



NIMDTA

Northern Ireland
Medical & Dental Training Agency

CE SPEAKER INFORMATION PACK

GDC development outcomes [Enhanced CPD scheme 2018 \(gdc-uk.org\)](https://www.gdc-uk.org/)

Please find below the GDC development outcomes. Stated development outcomes are required in order for NIMDTA to advertise CPD courses.

Development Outcome	Example of CPD content
A Effective communication with patients, the dental team and others across dentistry, including when obtaining consent, dealing with complaints, raising concerns when patients are at risk	• Communication skills • Consent • Complaints handling • Raising concerns • Safeguarding
B Effective management of self and effective management of others or effective work with others in the dental team, in the interests of patients, providing constructive leadership where appropriate	• Effective practice management • Business management • Team working • Leadership skills
C Maintenance and development of knowledge and skill within your field of practice	• Clinical & technical areas • Radiography • IPC • Medical emerg / CPR • Emerging technologies / treatment • Quality assurance for MHRA • Specific to daily roles • Upskilling opportunities
D Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and dental profession, put patients interests first	• Ethical, legal issues, developments • Professional behaviours • Equality & diversity training

Speaker guidance for dental course provision

NIMDTA are committed to delivering high quality evidence informed dental education and training. We aim to help GDC registrants to meet their individual educational needs, develop their skills and maintain high standards to enable them to provide the best possible care for patients.

Thank you for your part in helping us achieve our aims and for agreeing to run a course. Above is the Facilitators Agreement requesting your agreement with the day, date and timings of the course along with details of pay and claiming expenses. It is important that you keep in contact with the Dental Continuing Education (CE) Team especially if you have queries or need to make any changes to the agreed programme. All course delivery will follow the [COPDEND Quality Assurance Framework](#).

Speaker Code of Conduct

When commissioning educational activity, NIMDTA feels it is essential that we use educators who possess the ability to enhance the skills, values, and behaviours of the entire dental team. It is equally important that educators can work with NIMDTA in an effective and respectful way. To achieve this goal NIMDTA expect educators to demonstrate consistently high standards of personal and professional conduct. Educators must have proper and professional regard for the ethos, policies and practices of NIMDTA, COPDEND and the GDC. Educators must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

NIMDTA standards

NIMDTA ask that you to show respect to all delegates in terms of their opinions, cultural differences, and behaviour. When arranging educational sessions, please work in a respectful and effective way with the members of the NIMDTA and team with whom you interact. Please maintain a professional manner and do not use inappropriate language at any time either with the teams that support you or the delegates of the session. When planning the session please think carefully about your audience and how to engage them with the course content. Choose language that is appropriate to their learning needs, trying to avoid jargon and acronyms, and abbreviations. If you think your session is likely to have controversial or emotive content, please email the Dental Team at NIMDTA in advance of the lecture to discuss this.

If you have declared any conflicts of interest, we encourage you to mention these during your talk, if they are relevant to the content of the course. If you educate through other organisations or on other platforms, please mention this to the Dental team. As a speaker for NIMDTA you should not promote training delivered outside of NIMDTA in your session or use the event to gather contact information such as email addresses, or details for WhatsApp that can subsequently be used to do this. Speakers will be expected to follow professional standards when using social media, please see guidance from the General dental Council: <https://www.gdc-uk.org/information-standards-guidance/standards-and-guidance/gdc-guidance-for-dental-professionals/guidance-documents>

NIMDTA assumes that speakers will ensure that any material that is subject to copyright that is used in a presentation, has permission from the copyright owner(s), or a licensing agreement that extends to those materials being used. The relevant legislation relating to copyright is available in the Copyright, Designs and Patents Act 1988 <https://www.legislation.gov.uk/ukpga/1988/48/contents>.

There should not be any patient identifiable information or pictures included in the presentation. Images and personal data relating to individual cases should be modified to maintain anonymity and comply with the Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>.

If you wish to share identifiable information about patients, you must have their explicit consent. When obtaining consent, you should specify to the patient how exactly the information you propose to share will be used, for what purpose and where it will be available.

This consent process should be recorded in the patient's records. The photograph must then not be used for purposes beyond the scope of the original consent, without consulting the patient.

As NIMDTA commissions but does not employ speakers, it remains your responsibility to ensure that you are appropriately indemnified to address any risks associated with being a presenter in the dental field. We advise that you speak to your clinical indemnifier to see if you require more, or a different form of cover to address your teaching responsibilities.

Personal & Professional Conduct

Educators should uphold public & professional trust and maintain high standards of ethics and behaviour, by:

- Treating NIMDTA staff and delegates with dignity; building relationships rooted in mutual respect; and always observing proper professional boundaries
- Showing tolerance of and respect for the rights of others
- Showing tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit, abuse or undermine delegates

Guide to Inclusive Teaching

Who are your delegates?

- Do your delegates include speakers of English as a second language? They may need time to adapt to and assimilate your lecture delivery.
- Remember that delegates come from varied cultural and educational backgrounds.
- Some delegates may find it particularly difficult to receive information presented orally. This includes not only delegates with a hearing impairment, but also those whose first language is not English, those on medication and those with short term memory problems.

Your language

- Will you use plain language, avoiding jargon and colloquialisms?
- Avoid blasphemy and language that might offend.
- Beware of humour that is based on discrimination.
- Remember that all your audience are unlikely to share your own culture and beliefs.
- Avoid derogatory comments about other cultures.

Your content

- Do your examples (including any graphics) reflect the broad range of society in a positive way, avoiding stereotyping and bias?
- Are your examples/ illustrations/ language universally understood or are they dependent on knowledge of a specific background or culture?

Structure of your session

- Be aware that delegates may need to arrive late/ leave early e.g. for reasons related to their disability, medical condition, religious beliefs, or caring responsibilities.
- Be aware of the time of year and day when the lecture is held e.g. is it Ramadan (when students may be fasting all day), Eid, Diwali, Chinese New Year, the Jewish Sabbath, time for Muslim Friday prayer, or any other religious festival.
- Take things slowly at the start of the session. Delegates who speak English as a second language may take a little while to get used to your delivery.

Check on visibility and audibility

- Is your face and expression clearly visible at all times? e.g. Deaf delegates will not be able to lipread if you turn your back and continue speaking while writing on the board. If you darken the room to show a video, can students still take notes? If you are online is your face in shadow?
- Check whether everyone can hear you, especially in an unfamiliar room.

Questions

- Check understanding when you invite questions. Try “There are probably one or two things you will want to clarify. Any questions?”
- Repeat questions so that all can hear.

Presentation format

- A good practical guide is to allow no more than one PowerPoint slide per minute of your allocated time if the slide is mainly text, and no more than two slides per minute if it is a picture.
- For shorter courses, ideally concentrate on putting across about three main messages or ideas and construct your talk around these.
- Keep to your allotted length for the session, including allowing appropriate time for discussion.
- A rough guide is no more than seven lines per slide and no more than seven words per line. Information should be conveyed in bullet points not paragraphs.
- Slides should be easily readable, but not highly decorated with quirky backgrounds or graphics. Remember, it can be difficult for delegates to read a busy slide and listen to you speak at the same time.
- The best colours for backgrounds are blue, black, and white. For text, white and yellow are good with dark backgrounds, and black or blue text can be used with a white background. Avoid red and green because they are difficult for people who are colour-blind to read. Choose a single sans serif font for your presentation, and never use smaller than the 24-point size.
- If the slide includes a table, try to arrange that it has no more than three columns and three rows.

Making handouts available to delegates

Should handouts be available from the speaker, these will be made available to delegates in a PDF format.

Face to face course - practical issues

How many people will attend?

Delegate numbers vary for each course depending on the size of the venue. The maximum number of delegates should be discussed with the CE Team when arranging delivery of the course. The Dental Team will contact you in advance of the meeting to inform you of the numbers booked.

Projector

PowerPoint slides are moved forwards/ backwards in one of two ways. Either the speaker controls their presentation from the lectern/ laptop, or they use their own a remote-control handset, if they have one.

Using your own laptop

You may supply your own laptop computer. Please confirm that it has a VGA or a HDMI socket for external signal. If not, some venues have a PC that can show presentations from a memory stick or an NIMDTA laptop may be provided for you to use (please check with the Dental Team before the event).

Please note: The computers cannot access Mac-formatted files, so anything prepared on a Mac should be saved in PC-compatible format. It is wise to check how your presentation will look on a PC, as very often some aspects of the presentation will look different and may need modifying to recreate the original effect. Alternatively, you may use your own Macintosh laptop computer. In which case please confirm you provide it with a VGA or a HDMI adaptor for external signal.

Please come early to check that your presentation works, no later than 15 minutes before the session starts.

Not all venues have Wi-Fi, so please discuss beforehand if your presentation contains a video. If combining video films with PowerPoint, please make sure to check it in the lecture room before the presentation begins.

Guidance & Resources

1. COPDEND Standards for Dental Educators <https://www.copdend.org/wp-content/uploads/2018/08/Guidelines-for-Dental-Educators-.pdf>
2. GDC Standards for the Dental Team [Standards for the dental team](#)

Speaker guide for online dental course provision

It is important that you keep in contact with the Dental Continuing Education (CE) Team especially if you have queries or need to make any changes to the agreed programme. A member of the CE Team will be in contact with you the day before the meeting and also at the start of the session.

The Dental CE Team will create a Zoom link for this event. A link will be sent to you prior to the course taking place. Delegates will receive the same link. A member of the CE Team will be present to assist you with the running of the Zoom session. You will be made a 'Co-host' of the session to enable you to share your presentation. The CE Team will monitor attendance and will be present to manage the system to include break out rooms, polls and questions through the chat function.

Please complete Appendix 1: Speaker requirements for Zoom sessions in order for the CE Team to prepare the Zoom session with any polls/ breakout groups as required.

The CE Team will send out the remote learning protocol to delegates before the webinar (Appendix 3).

Practical issues

Delegates will book onto the session via the online booking system. On the day, a member of the CE Team and the speaker will log on to Zoom at least 10 minutes before the start of the session.

How many people will attend?

The maximum number of delegates should be detailed within the Facilitators Agreement (page 5) when agreeing to deliver the course and will depend on the topic and degree of interaction.

Housekeeping at the start of a Zoom Session

Before the start of the online session - check your appearance and background. Ideally you should have a blank wall behind you with no paintings etc. as they can be distracting. The CE Team will mute participants and will listen in and help if required during the session. The CE Team will triage any questions submitted using the chat function. When there are two speakers, the second speaker should have a copy of the presentation so they can continue the session if the first speaker experiences any technical problems, such as loss of internet connection.

There may be some 'dead time' at the start of the session while you wait for delegates to sign in. This is a good time for the speaker to engage the audience and identify any specific learning needs and request that cameras are on for the duration of the session.

Delegates should be advised:

- To enter their full name into the instant messenger (chat box) facility, at the beginning of the event.
- To mute their microphones (the host/co-host are also able to do this).
- To keep their camera on to ensure engagement, unless there is a reason why this is not possible, in which case they should use the chat facility to sign in and let the speaker know, and sign out again at the end.
- To close down any other applications as this may affect the quality of the session.
- How they are able to interact with the speakers. This could be via the chat function, polling etc. With a smaller group, delegates could be unmuted for a discussion.
- That anything entered in the chat box may be visible to all delegates and can be saved.
- That CPD certificates are only provided to those who have booked onto the course and on completion of the evaluation form.

- That they will not be provided with a CPD certificate unless they are present for the entire session.

The speaker should explicitly state that they do not consent to any recording of the session and if the course content is likely to change in the short term. Use the slide provided by NIMDTA at the beginning of your talk and then give the presentation as usual.

Attendees should be informed of the following at the start of an online session:

- **This course is for your personal learning and development. The content MUST NOT be shared with others via any medium including social media.**
- Participants will not audio or video record online sessions. Photos of slides may be taken only with the presenter's consent.
- As a default, webcams should be switched on, but the microphone should be muted.
- The speaker will describe how to ask a question and the process for interaction during the session.

Monitoring attendance during the Zoom Session

A member of the CE Team will record attendance at the start of the session, as evidence of attendance. The messages from the Zoom Chat box will be saved as evidence of attendance. Where you notice a camera is off, the speaker or the co-host could ask that delegate a direct question to ensure their presence and engagement on the course. The CE Team will update the attendance on the booking system within 48 hours of the end of the course.

Online delivery tips

- The speaker should look at the camera on their laptop not the computer screen.
- It is useful for the speaker to have some pre-prepared questions in case there is limited delegate interaction
- It is advisable to introduce an interactive activity every 20 minutes to ensure delegate engagement. Examples include group discussions in breakout rooms or polling, use of the 'Chat' option to get participants to ask or answer questions or using an app such as Slido for a group poll or quiz.
- The speaker/ CE Team should try to maintain the 'Chat' box and ensure questions are answered throughout the course (please see Appendix 2 to see how to do this in Zoom).
- It is advisable to undertake a quiz or assessment at the end of the event to capture the educational engagement of the participants.

NIMDTA, by separate negotiation, may arrange to record and replay the webinar. Data protection law will apply to all identifiable individuals (participants and lecturers). Personal data must be processed in line with the Data Protection Act 2018 and UK General Data Protection Regulation. Prior to the start of the session, everyone attending should know that it is being recorded, why it's being recorded, where it will be stored and who will have access to it. A recording-free zone might be set up to accommodate those who wish to opt-out e.g. these delegates turn off their video cameras.

Consent

Record only with the consent of all the participants in the session. The digital platforms used should clearly indicate that recording is occurring, and should request an affirmative action to provide consent to that recording (e.g. the “recording disclaimer” on zoom).

All rights relating to the lecture content will need to be cleared before a recording takes place.

What should NOT be recorded

To avoid risks around data protection and distress to participants, recordings should not be made of sessions that use individual patient data, or where there may be emotive content (e.g. safeguarding).

Thank you for your cooperation and valuable contribution to making the course a success.

Using Zoom – Speaker Guidance

Zoom Tutorials

["Show Me" Videos - Zoom Learning Center](#)

Zoom Tips

Please watch this 10-minute video to learn the in-meeting controls:

[Using host and co-host controls in a meeting](#)

The chat window will not normally be visible to the speaker when they deliver the webinar. If the speaker would like to view the chat window this can be accessed using the menu that appears either at the top or the bottom of the screen, select the three dots (...) and then select chat. The chat will then show in a pop-up window which is visible only to you, delegates will still only view the presentation.

If you want all questions to go to one specific person, around 8 minutes into the above video it explains how you can privately chat with an individual. You could request the delegates privately message the co-host with any questions. They can then compile the questions for you and provide those that are appropriate to you.

Appendix 1: Speaker requirements for Zoom sessions

Thank you for agreeing to deliver a NIMDTA CE course via Zoom. Please select those Zoom facilities you will require from the list below (please tick all that apply).

PowerPoint

You will be made a 'co-host' of the meeting to enable screen sharing.

Polls (If yes, please enter questions and answer choices below and specify whether it is single choice or multiple choice)

The polling feature for meetings allows you to create polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees.

Poll Title:

Question:

Answer Choices:

Multiple Choice Single Choice

Poll Title:

Question:

Answer Choices:

Multiple Choice Single Choice

Poll Title:

Question:

Answer Choices:

Multiple Choice Single Choice

Poll Title:

Question:

Answer Choices:

Multiple Choice Single Choice

Breakout rooms

Breakout rooms allow you to split your Zoom meeting into separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

Chat

The in-meeting chat allows you to send messages to all users within a meeting. You can send a private message to an individual user, or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

In meeting chat can be saved manually or automatically.

Note: Private messages between participants are not viewable by the host.

Whiteboard

The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can draw on.

Annotate

Meeting participants can write on a shared screen as a viewer or the one that started sharing your screen. You can also use annotation tools when sharing or viewing a whiteboard.

Video Clips

Zoom optimizes screen sharing of a full screen video clip to ensure attendees have the best quality experience.

Please confirm if you would like a 20-minute trial for Zoom prior to your session?

Yes No

You will be able to view all questions via the chat facility.

Please note that NIMDTA require all attendees to leave their camera on for the duration of the session and will prompt attendees who have not switched on their camera to do so. NIMDTA also mute all attendees to limit background noise during the session, however all attendees can be unmuted for the purposes of group discussion.

Please let us know if you have any questions or issues regarding Zoom.

Appendix 2: Speaker reference guide

You may find the list of requirements below a helpful reminder for NIMDTA course delivery:

Complete sections 1-5 of the speaker pack	
Submission of short biography and recent photograph	
Submission of completed speaker pack no less than one month prior to course	
Provide at least one month's notice for any required materials/ equipment	
Send handouts/ resources for delegates to NIMDTA no later than one week after the event	
Complete travel and expenses form (if required)	

Appendix 3: Attendee Protocol for Remote Learning

As we will be delivering this course via videoconferencing it is important that we set out some guidance that will facilitate learning for all the participants. Please take a moment to read the following before the start of the course. **This course is for your personal learning and development. The content MUST NOT be shared with others via any medium including social media.**

Software and connecting

- Most video platforms do not need you to have an account to join as you can join as a guest.
- We recommend using Google Chrome or Edge as browsers. If you click the link and it opens in Internet Explorer, we suggest you copy the link and paste it into Google Chrome or Edge.
- Check you can join by following the link 5 minutes before the start of the webinar, so you have time to overcome any IT issues. You may have to wait in the 'Lobby' until the speaker lets you in.

Before the session

- Check your internet and Wi-Fi connection.
- Check your audio, headset, and the camera is working.
- Check your lighting and camera positioning
- Turn off any other applications that are running to conserve bandwidth

Please note:

- Participants must join the session on time, if you are late it may affect the CPD time recorded on your certificate.
- If you join late, join quietly, and do not interrupt the conversation or presentation.
- Participants will be responsible for their own behaviour and conduct when accessing remote learning.
- Sessions will be conducted with the same levels of formality and respect as one would expect on a physical study day.
- Participants must not audio or video record online sessions unless they have express permission from the speaker and all delegates. Photos of slides may be taken only with the speakers' consent.
- Participants should be aware that usage associated with online Learning platforms may be monitored, logged, and made available for inspection if needed. Remember conversation history and chats stay around even after closing the application. For this reason, **do not share personal or patient identifiable data in the chat area.**

Guidelines (the following key principles of good online 'netiquette' should always be followed when communicating online in a remote learning environment):

- Delegates should find a quiet, well lit, and comfortable place for attendance; ensure there is nothing offensive or inappropriate on display (both in terms of what you are wearing and what is visible behind you on your webcam). No personal data should be visible on your webcam for the safety of both yourself and the people you may live with.
- Delegates must ensure their face is clearly visible (focus from shoulder up).
- Delegates may drink liquids during online sessions but no eating of food; this is impolite and not pleasant for the other participants.
- As a default, delegates' webcams should be switched on, but their microphone should be muted to ensure minimal background noise. If there is a reason why the camera cannot be on, please use the chat facility to sign in and let the speaker know and sign out again at the end.

- The speaker will describe how to ask a question and the process for interaction during the session at the beginning of the course.
- **If you are having issues during the session or cannot hear well, please use the instant messaging/chat function.**

We hope that you enjoy the session, remember to complete the online evaluation to get your certificate and to complete a reflection on the course content for your CPD records.



NIMDTA

Northern Ireland
Medical & Dental Training Agency

42 Beechill Road
Belfast
BT8 7RL

dentalcourses.nimdt@hscni.net

