty.

4.0 Promotional Support

Most regional courses are run as ‘open’ courses, i.e. they are open to any participant who meets the criteria (see 1.2 Participants) and these courses are advertised by both the Regional Centre and the College.

If you plan to run CCrISP® as an open course we can provide promotional support with the details of your course date, location and contact details appearing on the College website. We will continue to advertise your course until you tell us it is full. Contact us if you would like us to show your course as ‘full’ on our website.

Centres are responsible for advertising and filling their courses through their local networks. For guidance on promoting your course, see the document Promotional Guidelines for External Centres. Note that any advertisement of your course by RCS should not be considered as final course approval (see 2.8 Course approval and forms).

CCrISP® may also be delivered as a ‘closed’ course, i.e. only invited participants may attend. Closed courses are not advertised on the College website.

5.0 Course Fees

5.1 RCS fee charged to Regional Centre

The fee for CCrISP® is charged on a per participant basis. The current fee is listed on the Materials Order Form.

Payment can either be made by cheque or you can request an invoice be sent to you:

- If you are paying by cheque, post the cheque along with the Materials Order Form
- If you require an invoice, include a Purchase Order along with the Materials Order Form; we can only issue an invoice upon receipt of a Purchase Order
- We will order your materials upon receipt of cheque or Purchase Order
- Our payment terms are 30 days from the date of the invoice

5.2 Fee charged by Regional Centre to participants

If you plan to run your course as an ‘open’ course (see 4.0 Promotional Support), participants must be charged a fee. The fee you charge should be no less than 20% below
the standard fee for a CCrISP® course held at the RCS Education Centre. Current RCS course fees can be found at https://www.rcseng.ac.uk/courses/course-search/ccrisp.html.

Nurse and faculty observers may be charged a nominal fee to cover costs which includes the provision of a CCrISP® manual or CCrISP® Faculty handbook as appropriate (see 1.3 Observers).

If you plan to run your course as a ‘closed’ course for invited participants only, for example, only open to doctors who work in your Trust, you may set your own fee. However, this course cannot be openly advertised to other fee paying participants.

6.0 Course Delivery

When a centre runs its first course, we will send the Course Administrator copies of the course materials, forms and guides. If this information is updated and new versions are issued, we will email you to let you know and new versions will be made available.

6.1 Before the course

3-12 MONTHS BEFORE THE COURSE

<table>
<thead>
<tr>
<th>Task</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set the course date and invite faculty</td>
<td>Course Administrator / Course Director</td>
</tr>
<tr>
<td>Book appropriate facilities, technical and audio-visual equipment.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Ensure equipment is available for each session as described in the CCrISP® Faculty handbook and Technical Guide.</td>
<td>Course Administrator / Technician / Course Director</td>
</tr>
<tr>
<td>Submit Course Approval Form and Provisional Faculty List</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>We will register your course, advertise it on our website (if requested) and email you to let you know when this has been done. You may now advertise your course locally.</td>
<td>Course Administrator / RCS</td>
</tr>
</tbody>
</table>

2-3 MONTHS BEFORE THE COURSE

<table>
<thead>
<tr>
<th>Task</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit the Provisional Faculty List if you haven’t already done so.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Complete a Materials Order From to calculate the fee payable to RCS, request a purchase order if you are not paying by cheque, send to RCS.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Create a draft course programme from the template provided, inputting course dates and rooms.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Book one actor for day 2 (9:30-18:00). Book four actors for day 3 (9:30-13:00), they need to arrive by 09:30 to be briefed and ready to begin at 10:00. You may need actors to start earlier at (approx 08:20) if you have patient scenario resit candidates (see information for day 3 of the course).</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Ensure course materials have arrived at centre, or are in transit. On</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Task</td>
<td>Person responsible</td>
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<tr>
<td>---------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>receipt of the order, please check the package to ensure that you have been sent the correct number of each product.</td>
<td>Administrator</td>
</tr>
<tr>
<td>Assign faculty to sessions and brief them on their responsibilities.</td>
<td>Course Director</td>
</tr>
</tbody>
</table>

### 4-6 WEEKS BEFORE THE COURSE

<table>
<thead>
<tr>
<th>Task</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm with faculty their teaching sessions and arrange a faculty meeting for the start of the first day.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Allocate mentors to participants - mentors must attend the whole course. Each mentor should be allocated 1-3 participants each.</td>
<td>Course Administrator / Course Director</td>
</tr>
<tr>
<td>Add faculty to their assigned to sessions on the provisional course programme and have it approved by the Course Director.</td>
<td>Course Administrator / Course Director</td>
</tr>
<tr>
<td>Ensure actors are booked and catering, audio-visual, equipment and technical arrangements are in place.</td>
<td>Course Administrator / Technician</td>
</tr>
<tr>
<td>Send pre-course pack to participants which should include:</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>- Welcome letter</td>
<td></td>
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<tr>
<td>- Directions and registration details</td>
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<tr>
<td>- Course programme (provisional)</td>
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<tr>
<td>- CCrISP® manual</td>
<td></td>
</tr>
<tr>
<td>- Participant pre-course briefing notes</td>
<td></td>
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<tr>
<td>- MCQ paper A and answer sheet</td>
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<tr>
<td>Send pre-course pack to faculty which should include:</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>- Welcome letter with directions to the venue</td>
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<tr>
<td>- Course programme (provisional)</td>
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</tbody>
</table>

### 1-2 WEEKS BEFORE THE COURSE

<table>
<thead>
<tr>
<th>Task</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the CCrISP® box with all the teaching material is in order with the booklets and CDs in the correct packs.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Email participants to ensure they have their pre-course pack, remind them to prepare, and to ask them to bring pens, notepaper and MCQ answers.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Put the participants into groups using the <strong>Group Rotation TEMPLATE (see overleaf for more information)</strong>.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Prepare the Final Participants Results list. Print copies of the Skills Stations mark sheets for faculty and Print 12 of each of the Assessment Sheets for scenarios 4 and 5.</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>Make any final adjustments and have the final course programme approved by the Course Director along with the group rotation and mentor/mentee lists.</td>
<td>Course Administrator / Course Director</td>
</tr>
<tr>
<td>Prepare the Participant packs to hand out at the beginning of the course, including:</td>
<td>Course Administrator</td>
</tr>
<tr>
<td>- Final course programme</td>
<td></td>
</tr>
</tbody>
</table>
### Task | Person responsible
--- | ---
- Group Rotation list  
- Participant list (name only) with assigned faculty mentors  
- Participant pre-course briefing notes  
- The SCOPE online course evaluation guide |  

Prepare the Faculty packs to hand out at the beginning of the course, including:
- Final course programme  
- Group Rotation list  
- Participant list including their position/specialty and assigned faculty mentors  
- Skills Stations marksheets  
- The SCOPE online course evaluation faculty guide | Course Administrator

Print two Group Rotation lists to go into the Skills area and Seminar room and make name badges for faculty and participants. | Course Administrator

### Allocating participants to groups
For days 1 and 2 participants are in put in to groups of four and they move from one station to the next. Ideally, groups should be a mixture of anaesthetist, intensivist and surgical participants.

For the final Patient Scenarios on day 3, participants are in put into pairs. One participant within each pair will be the lead on the first scenario and the other participant will be the observer. They then move to the next scenario and swap roles. The Course Director may ask you to switch the participant pairings for this session, so be prepared to adjust and reprint this group rotation during the course.

### 6.2 On the day of the course
This section outlines the administrator responsibilities only. For more detailed information on the set up and equipment needs for each session, refer to the CCrISP® Faculty Handbook and CCrISP® Technical Guide.

### SET-UP AND REGISTRATION

**Seminar room:**
- Load day 1 lectures onto the seminar room laptop  
- Put a Group Rotation list on the wall  
- Set out enough chairs for participants, faculty and any observers

**Skills Area:**
- Put a Group Rotation list on the wall  
- Room set up as detailed in the CCrISP® Faculty handbook and the CCrISP® Technical Guide

Register participants, collect their MCQ answers and take their photo (to create a participant gallery, see Post registration).

Keep a copy of the register as RCS may request to see it.
### POST REGISTRATION

Check with the Course Director that they have everything they require and confirm the faculty mentor allocations.

Mark MCQ papers. **Pass mark is 24 out of 30** (80% or above). If a participant gets below 24 they should be given a MCQ paper B to do that evening at home.

Create photo gallery with participant names and photos saved in a Word document for faculty to use during meetings.

Make mentor signs ready for lunch on day 2, with faculty names at the top and participant mentees underneath (see day 2 for more information).

### DAY 1

**Lectures**
- Check the seminar room is ready with the lectures loaded on the lap top

**Demonstration**
- This is held in the Skills Area using one of the patient scenario stations, or if there is space, a separate demonstration area can be set up
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook

**Small Group Sessions: Assessment of the Critically Ill Surgical Patient**
- The simulated patient scenarios are held in the Skills Area
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook
- Each rotation is 15 minutes: give a warning when there are 5 minutes left, then signal the end of the rotation and ask participants to move to the next patient scenario

**Small Group Sessions: Skills Rotations**
- Skills Rotations can all be held in the Skills Area if there is space, or held in separate rooms if available
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook
- Set up laptops and load presentations for Wounds and Stoma rotations
- Each rotation is 20 minutes: give a warning when there are 5 minutes left, then signal the end of the rotation and ask participants to move to the next station

### DAY 2

**Lectures**
- Check the seminar room is ready with the lectures loaded on the laptop
- The Communications lecture has sound so you will need to link to speakers

**Small Group Sessions: Skills Rotations (morning) - ASSESSED**
- Skills rotations can be all held in the Skills Area if there is space (except the Communications rotation, which can be noisy and should be held in a separate room), or held in separate rooms if available
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook
- Set up laptops and load presentations for Cardiovascular Manipulation in Shock, Perioperative Cardiac Disorders and Renal rotations
- Take the actor to the communications station to prepare
- Each rotation is 45 minutes: give a warning when there are 5 minutes left, then signal the end of the rotation and ask participants to move to the next station.
- We advise you give both a 10 minute and 5 minute warning for the communication rotation as it tends to be the one that overruns
- Make sure faculty members have relevant mark sheets, try to get the mark sheets promptly off the faculty at the end of the rotation

**Mentor lunch**

Mentors and their participant mentees should be placed together for lunch: put mentor sheets (showing mentor and mentees names) on tables in refreshment area so faculty and participants know where to sit.

**The Nutrition Workshop**

- Participants split into two groups in two separate rooms
- Ensure each room has a laptop with the nutrition DVD loaded

**Small Group Sessions: Skills Rotations (afternoon) - ASSESSED**

- Skills rotations can be all held in the Skills Area if there is space (except the Communications rotation which can be noisy and should be held in a separate room), or held in separate rooms if available
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook
- Set up laptops and load presentations for Sepsis, Invasive Cardiovascular Monitoring and Chest Radiology rotations
- Take the actor to the communications station to prepare
- Each rotation is 45 minutes: give a warning when there are 5 minutes left, then signal the end of the rotation and ask participants to move to the next station
- We advise you give both a 10 minute and 5 minute warning for the communication rotation as it tends to be the one that overruns
- Make sure faculty members have relevant mark sheets, try to get the mark sheets promptly off the faculty at the end of the rotation

Note: an ECG machine as listed in the CCrISP® Faculty Handbook is no longer ordered for Invasive Cardiovascular Monitoring. Instead there are DVD clips that can be used: these are saved on the disks along with the presentations.

**Faculty meeting**

- At the end of the day, collect Skills Rotation mark sheets and update the Final Participants Results sheet
- Print the Final Participants Results sheet and distribute to each faculty member along with the photo gallery
- Faculty will discuss how people are doing and may swap round the day 3 patient scenario pairs to make sure there are no weak candidates together or that a strong candidate leads first
- Check with Director if Day 2 ran smoothly, and if anything is required for the following day

**DAY 3**

If you have candidates from a previous course resitting the final patient scenario:

- Any resit participants should ideally attend the Demonstration 0800-0850 before resitting their patient scenario
- The resits are held in the Skills Area and take place while the main group are attending lectures
- Actors for resits should arrive 30 minutes before the resit to prepare
- Resits are run in the same format as the simulated patient scenarios which take place later on day 3
- Participants are required to resit only one of the two final patient scenarios
- Have the required scenario assessment sheets ready for the faculty
**Demonstration**
- Set out the scenario materials as detailed in the CCrISP® Faculty Handbook

**Lectures**
- Check the seminar room is ready with the lectures loaded on the lap top

**Simulated Patient Scenarios: Assessment of the Critically Ill Surgical Patient- ASSESSED**
- The simulated patient scenarios are held in the Skills Area
- The 4 actors should arrive no later than 9:30 to prepare (unless they have been asked to come in earlier for a resit); one actor per patient bay
- There are two Scenario 4 patient bays and two Scenario 5 patient bays
- Faculty need to have Scenario 4 and 5 mark sheets to fill in: put six of each scenario in the relevant bays plus a clipboard and pens/pencils for each faculty member
- Each rotation is 45 minutes: give a warning when there are 10 minutes left and again when there are 5 minutes left, then signal the end of the rotation
- You need to ensure the rotations run to schedule as all the faculty will be busy with the patient scenarios /surgical ward sessions

**Surgical Ward Round**
- The Surgical Ward session runs parallel to the Simulated Patient Scenarios and it is an interactive session
- It is not assessed but helps to inform the Course Director if there are any borderline candidates
- Set out the scenario materials as detailed in the CCrISP® Faculty handbook
- Put up the A3 laminated sign Daily Plan (blue)
- Set out enough chairs for 8 participants and any observers
- 2 flipcharts and pens

**Refreshment break**
- Participants should not meet during the exchange between the Surgical Ward Round and the Patient Scenarios. They have different breaks and you should ensure one group has vacated the refreshment room before allowing the second group in.

**Faculty meeting and candidate feedback**
- Make sure the mark sheets and final participant results are completed and printed off to give to faculty
- Collect the pass/fail marks at the end of the faculty meeting and keep for reference
- Faculty will tell participants if they have passed or failed (see 2.7 Assessment)
- See the CCrISP® failure procedure document for guidance on unsatisfactory participants.

**Closing remarks and feedback**
Be present at the end of the course to answer any participant or faculty queries.

### 6.3 After the course

**NO LATER THAN 1 WEEK AFTER THE COURSE**

<table>
<thead>
<tr>
<th>Task</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send the Participant List, Final Faculty List plus any associated forms as applicable to RCS.</td>
<td>Centre Administrator</td>
</tr>
<tr>
<td>Ensure that participants are notified in writing whether they passed/failed or need to resit element(s) of the course.</td>
<td>Centre Administrator / Course Director</td>
</tr>
</tbody>
</table>
Send thank you letters to faculty and encourage them to complete the SCOPE online evaluation.

Email SCOPE online evaluation guide to participants and remind them to complete it as soon as possible.

<table>
<thead>
<tr>
<th>7.0 Quality Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>We aim to ensure participants receive the same high quality educational experience wherever they attend an RCS course. The Surgical Course Participant Evaluation (SCOPE) is an essential part of maintaining the high quality of our courses and directing the future development of courses.</td>
</tr>
<tr>
<td>Faculty are also asked to complete the online evaluation to ensure a full review of the course from both participant and faculty viewpoints.</td>
</tr>
<tr>
<td>After the event, we will send you feedback on how your course was evaluated. Follow up quality assurance visits may be made in order for us to observe a course being delivered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.0 Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants on this course are assessed and, if successful, certified accordingly. The certificate of successful completion of the BSS course is issued by the Royal College of Surgeons of England.</td>
</tr>
<tr>
<td>Course evaluations are an integral requirement of the course and certificates are only issued free of charge to those participants who have passed the course and completed the online course evaluation within four weeks of the course date. The Course Administrator must ensure participants are aware of this requirement by drawing their attention to the SCOPE online evaluation guide provided.</td>
</tr>
<tr>
<td>RCS will issue certificates approximately 5-6 weeks after we receive the Participant List. This allows time for the participants to complete the online evaluation and for us to print and dispatch the certificates to your centre. If we receive the post-course paperwork more than one week after the course, dispatch of certificates may be delayed.</td>
</tr>
<tr>
<td>Certificates are sent to the Regional Centre for the Course Administrator to forward on to participants. We will email you when we dispatch the certificates. We recommend you use a Do Not Bend envelope if posting to participants.</td>
</tr>
<tr>
<td>Successful participants who did not complete SCOPE will be able to request a certificate via RCS website <a href="https://www.rcseng.ac.uk/courses/duplicate-certificate-receipt">https://www.rcseng.ac.uk/courses/duplicate-certificate-receipt</a> but a £10 administration fee will be charged.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.0 Contact Us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please contact the Regional Education team if you have any questions.</td>
</tr>
<tr>
<td>E: <a href="mailto:EducationExternalProgrammes@rcseng.ac.uk">EducationExternalProgrammes@rcseng.ac.uk</a></td>
</tr>
</tbody>
</table>