

Appendix 1

Guidance for Group Facilitators

Thank you for agreeing to be a Facilitator.

The Facilitator shares the responsibility with the group for getting the task done.

The task during this Falls Symposium is to answer two questions:

- Using the Integrated Care Pathway provided as a model, and speaking from your understanding and experiences to date, is your enterprise/service able to meet the needs of people who fall or are at risk of falling? (*allow 20 minutes maximum*)
- What is needed to ensure that people who fall or are at risk of falling have their needs met in your enterprise/service? (*allow 20 minutes maximum*)

Before starting this task please ask all participants to briefly introduce themselves and ensure that they are signed in on the attendance sheet at your table.

Then invite group members to nominate themselves for the following roles. You will need 3 persons, best not to overlap if possible :

- A Timekeeper - to ensure that your group uses its time resource well. Note you have a maximum of 20 minutes to address your thinking to each question outlined above.
- A Scribe – to capture the key points/comments coming from the group; It is important to seek agreement and clarification from the person commenting to ensure reasonable accuracy in capturing their thinking
- A Presenter – to deliver the groups deliberations to the wider group in the Feedback session. The presenter can always invite group members to add to their report in the event that they have forgotten anything significant. Mentioning this in advance can help ease any undue pressure on the presenter to deliver the groups deliberations accurately.

Additional resources available to you are: Copies of the Integrated Care Pathway, Flipchart paper (use separate sheets for each question and mark each sheet used with the number of your table), Coloured pens, Stickie notes.

Some pointers to help you in your role:

- **Recognise the need to be fully present/fully conscious. ‘You will need to watch for what you don’t want to see, and listen for what you don’t want to hear’.**
- **You can improve the quality of the discussion by**
 - asking questions,
 - paraphrasing,
 - redirecting the group if it goes off track,
 - encouraging divergent views and
 - summarising.

- **Enhance the participation and enjoyment of the participants by:**
 - **Assisting participants to actively participate,**
 - **Optimising time - staying on topic and being concise**
 - **Focusing on the future by refraining from discussing case/site sensitive issues and by referencing past cases to help build understanding**
 - **Encourage open and honest discussion**
 - focussing on ideas not people,
 - respecting divergent views and
 - remembering that members are speaking from their understandings and experiences.

- **Offer your own opinions judiciously**
- **Encourage quieter members to participate - perhaps by going around the table to ensure everyone has a chance to input.**
- **Workshop facilitators will be floating during the small group discussion. Please feel free to ask for assistance, if any thorny issues arise in your group.**

At the end of this workshop please remember to leave all information gathered on your table to allow the organisers to collate and work into symposium proceedings.

Thank you for serving as a Group Facilitator.