

## **Suggested Working from Home activities for Trainees in self-isolation**

All working from home arrangements are your Employer's responsibility and we recommend you liaise with your supervisor to devise an appropriate workplan. The plan should focus on study and research related to RCPA training requirements and/or JSAC training requirements for dual-specialty trainees. Proposed workplans should be agreed to and overseen by your current supervisor and be assessed by your Supervisor upon your return to work.

In general terms the activities should be useful to the department, provide meaningful learning and where possible, contribute to curriculum and portfolio requirements.

## **Activities for Trainees in all disciplines**

- Approved quality activities and audits
- Review previous RCPAQAP modules
- Review documents on NPAAC, NATA/IANZ websites and ISO standards relevant to quality management
- Complete the required RCPA online modules, and modules on Anti-bullying, Discrimination and Harassment; and Mentoring. Please note that the Laboratory Management module is currently being updated and some aspects unavailable, we hope to rectify this as soon as possible
- Assist with literature reviews, or other aspects of ongoing departmental research projects
- Assist consultants with the preparation of online teaching resources
- Read widely about Molecular Pathology relevant to your discipline (e.g. Molecular DOPS activities) and summarise key points
- Prepare a PowerPoint presentation on a molecular topic for virtual delivery to your study group/department
- Develop virtual teaching material for Trainees and/or laboratory staff – lectures, tutorials
- Prepare a journal club presentation
- Attend as many relevant virtual meetings as possible

- Attend discipline specific webinars arranged by the RCPA and/or other relevant primary health care network webinars
- Review/audit recent incident reports from your laboratory
- Locate and read relevant laboratory SOPs and review relevant SDS
- Review and update portfolio items
- Handle and document clinical phone calls at request of employer, and discuss with supervisor as required
- Other tasks as requested by Supervisor/HOD
- Plan and implement strategies to maintain personal and colleague wellbeing.

## **Suggested discipline specific activities**

### **Anatomical Pathology Trainees**

- Review cut up manuals and Trainee related procedures, as requested
- Prepare PPD items, e.g. complex case report, audit report, poster, publication
- View virtual slides in the RCPA eCase library
- Assist with formulating reference sheets for common areas of reporting based on up to date literature
- Review ancillary techniques used in the laboratory
- Read up on interesting specimens encountered at cut up and reporting

### **Chemical Pathology Trainees**

- Prepare items for publication, e.g. write up a research project or case report
- Prepare a written report of an audit activity
- Prepare a written report on a complex case
- Prepare a Case based Discussion (CbD) for virtual presentation
- Read product manuals to prepare for the Instrument maintenance DOPS

### **Forensic Pathology Trainees**

- Complete unfinished case reports
- View virtual Anatomical Pathology eCases in the RCPA eCase library
- View 300 Forensic pathology eCases in RCPA eCase library
- Begin preparation for a presentation in lieu of casebook, if required

- Review the list of essential topics and plan to focus on outstanding areas
- Read selected forensic anthropology topics

### **Genetic Pathology Trainees**

- Plan a research project, commence literature review
- Prepare a Case based Discussion (CbD) for virtual presentation
- Assist with updating databases
- Prepare items for conference/workshop presentation

### **Haematology Trainees**

- Plan dissertation: commence literature review, prepare documents for ethics approval if required
- Learn about statistical methods to be used in your dissertation
- Prepare items for publication, e.g. write up a research project or case report
- Utilise online transfusion resources, e.g. the Blood Bank Guy
- Prepare a Case based Discussion (CbD) for virtual presentation
- View the 300+ virtual haematology slides on the RCPA website

### **Immunopathology Trainees**

- Plan dissertation: commence literature review, prepare documents for ethics approval if required
- Prepare a written report of an audit activity
- Prepare a written report on a complex case
- Prepare a Case based Discussion (CbD) for virtual presentation

### **Microbiology Trainees**

- Plan Major and Minor projects: commence literature review, prepare documents for ethics approval if required, write up sections of projects, if possible
- Learn about statistical methods to be used in your projects, if relevant
- Prepare two case-based discussions as specified in the Trainee Handbook
- Prepare portfolio activities