## **Preparing for your Virtual Group Consultation** - Pre-session checklist -



**Prepare well** 

Check out and familarise yourself with the online platform.

Check it is working & test before the start

group of each session

čonsultations

 $\checkmark$ Send out text or email to  $\checkmark$  Use a quiet room

patients With link, joining instructions and overview of session. (Including confidentiality & any identity & location

process)

Put a 'do not disturb' sign on door

## Have access to patient's records

Clinician should have patient notes & results board at hand

or use separate computer screen

## ✓ Before session

Make sure you know how to use key functions on your IT platform e.g. mute / video /screen share

Have any slides / information you intend to share ready & open on desktop

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