

## Template schedule of an HVTAP visit

Times allowed for each section will vary according to the size and complexity of the hospital,  
And visitors/ hospitals may amend the programme to accommodate particular circumstances.

### Schedule Day 1

- 08.00-09.00 Meeting with Head of Department / Director of Anaesthesia
- 09.00-09.30 Meeting with Hospital Manager / Senior Administrator
- 10.00-11.00 Interview with Training Programme Director
- 11.00-12.00 Site visit / Inspection of facilities
- 12.00-13.00 Lunch
- 13.00-14.30 Review of anaesthesia records, template logbooks, audits, guidelines, SOP's and protocols together with Senior Faculty, Training Programme Director or Head of Department
- 15.00-16.00 Meeting with Experimental and/or Clinical Research Group
- 16.00-18.00 Educational activity (interactive teaching) with trainees  
and/or  
Educational activity of department (if available on the day)

### Schedule Day 2

- 08.00-10.00 Facilities, technical equipment, training, learning environment etc.  
in the Operating Theatres and Intensive Care Unit
- 10.30-11.00 Meeting with head nurses and or representatives from other disciplines /  
relevant parties
- 11.00-12.00 Interview with Tutors/Supervisors
- 12.00-13.00 Lunch
- 13.00-15.00 Interview with Trainees (15-20 min each)
- 15.30-16.00 Debriefing with senior staff / key personnel  
Opportunity for feedback from Faculty to Visitors