

## ANAESTHESIOLOGY AND CRITICAL CARE

### FRIDAY MORNING MEETINGS

#### **Guidelines for Registrars:**

**Registrars** will be expected to do at least four (4) presentations during their training. This will consist of:

1. At least two FMM seminars, usually starting from the 4<sup>th</sup> semester of training (i.e. the second half of year 2)
  - a. Talks will not be allocated to registrars after completion of training time, provided that at least 2 FMM talks have been completed by the registrar.
  - b. A Consultant is allocated to act as moderator for the presentation.
  - c. The presenter should choose a topic for presentation in conjunction with the moderator at least 8 weeks in advance. This topic should be forwarded to [anaesthesiology@ukzn.ac.za](mailto:anaesthesiology@ukzn.ac.za) for publication in the DAWN.
  - d. The presenter, guided by the moderator, should make a text of their presentation available to the administrator. See attached template:
    - i. Typed as single spaced Arial Font 12
    - ii. List of references at the end.
    - iii. Diagrams and pictures need to be of a high quality and resolution and must be appropriately referenced.
    - iv. The publication is expected to be of a high quality and if suitable may be chosen for submission for publication in a national journal.
    - v. The text (booklet) will also be made available to DACC staff on the website.
    - vi. The text should be ready at least three weeks before the presentation and should be forwarded to [anaesthesiology@ukzn.ac.za](mailto:anaesthesiology@ukzn.ac.za) for plagiarism (after your moderator has approved). If plagiarism score > 15% it will have to be modified.
    - vii. After final modifications it will be formatted for circulation on the morning of the presentation.
  - e. The slide presentation should be on Powerpoint.
    - i. The presentation should be no longer than 30 minutes. Registrars are reminded to pre-check the length of their presentations.
    - ii. Text on slides should be clear and well-spaced.
    - iii. No more than seven lines on a slide.
    - iv. Use your spell check!
    - v. Pictures and diagrams make for better presentations.
2. One pre-research 15 min presentation (i.e. before submission to postgrad)
  - Two dedicated research slots will be available for presentation of protocols (June and November)
  - The onus is on the registrar to inform the FMM co-ordinator as to when he/she will be presenting
  - If a registrar is unable to present at this time, then a 15 min slot will be allocated at another time
  - One post-research 15 min presentation (i.e. upon completion of MMed)
  - The onus is on the registrar to inform the FMM co-ordinator as to when he/she will be presenting

**THE ABOVE IS A DEPARTMENTAL REQUIREMENT, FORMING PART OF THE REGISTRAR PORTFOLIO AND WILL NEED TO BE SIGNED OFF BY PROF DEAN GOPALAN**

General DACC announcements are made, after which the moderator will introduce the speaker and the subject. When a company sponsors breakfast, they will be allowed to address the meeting for not longer than five minutes. A presentation of 30 minutes will then follow. Face the audience and speak clearly!

With the moderator and the allocated registrar on the podium, the floor will then be open for discussion for 15 min. This should give the moderator an ideal opportunity to hone their skills as chairperson. Discussion should be encouraged. The moderator may pose questions to registrars in the audience. The moderator is then expected to make a summary statement at the end.

### Time lines for FMM:

12 weeks to go:	Contact with Moderator
8 weeks to go:	Topic to <a href="mailto:anaesthesiology@ukzn.ac.za">anaesthesiology@ukzn.ac.za</a>
	Literature search complete
6 weeks to go:	First draft to moderator
4 weeks to go:	Second draft to moderator
3 weeks to go:	Send text to <a href="mailto:anaesthesiology@ukzn.ac.za">anaesthesiology@ukzn.ac.za</a> for plagiarism check
2 weeks to go:	Slide presentation to Moderator
1 week to go:	Final preparations for talk

### Contact persons:

1	Dr Sailuja Naidu	<a href="mailto:sailujan@yahoo.co.uk">sailujan@yahoo.co.uk</a>
2	Ms Camy Singh	<a href="mailto:singhc@ukzn.ac.za">singhc@ukzn.ac.za</a>
3	Ms Londiwe Cebekhulu	<a href="mailto:cebekhuluL@ukzn.ac.za">cebekhuluL@ukzn.ac.za</a> [on mat leave until July 2021]
4	Mr Naren Bhimsan	<a href="mailto:bhimsan@ukzn.ac.za">bhimsan@ukzn.ac.za</a>

### SCORING

The presentation is scored by 5 Consultants. Please see Scoring below for details of criteria. Feedback will be given to the presenter. The moderator will distribute the score sheet for scoring on the morning of the presentation.

For each of the following six criteria, score the presentation out of a maximum of 5.

	Criterion	Score	Total-40
1	<b>Subject Research</b> Is there evidence of extensive research into subject e.g. appropriate references, in-depth knowledge		5
2	<b>Content</b> Has the appropriate information been chosen to achieve the objectives of the presentation?		5
3	<b>Audio-visual</b> Have aids been appropriately used in presentation? e.g. quality of slides, pictures, graphs etc.		5
4	<b>Oral Presentation</b> Is the presenter able to communicate effectively? e.g. speech, language, audience contact		5
5	<b>Controversies and questions</b> Has the presenter handled controversies appropriately? Has the presenter answered questions appropriately?		5
6	<b>Impact Factor</b> What is the impact of the presentation? e.g. In changing practice, increasing awareness, etc.		5
7	<b>Accompanying Booklet</b> Has a suitable booklet been compiled? Is the text adequate and relevant to the topic? Are the diagrams and pictures of high quality & resolution? Is there a list of references at the end? Is the quality suitable for publication?		10

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