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**Virtual National Medicines Information Training Course (vNMITC) Programme**

**Starting Wednesday 6th March 2024**

**(The course programme will finish on Wednesday 27th March 2024)**

**Course Chairs:**

Ms Iram Husain (Interim Associate Medicines Advice Hub Lead (Pharmacist), London MI Service (Northwick Park Hospital))

Mr John Minshull (Professional Lead for Medicines Advice (Pharmacist), London MI Service (Guy’s and St Thomas’s Hospital))

**vNMITC Programme – March 2024**

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| **Session Date** & Time**\*** | **Topic** | **Session goal** | **Recorded session?** | **Session lead** | **Session facilitators (TBC)** |
| **Wednesday 6th March**  09.30 – 11.30 | Welcome to the course | Know the structure and function of UKMI | Yes | * Ms Iram Husain (course chair) * Kate Postle/Michele Skipp (MIATP leads) * Dianne Burnett (UKMi Exec chair) | None |
| **Friday 8th March**  09.30 – 12.30 | Quality & Risk Management & MI | Know the UKMi standards, peer review an enquiry, and participate in peer review discussions  Have a better understanding of what’s available on the MI Network web pages relevant to running an MI service | Yes except interactive group workshops | Iram Husain & Paula Russell  Breakout rooms tech: Iram Husain | * Diane Bramley * Helen Jones * Katy Davies * Natalie McLennan-Murray * Paula Russell * Sujetha Surandran |
| **Monday 11th March**  09.30 – 11.30 | MiDatabank (Admin module) – Part 1 | Set up MiDatabank effectively | Yes | Luke Elliott | * Shaheen Sidik |
| **Wednesday 13th March**  09.30 – 11.30 | MiDatabank (Enquiry manager & Sharer) – Part 2  Optional session | Use MiDatabank efficiently and understand the place of MiSharer | Yes | Shaheen Sidik | * Luke Elliott |
| **Friday 15th March**  09.30 – 12.00 | Legal & Ethical | Have a better understanding of legal and ethical dilemmas in MI and how to deal with them | Yes except interactive group workshops | Jen Smith  Breakout rooms tech: Iram Husain | * Abigail Scott * Charlotte Hay * Daniel Hill * Diane Bramley * Lauren Williams * Luke Elliott * Paula Russell * Wai Yan Au (Candace) |
| **Monday 18th March**  09.30 – 11.30 | Enquiry sharing in small groups | Group peer review using your enquiries | No | Iram Husain  Facilitators will send meeting invites to their allocated group. Groups will run in parallel. | * Breda Cronnolly * David Preece * Helen Wilson * Mariam Bibi * Mehreen Karim * Olivia Ormerod * Shaheen Sidik |
| **Wednesday 20th March**  09.30 – 11.30 | Critical Appraisal – Part 1 | Recognise the key components of clinical trial design and apply these to a critical appraisal of the literature | Yes except interactive group workshops | Steve Haigh | * David Abbott |
| **Friday 22nd March**  09.30 – 11.30 | Critical Appraisal – Part 2 | Recognise the key components of clinical trial design and apply these to a critical appraisal of the literature | Yes except interactive group workshops | Steve Haigh | * David Abbott |
| **Monday 25th March**  09.30 – 12.30 | Medline & Embase searching via OVID | Have the skills to confidently use literature searching databases (Medline and Embase via OVID platform) | Yes except interactive group workshops | Luke Elliott | * Alex Bailey * Rachel Jones * Rebecca Wong |
| **Wednesday 27th March**  09.30 – 11.30 | What next? | Develop virtual networking skills and share MI practice | Yes | Iram Husain | * Kate Postle/Michele Skipp * VIP speakers (UKMi poster winners and runner ups) |

\*Some sessions may be swapped around subject to lead or facilitator availability on the day. We will endeavour to deliver the MS Teams sessions on the dates and times listed.

**Things you should know before attending**

The virtual National Medicines Information Training Course (vNMITC) is designed for pharmacy practitioners working as specialists in UK-based NHS Medicines Information (MI) or Medicines Advice (MA) services. The vNMITC will equip participants with the knowledge and skills required to provide and develop MI/MA services.

The vNMITC is organised and delivered by a variety of experienced UKMi specialists every 9 months, and involves pre-session work supported by live sessions with the experts. It provides an excellent opportunity for participants to network with MI colleagues from across the UK.

Pharmacy technicians on the Medicines Information and Advice Training Programme (MIATP) should consult their course programme and that for the vNMITC.

**How course content is identified**

* The contents of the vNMITC are guided by topics raised through attendee feedback following each session, incidents in MI reports (via IRMIS), topics raised by UKMi Exec and its subgroups, the UKMi network (through the discussion forum), and through topics not covered by other national course providers.
* Session topics are not designed to enhance clinical knowledge but are focused on the knowledge and skills required to run an MA service.
* Course content is reviewed every 9 months and updated accordingly by session leads.

**Session content availability**

Session material and recordings (where available) will be on FutureNHS at <https://future.nhs.uk/UKMedicinesInformation>. Registration to FutureNHS is required and access to the workspace is by invitation only once attendance is confirmed by course leads. Membership to this workspace will include 3 months post course.

**Pre-session material** will be available at least 2 weeks before the live interactive sessions for self-study.

**The workspace contains:**

* pre-session material (self-study), post-session material (further development) and recordings (where available) for each session
* meeting details (which will be sent to attendees as Microsoft (MS) Teams meeting invites)
* list of course attendees and contact details – in case attendees would like to contact each other or create a seperate course network/chat
* list of tutors and facilitators and contact details

**How the sessions are delivered**

* Dates and times for the **live interactive** MS Team meetings are based sessions on majority attendee responses from registration form and tutor availability.
* Individual invitations will be sent by session leads/course lead once attendance confirmed.
* Attendees will receive MS Teams calendar invites for each session which must be responded to (accept or decline). Please arrange cover or study leave to attend the session without distraction. Attendees should have access to a camera for all sessions especially the breakout rooms.

**Cancellations and payments**

Any cancellations made in the 4 weeks prior to the start of the course must honour the course cost in full. If you are unable to attend for any reason after acceptance onto the course, please contact the vNMITC/MIATP course leads as soon as possible. All nominations are required to provide a local purchase order for the full cost of the course. Only accepted nominations will be charged, all other purchase orders will be deleted. Full payment needs to be received by UKMi before the start of the course.

Any questions regarding the vNMITC course can be emailed to the course lead. Responses may take up to 5 working days.

**Course Content**

All efforts have been made to ensure that the material presented under the vNMITC banner is correct at the time of writing. However, we cannot guarantee that errors have not crept in or that the state of knowledge has not changed since it was written.

**Recordings**

Please note that MS Teams allows audio and other information sent during the session to be recorded; we will be recording sessions so attendees can watch them again afterwards if they wish to. By joining this session, you automatically consent to such recordings. If you do not want to be recorded, discuss your concerns with the host or course lead beforehand, or do not join the session.

MS Teams keeps recordings in cloud storage for 21 days for download, after which it is deleted from the cloud. Recordings will be uploaded to FutureNHS after the session for attendees to watch until 3 months post course**,** when they will be deleted.

**Copyright**

All material produced for the vNMITC is copyright. The copyright is owned by the author and/or their employing organisation.

When you are taking part in any of the sessions, please do not record any of the material yourself. Recordings of the sessions will be made available on NHS Futures for you to watch until **3 months post course**, when they will be deleted.

Any course material you have been provided with, or course recordings you have access to, are for your own personal and educational use only. Please do not share them.

If you would like to use the recordings or documents in any other way, please contact the author or Iram Husain (course lead) for permission first.

**All material on FutureNHS is the property of the relevant tutor and is not for further distribution or sharing. The material is for personal use only.**

Updated: 9th January 2024

By: Iram Husain