Directorate of Medical Education

NHS Tayside

Using Office 365 tools to improve the attendance data at department teaching

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Aim

To provide accessible ways for attendees at departmental teaching to easily register their attendance, receive a certificate of attendance.

Provide both local departments and the Directorate of Medical Education a record of attendance with enough data to support quality improvement activity and evidence which can be used in quality management activity.
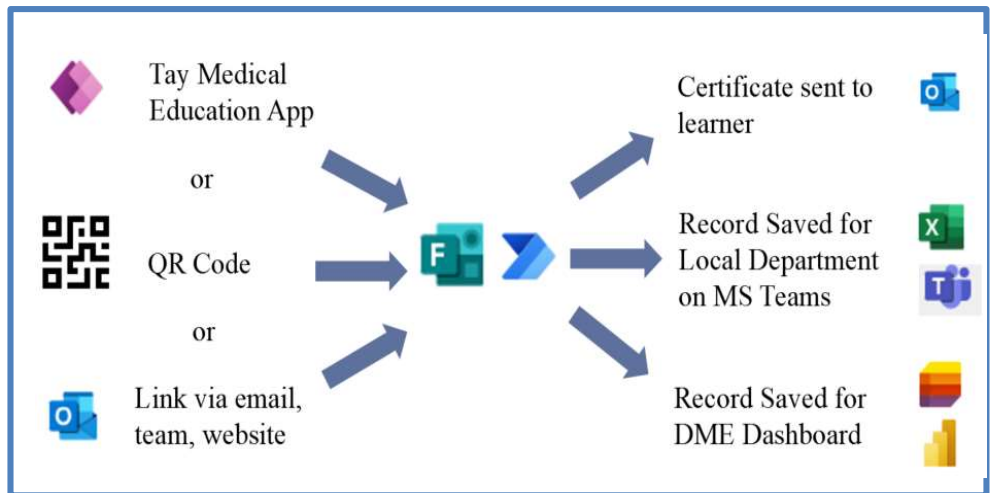

Methods

Using Microsoft 365 tools attendees complete an online form. An automated processes within Power Automate linked to other Microsoft apps creates and emails a certificate to the attendee and creates a record of attendance.

The forms are accessible through a link, QR code or Tay Medical Education App.

The Tay Medical Education APP provides links to information the DME believes would be useful for staff involved in medical education.

Results

The local teaching attendance tool has been used over 1750 times to register attendance at local teaching.

Feedback from learners has been positive with doctors of all levels continuing to use the tool after initial roll out in their departments.

The attendance data provided has been used to support ongoing quality management activity by providing detailed attendance data which was not previously available.

Conclusion

The roll out so far has been considered successful and we are continuing to roll this out to more specialties.

The Directorate has recently stated using Power BI dashboards to provide an improved way for the DME team to review the data recorded, and we are further developing the Tay Medical Education App to further support learners and educators in Tayside.

Local Teaching Attendance

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