

WRITING NOTES WORKSHOP AGENDA

| Time | Description | Materials |
|---------------------|--|------------------------|
| | <p>Preparation</p> <p>Set up PPT. Ensure video works.</p> | Computer & projector |
| 5 3:30pm-3:35pm | Sign-In & Introductions | Sign-in sheet |
| 15 3:35pm-3:50pm | <p>PPT:</p> <p>1. Introduction to Writing Notes</p> <ul style="list-style-type: none"> - Overview and rationale for effective note writing practice - Learning objectives - Elements of an effective note <p>2. Structure of Common Notes</p> <ul style="list-style-type: none"> - Admission Note - ED and Urgent Care Notes | PPT |
| 30 3:50pm-4:20pm | Interactive Small Group Session 1: work in teams of 4 groups to develop an ED note based on the clinical vignette provided. Briefly discuss as a larger group what information each team included in their note and why. | Whiteboard and markers |
| 12 4:20pm-4:32pm | <p>PPT continued:</p> <p>3. Structure of Other Types of Clinical Notes</p> <ul style="list-style-type: none"> - Progress Note - OR note - Delivery note - Procedure note | PPT |
| 35 4:32pm-4:57pm | <p>Interactive Small Group Session 2: works in 4 groups to develop a specialized note based on the clinical vignette provided. Each team will present their case to the remaining participants, highlighting the key components of their type of specialized note.</p> <p>Group 1 – Progress Note Group 2 – OR Note Group 3 – Delivery Note Group 4 – Procedure Note</p> | Whiteboard and markers |
| 3 4:57pm-5:00pm | Take-home points and wrap-up | |