

Advanced and Metastatic Urothelial Cancer: Care Coordination Case Study

FACILITATOR INSTRUCTION SHEET

Overview

This Facilitator Instruction Sheet provides two models you may use when presenting this case study to an audience: a participate together model and a virtual classroom model. Both methodologies involve discussion around the materials after the group has watched the video.

Below is a proposed agenda, materials requirements, and specific guidelines for each portion of the agenda. There are also some alternatives listed for materials and activities. These are simply suggestions for how you might adapt the presentation and activities for your group and environment.

Schedule

Proposed Agenda

Length of session: 1 hour

- **Pre-session:** Ensure all participants can see a shared screen.
- **Instructions and setup:** 5 minutes
- **Case study read through:** 30 minutes
- **Group discussion:** 15 minutes
- **Next steps:** 10 minutes

Materials

- Video equipment for participants to see and read the case study
- Access to the interactive case study

Presentation and Activities

Instructions (5 minutes) and case study read through (30 minutes)

Consider the size of the group and the setup of the room when deciding how to conduct the case study review. You may need to adapt your plan, so take a few minutes at the beginning to solidify your approach for your learners. Here are two options.

Option 1: Ask all participants to observe as you navigate through the case study and shout their answers (or raise their hands to vote) when you get to a question. Don't discuss, go with the majority, and see what happens as the case study progresses. Don't try to influence what the participants are choosing.

Option 2: Divide participants into teams before starting the case study. Ask the teams to debate their answers to the questions. You might provide 2 minutes to discuss each question and determine their answer. Then, a representative from each team can state their answer. You could navigate the case study based on a majority vote. Alternatively, you might allow the teams to engage in debate if they have different answers; although this method will take longer, you can limit it by allowing one representative from each team to debate, with 2 minutes to state their case.

Group discussion (15 minutes)

After the case study, lead a group discussion of each question, confirming the correct answers. If the group is large, consider splitting participants into smaller groups with a leader to guide each discussion. Provide a discussion guide to frame their conversation.

Ask your group to summarize the case study, including the scenario, questions, and answers. This helps to solidify the memory of the case study and reinforce the choices that the group made. To encourage everyone's participation, consider a round-robin, in which one person starts the story, the next person continues in chronological order, etc. Each person can provide a one-sentence response. Don't use this time to apply the scenario to your situation or debate actions in slightly different scenarios.

Next steps (10 minutes)

Resolve any outstanding questions and take a few minutes to discuss next steps.

- Make a list of unanswered questions (e.g., variances in the scenario, how something is handled in your institution).
- Determine who will find the answer to each of the questions.
- Determine how you will inform the group of the answers you find (e.g., follow-up meeting, email).
- Agree to hold each other accountable. This may be a group activity or you may ask people to pair up.
- Ask the group or pairs to define how they will hold each other accountable. Examples include the following:
 - Reach out when you encounter a situation like the one presented in the case study so you can discuss.
 - Agree to coach (and be open to coaching) if someone is seen not implementing what was learned.
- Reinforce how learners can earn NCPD contact hours.

Virtual Session Considerations

If you are holding this session virtually, you'll have a few additional considerations.

- **Model 1: Participate Together**
 - To allow everyone to see and participate simultaneously, ask the participants to join with both video and audio and share your screen with the group, which is an option in most meeting applications (e.g., Zoom, GoToMeeting). Be sure to familiarize yourself with the platform in advance so you are not figuring it out as the session gets started.
 - With this model, you have a few options for reviewing the case study.

- In Option 1, the virtual format makes sharing answers more challenging. Consider asking people to submit their answers or vote in the chat or polling functionality.
- In Option 2, if you want to virtually divide the group into teams, explore the application's functionality for breakout groups. You will need to appoint a group leader who can share their screen (and audio) with the group and walk through the case study. This model may require a pre-session with the group leaders to ensure they understand the technology and the activity.
- Group discussion for both models
 - A large group discussion in a virtual format is difficult, particularly if you can't see all of the participants. Because of the lost visual cues and connection lags, a virtual session will need to be a little more structured than an in-person session.
 - Ask participants to use an emoji (e.g., raised hand) to indicate when they would like to be called on to speak.
 - Conduct the conversation in a round-robin in which everyone speaks. This could be in a predetermined order that you share in the chat or you could call on people in whatever order you determine. Alternatively, after a person speaks, they may call on the next person to share.