

Global Research Nurses Research capacity strengthening in-person workshop guidance

Guidance to prepare your workshop proposal

Global Research Nurses: in person workshop

Workshop aim: to improve the research skills and knowledge of local nurses & midwives. The workshop should be tailored to the research skill needs of this population. The workshop may include training on research methodologies, ethics, data analysis, and report writing, with the goal of empowering nurses to design and conduct high-quality research studies that will inform health policy and practice in their respective countries.

- Timeline: workshop to take place by the end of December 2024
- Duration: It could be a 1 or 2 day session. Some groups have weekly shorter sessions for a couple of months, in other places they prefer to do it all in 1-5 days. We are happy with both approaches. We cannot cover the cost of transport or accommodation for attendees.
- Workshop scope: local/regional (not national/international, we cannot cover transport costs)
- Number of attendees: usually around 50-100 nurses and midwives. The number would depend on the venue capacity while ensuring that the participants' attendance is free

Budget: up to £2,000 GBP.

This budget is designed for a 2-day workshop with an estimated attendance of 100 participants. For a 1-day workshop with 100 attendees, the budget is expected to be around £1,000 GBP.

The allocated budget will be utilized to cover the following expenses:

- Workshop materials and resources
- Workshop setup and equipment (including internet, projector, screen, etc.)
- Catering services
- Coordinator's travel expenses
- Facilitators' transportation costs

Please take note of the following important points:

- ❖ The scope of the workshop is intended to be local or regional, not national or international. We are unable to extend support for the transport expenses of international speakers.
- ❖ Participant Expenses: Please be aware that the grant does not encompass provisions for participant transport or accommodation expenses.
- ❖ Speaker Participation: Speakers are generously contributing their insights pro bono. Therefore, the budget does not encompass per diem or any form of remuneration for their participation.
- ❖ Attendee Capacity: Ideally, the workshop aims to host a range of 50-100 nurses and midwives, subject to the venue's capacity. Our primary focus is to facilitate participants' attendance without any financial burden.

- ❖ If the workshop funding needs to be paid in a currency different from GBP, please ensure that this is clearly stated in the invoice and in all communications. Any changes to the payment currency might result in delays.

Global Research Nurses Workshops Examples:

These are examples of previous workshops organised by our coordinators:

<https://globalresearchnurses.tghn.org/workshops/>

How to organise a research capacity building workshop for nurses and midwives

Organizing a research capacity building workshop for nurses and midwives in low resource settings can be done by following these steps:

1. **Identify the needs:** Identify the research capacity building needs of nurses and midwives in the targeted LMICs through a needs assessment survey or consultation with key stakeholders.
2. **Develop a workshop curriculum:** Develop a workshop curriculum that addresses the identified needs, such as research design, data collection and analysis, and publication and dissemination.
3. **Identify and invite participants:** Identify and invite nurses and midwives from the targeted LMICs to attend the workshop.
4. **Recruit facilitators:** Recruit experienced researchers and educators to serve as facilitators for the workshop.
5. **Secure funding and logistics:** Secure funding for the workshop and make arrangements for logistics such as venue, accommodation, and transportation. GRN can support this step.
6. **Promote the workshop:** Promote the workshop through various channels, such as social media, email, and posters, to reach a wide audience of potential participants.
7. **Conduct the workshop:** Facilitate the workshop according to the curriculum and provide opportunities for participants to engage in hands-on activities and group discussions.
8. **Follow-up and evaluate:** Follow-up with the participants after the workshop to assess the impact of the workshop on their research capacity building and make necessary adjustments.

It's essential to involve nurses and midwives from the targeted LMICs in the planning and implementation of the workshop to ensure that the content is relevant and applicable to their context.

Workshop Proposal structure

You can access the **workshop proposal template** at the bottom of this page:

<https://globalresearchnurses.tghn.org/workshops/>

1. Title of workshop/activity
2. Target audience

3. Number of participants
4. Provisional dates - The workshop date will not be set or confirmed until the payment has been received
5. Number of days, number of sessions, session duration
6. Mode of sessions delivery (face to face, hybrid,..)
7. Language
8. Location of workshop / activity – please provide full address
9. rationale for workshop (max 100 words)

Aims and objectives - Please list 3-5 learning objectives for your workshop. These should clearly state the knowledge or skills participants can expect to come away with after the event. In the workshop feedback survey we will ask participants to respond against these objectives.

The objectives should answer these questions: How is this event improving the research skills of the nurses that are attending? What skills are they improving or gaining?

10. Agenda
11. Speakers - including their institution and rationale for their participation
12. Timelines
13. Workshop / activity intended outcomes for the audience
14. Workshop / activity intended outcomes for yourself/your institution
15. Anticipated outputs
16. Plan for how the learning or benefits will be sustained
17. Total Budget
18. Budget breakdown

Workshop payment - Once the itemised budget is approved

- We need at least 3 weeks to set them up in the Finance University of Oxford system, for new suppliers: Complete “*Due diligence questionnaire under 25K*”
- You would send an invoice including invoice number, cost and their bank details.
- **Provide all costs un GBP and USD currencies. Please confirm if your institution’s bank accepts payments in GBP.**
- The invoice would be paid after 30 days. For example, if we receive an invoice on 30 April then it will be paid on 30th May. However, we’ve experienced significant delays in processing workshop payments. To mitigate any challenges faced by nurses organizing these workshops, we've implemented a new policy. **The workshop date will not be set or confirmed until the payment has been received.** This adjustment ensures a smoother process for all involved and minimizes disruptions in workshop planning.

Workshop Payment Process - Upon Approval of Itemized Budget

To ensure a streamlined payment process, kindly note the following steps:

1. **Finance System Set-up:** Once the detailed budget receives approval, we will initiate the setup process within the University of Oxford's Finance System. For new suppliers, an essential step is the completion of the “*Due Diligence Questionnaire under 25K*”. This procedure typically takes around 3 weeks to finalize.
2. **Invoice Submission:** Following the completion of the due diligence process, we kindly request you to prepare an invoice. The invoice should encompass vital information such as the invoice number, total cost, and your valid bank details for payment processing.

Invoice Address:

*University of Oxford, Centre for Tropical Medicine and Global Health,
New Richards Building, University of Oxford,
Old Road Campus,
Roosevelt Drive,
Headington,
OXFORD OX3 7FZ
United Kingdom*

3. **Payment Timeline:** Payments will be executed 30 days post receipt of the invoice. To illustrate, if the invoice is received on the 30th of April, the payment will be made on the 30th of May.

We deeply appreciate your cooperation in adhering to this payment process. Your understanding ensures the efficient management of financial transactions within the University of Oxford's framework. Should you have any queries or require additional assistance, please don't hesitate to reach out.

Itemised budget template

S/N	Quantity	Description of items/services	Unit Price GBP	Net value	
					GBP
1					
2					
3					
4					
5					
6					
7					
8					

Workshop outputs

Please find below some examples of potential workshop outputs to consider:

1. Improved research skills and knowledge among the participating nurses, including in areas such as research design, data analysis, and report writing.
2. Increased research productivity: Participants can learn from experienced researchers and apply their newfound knowledge to their own projects, resulting in more and higher-quality research outputs.
3. Increased understanding of ethical considerations in research, including the need for informed consent, protection of human subjects, and confidentiality.
4. Increased awareness of the importance of conducting high-quality research in support of evidence-based health policies and practices.
5. Improved capacity for collaboration between healthcare providers and researchers, with the goal of promoting interdisciplinary approaches to addressing health challenges in low and middle-income countries.

6. Increased opportunities for professional development and advancement for participating nurses, as well as for further training and education in research methods and practices.
7. Creation of a network of nurse researchers in low and middle-income countries, promoting the sharing of knowledge and best practices, and fostering ongoing collaboration and support.
8. Improved research infrastructure: Workshops can provide training and support to build the necessary skills and resources to effectively conduct research.
9. Policy impact: Research capacity strengthening workshops can contribute to informed decision-making and evidence-based policy formulation

Capturing Recommendations and Learning Lessons from Your Research Capacity Strengthening Workshop

Gathering valuable feedback from your workshop is crucial for improving future events and measuring their impact. Here's a quick guide to help you capture recommendations and learning lessons from your workshop

1. Capturing feedback:

During the workshop

- Ensure facilitators are aware of the importance of capturing recommendations
- Dedicate time for participants to brainstorm on sticky notes:
 - ✓ "What did you find most valuable?"
 - ✓ "What would improve future workshops?"
 - ✓ "What research skills do you feel need further focus?"
- Allocate time at the end of each session for participants to note down their thoughts.


After the workshop:


- Compile and analyze feedback data to identify key themes and actionable recommendations. Identify themes and highlight both positive feedback and areas needing improvement. **Based on the themes, develop actionable recommendations.** Prioritize recommendations that will have the most significant impact
- Share key findings with participants and stakeholders to showcase the workshop's impact and demonstrate your commitment to continuous improvement.

2. Capturing Learning Lessons:

- ❖ Facilitate team debrief: Gather your facilitators to discuss what worked well, what needs tweaking, and any unexpected challenges.
- ❖ Review notes and/or recordings: Analyse workshop materials, sticky notes, and recordings to identify trends in feedback and areas for improvement.
- ❖ Document the lessons learnt and include specific examples and quotes from participants to illustrate key points

Guidance following workshop concept & budget approval by The Global Health Network & Global Research Nurses

<p>Workshop webpage at Global Research Nurses</p>	<p>All workshops will be set up at Global Research Nurses Hub/ our workshops</p> <p>Please provide the following to set up the hub page:</p> <ul style="list-style-type: none"> • Workshop information (abstract): including location, background, aims and objectives • Workshop poster for comms and dissemination. Please include: The Global Health Network & Global Research Nurses logos. These should align side by side with the collaborating institution's logo and all should have equal size and prominence. • Institutional logos to be included • Workshop programme and speakers' bios • The workshop registration link will be set up by the Oxford team – the registration form includes media consent.
<p>Media Consent form for images taken during the workshop</p>	<p>Please ensure all coordinators and speakers complete the media consent form for images taken during the workshop. You can access the form here: https://app.onlinesurveys.jisc.ac.uk/s/oxford/global-research-nurses-tghn-media-consent-form</p> <div style="text-align: center;">  </div> <p>For workshop attendees, the media consent form is included in the workshop registration form.</p>
<p>Payment</p>	<ul style="list-style-type: none"> • We require at least 3 weeks to set up a new supplier in the University of Oxford Finance system. New suppliers should complete the "Due Diligence Questionnaire under 25K." • Send an invoice that includes the invoice number, total cost, and your bank details (an invoice example is included in this document). The invoice should be addressed to: <p style="text-align: center;"> <i>University of Oxford, Centre for Tropical Medicine and Global Health, New Richards Building, University of Oxford, Old Road Campus, Roosevelt Drive, Headington, OXFORD OX3 7FZ United Kingdom</i> </p>

	<ul style="list-style-type: none"> The invoice will be paid within 30 days of receipt. For example, if we receive an invoice on 30 April, it will be paid on 30 May.
<p>Workshop feedback</p>	<p>The Global Health Network and Global Research Nurses has a standard feedback survey for workshops. This survey will be open for 2 weeks after the event. The workshop organiser must share the survey link with participants at the end of the workshop. Please note that participants must complete the feedback survey to be eligible for a Workshop Certificate of Attendance.</p> <p>Feedback workshop link: https://app.onlinesurveys.jisc.ac.uk/s/oxford/tghn-webinar-workshop-feedback-survey-v4</p> <p>Participants will need to enter the workshop date when completing the feedback form in the format DDMMYY. For example, if the workshop is on 1st February 2025, the code would be 010225.</p> <p>QR link to the feedback form</p> 
<p>Certificates</p>	<p>Certificates of attendance for workshop participants - Please refer to The Global Health Network's Certificates Policy for further information: https://globalhealthtrainingcentre.tghn.org/webinars/certificates-attendance/</p> <p>All certificates will be emailed as PDF directly by the TGHN team.</p>
<p>Reporting</p>	<p>Please provide the workshop report within one month of completion of workshop</p> <p>Workshop report template available at the bottom of this page: https://globalresearchnurses.tghn.org/workshops/</p> <p>Report structure:</p> <ol style="list-style-type: none"> 1. Workshop / webinar title 2. Date 3. Location 4. Summary (to publish on Global Research Nurses hub) 5. Introduction – Background to the workshop - Provide a brief overview of the workshop's objectives and background, including its goals, target audience, and location. 6. Workshop / webinar aim and learning objectives 7. Workshop structure and content: Describe the structure of the workshop, including its duration, format, and the topics covered.

	<p>Highlight the key components of the training, such as research methodologies, data analysis, ethical considerations, and report writing.</p> <ol style="list-style-type: none"> 8. Attendance report - Participants: Provide a brief profile of the participants, including their background, experience, and interests. 9. Polling report – if used 10. Outcomes and evaluation: Discuss the outcomes of the workshop, such as increased knowledge and skills among the participants, increased understanding of ethical considerations in research, and improved research capacity. Provide feedback from participants on the effectiveness of the workshop, and any suggestions for improvement. 11. Comments from attendees 12. Recommendations – see guidance above 13. Conclusion - Conclusion: Summarize the key outcomes of the workshop and highlight its significance for nursing and midwifery research in low and middle-income countries. Emphasize the importance of continued efforts to strengthen research capacity in these countries. 14. References: List any relevant references and resources used in the workshop.
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