

ADDITIONAL FILE: SESSION FORMAT WITH SCRIPT

SESSION FORMAT	DESCRIPTION	SCRIPT	TIMING
WELCOME		0-30min	
Individual welcomes	An opportunity to make participants feel welcome, document attendance, encourage informal information sharing, foster a safe environment, and gather information to set agenda for the upcoming session.	Welcome each participant individually. “How has your last month been in EDs?” “Any 30 second rants?” “Any 30 second raves?” “Any self-care tips?” “Any cases/situations you would like to add to today’s agenda?”	
Agenda setting	Agenda is designed to meet group needs e.g., urgent requests for case discussion, choice of case/situation that is most pertinent to learning needs of the group.	“(Participant’s name) has an interesting case/situation to raise for group discussion. Are we all happy for this to be our main discussion today?”	
CASE/SITUATION FOR DISCUSSION			30-60min
Case presentation	Facilitator guides the presenter through detailing a summary of the case plus what feedback they would like from the group. Facilitator ensures timekeeping and avoidance of advice-giving.	“Please outline the key details of this case and what you would like from the group.” Facilitator re-iterates the case plus request to the group.	

Clarifying questions	All participants are asked in turn if they need further information on the case, before they are individually asked to comment on the case.	"Have you any clarifying questions prior to providing comment on the case?"	
Comments/shared experience	Each participant is asked to comment individually without providing direct advice	"Have you experience to share or any comments on this case?"	
Learnings	Case presenter details what they have gleaned from the discussion.	"Now that you have heard the experiences/comments from the group could you please share your learnings from this?"	
FOCUS TOPIC			60-85min
Pre-recorded presentation	A pre-recorded power point didactic presentation is shared with the group,	"Has anyone any comments on the focus presentation for the group?"	
Feedback	who are invited to comment post presentation		
ENDING WELL			85-90min
Feedback Ongoing support	Participants are invited to provide feedback on the session and are reminded that support is available from facilitator between groups	"Thanks so much to you all for your contributions today." "Does anyone have feedback on today's session?" "Please do not hesitate to contact myself or the co-facilitator if there is anything you do not feel comfortable to share in session, or any urgent matters."	