**5a. Facilitator’s Guide for Reviewing Photos with Forms**

This document is one component of a larger resource package titled *Photographing Eyelids Before and After Trachomatous Trichiasis (TT) Surgery*.

**Introduction**

This Facilitator’s Guide is designed to support a training and guided discussion on the value and process of TT surgeons using photos of operated TT cases as a capacity-strengthening tool.

This guide should be used with the accompanying PowerPoint (PPT) slide deck titled **5b. Presentation for Reviewing Photos**. The guide consists of three sessions:

* Session 1: Group Review of Photos
* Session 2: Individual Surgeon Review of Photos
* Session 3: Collection of Feedback and Group Discussion on Photo Taking

In addition, this guide includes and explains how to use three forms:

* *Form 1: Immediate Post-Operative (IPO) Photo Review Form* (used during Session 2)
* *Form 2: Follow-up Post-Operative (FPO) Photo Review Form* (used during Session 2)
* *Form 3: Questionnaire on Photo Taking Utility, Feasibility, and Quality* (used during Session 3)

In preparation for these sessions, the facilitator should identify the participating surgeons’ level of professional training and experience taking photos, as these factors may influence participants’ attitudes towards and acceptance of using photos in the ways outlined below.

**Session 1: Group Review of Photos**

**Session Summary**: This session is designed to bring together the surgeons to review the post-operative photos of their previous surgical work and to discuss ways post-operative photos can be used to improve performance to achieve higher quality surgical outcomes.

**Objectives:**

1. To ensure that the surgeons understand the objectives of integrating photo taking into the surgical process
2. To review, as a group, immediate post-operative (IPO) photos and follow-up post-operative (FPO) photos
*These photos may be selected from among the participating surgeons’ work (do not include the surgeon’s name) or from an external set.*
	1. To provide an opportunity to discuss how the characteristics of the IPO eye as shown in the photo might have impacted the outcome seen in the FPO photos
	2. To review FPO photos with complications and discuss whether each associated IPO photo indicates any potential predictors of these complications
	3. To reach consensus on how 3-6 month post-operative complications could have been avoided at the time of the operation
3. To foster teamwork among the participating surgeons

**Time:** 45 minutes

**Materials**: Computer, projector, flip chart, markers, and PowerPoint slides with 5-6 sets of IPO and FPO photos (see Section 1 of **5b. Presentation for Reviewing Photos**).

**Pre-session preparation**:

1. The facilitator should thoroughly review the photos that will be projected to be able to direct participants’ attention to various issues in both IPO and FPO photos.
2. If there are two or more facilitators/technical supervisors, they should make sure they agree on the various characteristics seen in the photos before the session begins.
3. The facilitator should project the photos prior to the session to ensure that the key elements of the photos project clearly. If the photos are too dark to clearly see the eyelid characteristics, the photos can be lightened using any basic, free photo editing tools.

**Process**:

1. As indicated in the Introduction slide of **5b. Presentation for Reviewing Photos**, the facilitator begins by asking the participants to state what they feel are the objectives of integrating photo taking into the surgical process and writes the responses on flip chart paper.
2. When all participants have contributed, the facilitator reviews the responses, asking for comments from each participant who explains his/her agreement with the suggestion and the ‘why’ or ‘why not.’
3. If not mentioned by participants, facilitator should introduce the following potential objectives into the discussion:
	* To increase the potential for higher quality outcomes of TT surgery
	* To improve individual surgeon awareness of areas in need of strengthening
	* To provide an opportunity for surgeons to assess their own performance and identify areas to strengthen
	* To predict the surgical outcome based upon immediate post-surgical result
	* To be able to assess the results of the surgery while the operated case is still available to make necessary adjustments to improve long-term outcome and avoid complications
4. The facilitator presents the first example IPO photo, asking the participants to take a few minutes to observe.
5. The facilitator asks the participants how they would assess the surgery, highlighting any positives or potential problems while writing responses on flip chart paper.
	* Sample questions to pose to the group include:
		1. What are the positive surgical aspects of this eyelid?
		2. What potential problems are present in this eyelid?
	* The facilitator should be prepared to draw the participants’ attention to critical details of the IPO photo if they are not mentioned by participants.
	* *Note*: Questions could be more directed towards individual elements of the surgery such as margin, sutures, rotation, etc.
6. The facilitator asks the participants what, based on the potential problems identified, they would expect to see when the operated case is followed up with 3-6 months later.
7. The facilitator presents the FPO photo, asking the participants what they observe and discussing the expectations they named during the previous step.
	* Sample questions to pose to the group include:
		1. What can one observe about this eye 3-6 months post-operatively?
		2. How do these observations agree with the expectations based on the IPO photo?
8. The facilitator presents the IPO and FPO photos side-by-side and asks the participants what, given the FPO photo results, could have been done either during surgery or immediately post-operatively to reduce the chances of a poor outcome.
	* Sample questions to pose to the group include:
		1. In looking at this photo, what could have been done while the patient was on the table to allow for a better outcome?
9. Steps 4-8 are repeated for each example photo.

**Session 2: Individual Surgeon Review of Photos**

**Session Summary**: This session provides the individual surgeons with the opportunity to review the IPO and FPO photos of the cases they operated on and to think critically about their own surgical performance. *Note: The more technical supervisors available, the quicker this session can proceed.*

**Objectives**:

1. To briefly review with the individual surgeons the eyes reviewed in the preceding session (*Session 1: Group Review of Photos*) to ensure the surgeon has no questions as to the discussions and any decisions reached
2. To have the surgeons review photos of their own work and identify the strengths and weaknesses of their individual surgical performance for each operated eye for which photos are available
3. To have each surgeon determine what skills they want to strengthen to ensure higher performance during the next surgical campaign
4. To identify in each case what, if anything, could have been corrected during surgery, reinforcing the idea that the immediate post-operative result can often predict the longer-term outcome and potential complications

**Time**: 45-60 minutes for each surgeon depending on number of photos

**Materials**: Laptop for each participant, memory stick for each participant with the IPO and FPO photos of each of their operated cases, and the appropriate number of printed copies of *Form 1: Immediate Post-Operative (IPO) Photo Review Form* and *Form 2: Follow-up Post-Operative (FPO) Photo Review Form*. Section 2 of **5b. Presentation for Reviewing Photos** contains a slide summarizing the individual review process that can be displayed for participants’ reference.

**Pre-session preparation**:

Each facilitator/technical supervisor should complete the following steps:

1) Review all photos prior to this session.

2) Make notes on the various aspects of the operated-upon eyes at both IPO and FPO to be able to direct the surgeon’s attention to the more critical aspects if the surgeon him/herself does not notice.

3) For each photo reviewed, complete the appropriate form (either *Form 1: Immediate Post-Operative (IPO) Photo Review Form* and *Form 2: Follow-up Post-Operative (FPO) Photo Review Form*). Prior to the session with a surgeon (which will be held with one of possibly several technical supervisors), the technical supervisors should agree among themselves on the critical feedback points for each photo.

**Process:**

1. Describe for participants the sequence of steps that will take place during this session using the two slides in **5b. Presentation for Reviewing Photos**, titled *Session 2: Individual Surgeon Review of Photos* and *Methodology*.
2. The technical supervisor asks each surgeon to review his/her photos and to complete the appropriate form for each eye photographed (either *Form 1: Immediate Post-Operative (IPO) Photo Review Form* and *Form 2: Follow-up Post-Operative (FPO) Photo Review Form*).
3. The technical supervisor sits one-on-one with the individual surgeon and presents the photos from Session 1, referring back to the discussions. Questions for each photo set include:
	1. Were you in agreement with the group’s analysis of these photos?
	2. Did you see anything in these photos that was not brought up and discussed?
4. The technical supervisor reviews with each individual surgeon each eyelid for which there is an IPO and FPO photo, following Steps 4-8 in Session 1. As part of the discussion, the technical supervisor reviews each component of the forms that were completed for each eyelid (either *Form 1: Immediate Post-Operative (IPO) Photo Review Form* or *Form 2: Follow-up Post-Operative (FPO) Photo Review Form*). The supervisors and surgeon should discuss all questions, including those where their responses differed.
5. Following the review, the technical supervisor asks the surgeon what skills/surgical competencies they feel they need to focus on given the results reviewed with the technical supervisor.
6. The technical supervisor provides his/her own analysis of strengths and weaknesses.
7. Building on the above step, the technical supervisor and surgeon discuss next steps, agree on any necessary individualized plan for performance improvement, and document the individualized plan in writing.

**Session 3: Collection of Feedback and Group Discussion on Photo Taking**

**Session Summary**: This session allows for an open discussion among the participating surgeons to discuss the overall value of the photo taking and ways to better integrate it into the surgical process.

**Objectives**:

1. To identify the advantages and challenges of IPO and FPO photo taking
2. To gather each surgeon’s feedback as to whether the photo taking should be adopted as a standard quality assurance tool
3. To identify ways that photo taking might be more smoothly integrated into the surgical camps so as to not interrupt the flow of the process
4. To identify ways to improve the quality of the photos
5. To reach a consensus as to whether photo taking should be adopted as a standard quality assurance tool

**Time**: 1 hour

**Materials**: Flip chart, markers, and *Form 3: Questionnaire on Photo Taking Utility, Feasibility, and Quality*. Section 3 of **5b. Presentation for Reviewing Photos** contains a slide introducing the discussion.

**Process**:

1. Describe for participants the sequence of steps that will take place during this session using the two slides in **5b. Presentation for Reviewing Photos**, titled *Session 3: Collection of Feedback and Group Discussion on Photo Taking*.
2. The facilitator administers *Form 3:* *Questionnaire on Photo Taking Utility, Feasibility, and Quality* to participants, collecting all forms once participants have completed the exercise.
3. The facilitator asks the participants if they felt that the photo taking and review of photos were valuable and, if so, why. The facilitator lists the responses on the flip chart.
4. The facilitator asks the participants what challenges they encountered during the IPO photo taking and lists these on the flip chart.
5. Addressing the challenges one by one, the facilitator asks the participants to brainstorm how these challenges might be overcome. The facilitator documents relevant points on the flip chart.
6. The facilitator leads a discussion on whether photo taking should be considered standard operating procedure for surgical camps, documenting relevant points on the flip chart.
7. If the consensus is to adopt photo taking, the facilitator leads a discussion on how it might be used in addition to the objectives discussed in *Session 1: Group Review of Photos*.
8. Following the conclusion of the session, the facilitator ensures the content of the flip charts has been shared with the session note taker and/or activity organizers.

**Attachments**

* *Form 1: Immediate Post-Operative (IPO) Photo Review Form* (completed by surgeon and supervisor separately during Session 2, prior to their one-on-one discussion)
* *Form 2:* *Follow-up Post-Operative (FPO) Photo Review Form* (completed by surgeon and supervisor separately during Session 2, prior to their one-on-one discussion)
* *Form 3: Questionnaire on Photo Taking Utility, Feasibility, and Quality* (completed during Session 3 by all stakeholders from whom feedback is desired)

Patient Name or ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Role of Person Completing Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: [ ]  Operating Surgeon [ ]  Technical Supervisor [ ]  Other (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Eye: [ ]  Right [ ]  Left

1. Please assess the correction across the lid margin using the following table:

|  |  |  |
| --- | --- | --- |
| Nasal | Central | Temporal |
| [ ]  Too much over correction[ ]  Properly corrected (slight over correction)[ ]  Under corrected | [ ]  Too much over correction[ ]  Properly corrected (slight over correction)[ ]  Under corrected | [ ]  Too much over correction[ ]  Properly corrected (slight over correction)[ ]  Under corrected |
| *Comment (optional):*  |

1. The lid margin is: [ ]  Regular [ ]  Irregular

*Comment (optional):*

1. The incision length (ideally ≥ 22 mm) appears to be: [ ]  Too short [ ]  Too long [ ]  Correct

*Comment (optional):*

1. How would you rate the overall quality of the surgery?

€ Poor € Below Average € Average € Above average € Excellent

*Comment (optional):*

1. *Optional:* Please note any additional positive or negative aspects of this eyelid after surgery:
2. What negative outcomes might you expect to see 3-6 months later in this eyelid?

€ No negative outcomes € Post-operative TT € Irregular eyelid margin € Granuloma

*Other:*

Patient Name (or ID number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient Name or ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Role of Person Completing Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: [ ]  Operating Surgeon [ ]  Technical Supervisor [ ]  Other (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Eye: [ ]  Right [ ]  Left

1. Please assess the eye for post-operative TT using the following table:

|  |
| --- |
| This eye: |
| [ ]  Does **not** have post-op TT |
| [ ] Has post-operative TT nasally [ ] Has post-operative TT centrally[ ] Has post-operative TT temporally |
| *Comment (optional):*  |

1. The eyelid contour is: [ ]  Normal [ ]  Abnormal

*Comment (optional):*

1. Is there a granuloma: [ ]  Yes [ ]  No
2. *Optional:* Please note any additional observations about this eyelid 3-6 months post-operatively:
3. How do your observations in Questions 1-3 agree with the specific outcomes you previously predicted (in your response to Question #6 on *Form 1: Immediate Post-Operative (IPO) Photo Review Form*)?
4. In looking at this photo, what could have been done while the patient was still on the surgery table to allow for a better outcome?
5. How, if at all, would you change your future surgical technique, based upon this eyelid’s appearance immediately after surgery and at follow-up 3-6 months later?
6. Overall, how would you rate today’s review of the photos that were taken during prior surgery campaigns?

€ Not at all useful € Slightly useful € Moderately useful € Very useful

Please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is the value of this approach of taking and reviewing photos?

i)

ii)

iii)

1. Please complete the following table:

|  |  |
| --- | --- |
| What were the challenges incorporating the photo taking approach into the surgical and follow-up process? | What could be done to address this challenge? |
| i) | i) |
| ii) | ii) |
| iii) | iii) |

1. Did you learn something about your surgical skills today based on the review of photos of your operated cases?

€ Yes € No € I don’t know

If yes, what did you learn?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. At which time points are you most likely to use photos to reflect on your surgical skills?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Not likely | Neutral | Likely |
| During a pre-campaign meeting | € | € | € |
| At the beginning of each day of a campaign | € | € | € |
| At the end of each day of a campaign | € | € | € |
| During a campaign debrief meeting | € | € | € |
| During 3-6 month follow-up | € | € | € |
| Once I have returned to my post | € | € | € |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | € | € | € |

Please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. If all operated cases were to be photographed during a future campaign, how would you rate the objective of taking photos of **100%** of operated cases?

€ Very difficult to achieve

€ Moderately difficult to achieve

€ Neutral

€ Moderately easy to achieve

€ Very easy to achieve

Please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Considering the roles and responsibilities of each person during TT campaigns, who do you think would have the time and the capability to take high-quality photos at the surgery site?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Who do you think would have the time and the capability to take high-quality photos during 3-6 month follow-up examinations?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do you recommend as ways to increase the proportion of high-quality, useable photos?

i)

ii)

iii)

1. What other ways could photo taking be used to benefit the overall trichiasis program?

i)

ii)

iii)

1. Do you recommend that photo taking become a standard operating procedure during TT surgical camps?

€ Yes € No € I don’t know

Please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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