

Toolkit - how to run a virtual LINK

The coronavirus pandemic has made face-to-face training through LINKS difficult. In order to maintain the momentum and progress of LINKS and Networks, we have compiled the following list of tips and resources to support partnerships during the pandemic.

1. Identify the platform you can meet on. Zoom is free for up to 100 participants with a time limit of 40 minutes. If another 40 mins is needed (for example for a part two), participants can login again using the same link. Try and make sure as many people as possible have their video turned on if their bandwidth will allow.
2. Start with a strategy meeting. Start with your most recent Activity Plan. Choosing one priority theme to concentrate on will be less daunting.
3. What can you deliver virtually? Set a date for this.

Delivering online training for LINKS

Identify the training needs of the staff. The pause in screening for most countries in 2020 led to a demand for grading training to refresh skills after the break but think also about case-based discussions, and non-diabetic retinopathy conditions and practical skills as well.

Tips for delivering online training

1. Preparation
 - a. Set expectations for the participants before the event - i.e. they should go through the slides, or talk about a recent case. It is difficult to view images 'live' in enough detail for grading using the screen share. Therefore consider how PowerPoint slides of the relevant images could be sent out to participants beforehand, so that they are able to see these in better quality during the meeting and can more easily participate.
 - b. Explain the level of participation - i.e. it will be interactive. Offer questions or activities that allow them to interact with you. Think about using the raise hand function and chat box for questions.
 - c. Consider the size of group if you are aiming for an interactive session. An interactive grading session is better with smaller groups.
2. Content
 - a. Use existing online talks/podcasts/courses – then meet virtually, reflect and discuss. A list of resources is provided:
 - i. eg Medscape (<https://www.medscape.org/ophthalmology>)
 - ii. IDF school of diabetes free short courses (<https://www.idfdiabeteschool.org/Shortcourse>) diabetic retinopathy, diabetic macular oedema,
 - iii. <https://gbr.orbis.org/en/sightlines-podcast>

- iv. Cybersight offers free, live online training events for eye health professionals. They are also recorded and posted in the cybersight library e.g. (<https://cybersight.org/portfolio/lecture-guidelines-for-the-prevention-and-management-of-diabetic-retinopathy-and-diabetic-eye-disease-in-india>)
 - v. Diabetes awareness training suitable for healthcare professionals - costs £25 plus VAT. <https://www.highspeedtraining.co.uk/lms/>
 - vi. Santen <https://www.santen.eu/your-sight> and Thea <https://www.thea-pharmaceuticals.co.uk/education> have some online materials that may be relevant.
 - vii. EVICR.net has relevant educational seminars: <https://www.evicr.net/webinars/webinars/> , registration is required, but the actual webinars are free and available online.
 - viii. Royal Society of Medicine webinars: many are free and publicly available although most require registration <https://www.rsm.ac.uk/events/>
- b. Lectures for larger groups - either send slides before the presentation or just talk!
 - c. Case presentations from participants - keep it simple to reduce requirement for image sharing.

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