

Code of Conduct for Remote Teaching and Learning

Education is an important part of your training. A great deal of time and effort is put into producing and delivering medical education. The time released for teaching sessions (from a one-hour journal club/lunchtime teaching to multi-day courses and conferences) are an important part of your development as a doctor and assist in fulfilling your learning curriculum.

Thank you for agreeing to support everyone’s educational development and making the most of these virtual learning opportunities by adhering to these principles. Engagement will lead to a more rewarding experience for everyone.

It is important that you maximise training and education opportunities and are also respectful of others. It’s important to recognise that participating virtually is different to joining teaching in person, and with that brings both positive impact and at times the risk of negative impact. For all junior doctors and dentists who are part of programmes within Health Education England, we ask that you observe the following principles when attending and participating in virtual educational activities:

When you have been released to attend teaching then it is mandatory that you attend, as it forms part of your educational and employment contracts. Both employers and trainees should respect the requirement for teaching. Despite teaching sessions occurring virtually, study leave should be approved for these study days and trainees are not expected to attend virtual teaching days whilst at work, after night shifts or on days off as this is protected study leave (unless exceptional circumstances highlighted by a trainee’s request and no impact on safety at work). Where there are missed opportunities, trainees should consider reporting this through the educational exception reporting process within their training provider (e.g. Trust).

Remote teaching sessions should be afforded the same priority and focus as face-to-face sessions.

Trainees should respect the facilitators and other participants throughout the session. That respect is shown by following the following principles.

Trainees should prepare appropriately for virtual educational activities by ensuring they have access to the relevant platform, checking they can access the platform well in advance, including resolving any access issues with IT/admin in good time. This includes video access. If there are issues with accessing a web camera, then trainees should inform the facilitator prior to the teaching event. They should ensure they are familiar with the key functionality, including how to “raise their hand”.

Punctuality is vital, and trainees are expected to log into the session promptly. We recommend you aim to log in 10-15 minutes before the session starts in case you experience any technology or internet issues on the day.

The nature of the content means that trainees should access the session from a private location where they will not be disturbed. It is important the location you select has adequate internet connectivity. If trainees have issues with access to private IT equipment or adequate internet, then please contact your local employer’s learning space (GP and community placements) or Trusts’ local learning centre to help arrange appropriate private learning facilities for you to undertake your teaching sessions at your place of work.

Children should not be present during the session, and adequate arrangements for childcare should be made, as they would be for any other working day. This is to ensure you and the other participants can focus on the teaching but also because some content, images and discussions are not suitable for children to be present.

Confidentiality should be maintained throughout, and trainees should not access the sessions from public spaces. Confidentiality extends to discussions between participants so that a safe, confidential and supportive environment exists to allow trainees to learn from one another and to share experiences and thoughts openly.

Trainees should participate / engage in the session as fully as possible.

Please mute your microphone when not talking, so background sound is minimised. Please also use the raise hand functionality and chat as required and interact appropriately throughout the session

Cameras should remain on throughout the session unless requested otherwise by the facilitator. Class registers are taken by teachers at different stages of teaching sessions and confirmation of your presence can only be done if you are visibly seen via camera link.

Please be present and give virtual education activities your full attention by not completing other tasks whilst at home or tasks on the computer/laptop as these activities impacts on your learning. This is distracting for the teacher and other participants and as this is protected study leave work, emails or other administrative work should not be completed during this time.

Please dress appropriately as you would for a face-to-face session.

Regular breaks will be scheduled throughout teaching sessions, so please do not eat meals during the teaching session. This can be distracting for other participants and may prevent you focusing on the teaching.

Trainees and facilitators should be mindful when screen sharing, particularly if all the screen is shared. This is to avoid breaches of confidentiality or privacy, because if the whole screen is shared participants will be able to see everything which appears on your screen.

Copyright material should not be used in any presentation, nor should materials used in the session be plagiarised.

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