GETTING STARTED WITH WORKPLACE

Amy Manley and George Morris   **RCPsych.Workplace.com**   November 2019
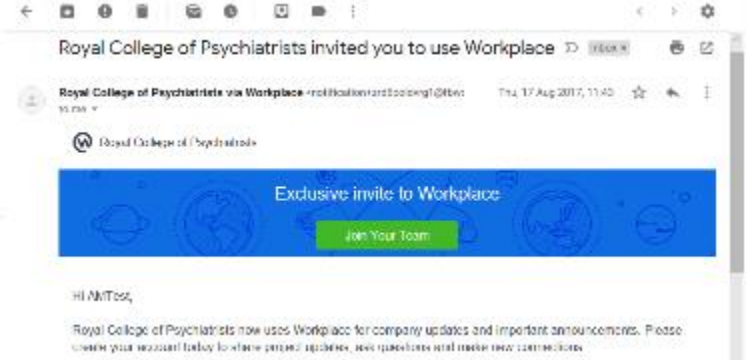
Contents

What is Workplace?

Workplace is a professional networking site. It allows you to connect with other psychiatrists and trainees in the area. We hope it will support the network of psychiatrists locally, allowing us to find out about opportunities which interest us, promoting collaboration and shared learning and cutting down on emails. We are piloting it locally on behalf of the RCPsych. Workplace is created by the same company which makes Facebook but is entirely separate and is only accessible by people with RCPsych Workplace accounts, not the general public. Please behave professionally on the platform, in line with GMC guidance on the use of social media (available online).

Never use Workplace to share patient identifiable information.

Receiving the Invite Email

In order to access the Workplace site you need to be invited to join. If you are a trainee within the Severn Deanery you should receive an email invitation to join when your start CT1 (please also check your spam folder). If you have not received such an email, or can't locate it, please contact Joanna Humphries. We would recommend that you use your **nhs.net** email address to sign up, if you have one.

Joining Workplace

Locate the invite email Click on the link or copy it into your internet browser	

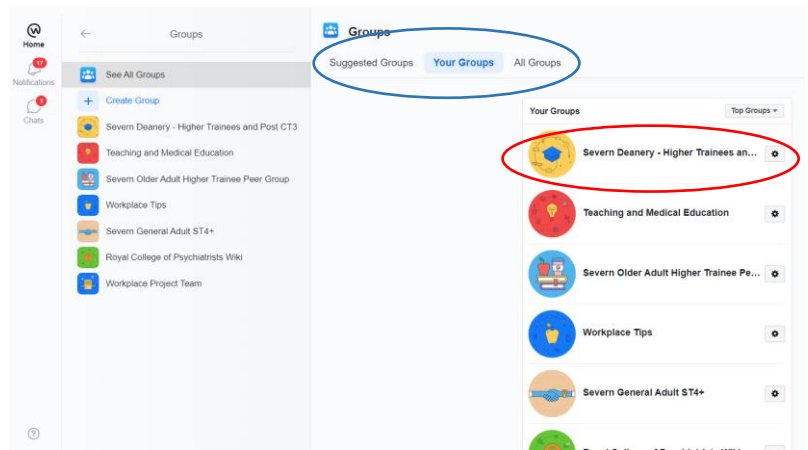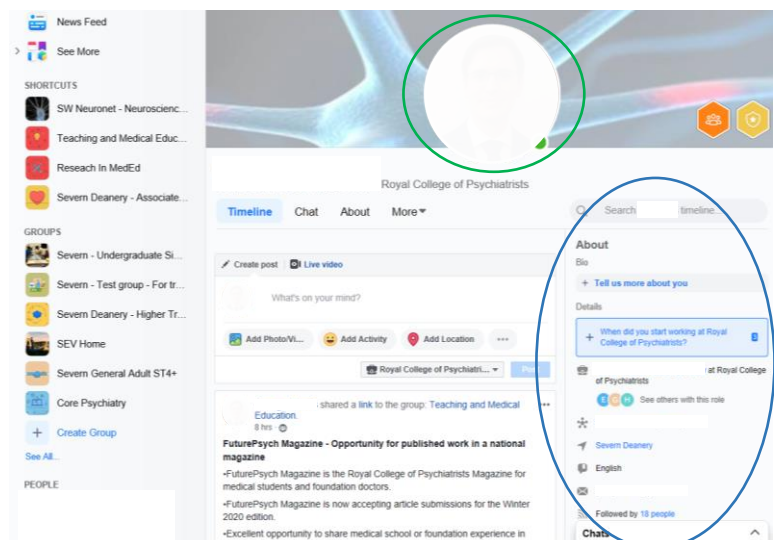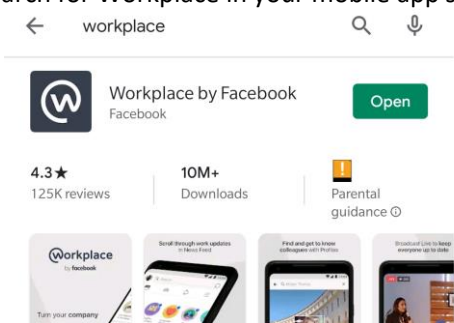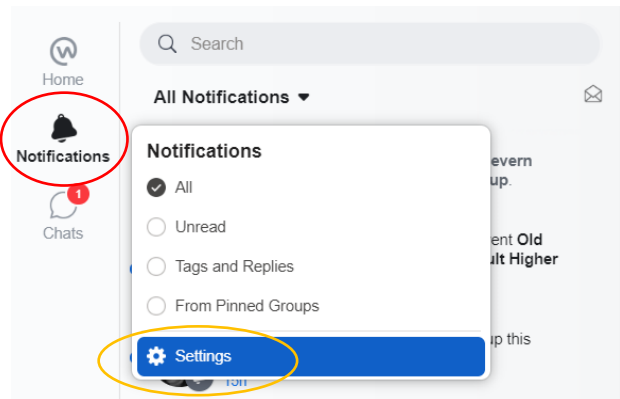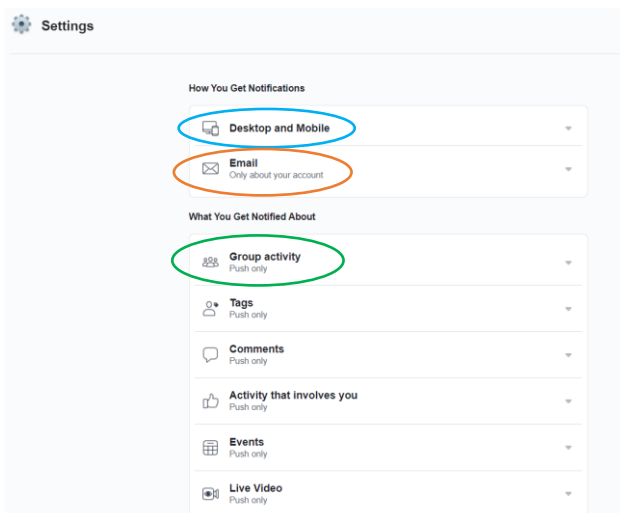|	
You will be directed to the Workplace sign up page 1- Create a password 2- Read and agree terms of use 3- Click **create account**	
After clicking create account, you will be directed to the Workplace welcome page. The content of Workplace is all arranged in groups. From the welcome page you can view these groups. 1 – From the home tab on the left select **See all…** under **Groups** 2 - You will be presented with lists of groups which you may be interested in. Start with **Suggested Groups** or look at **All Groups**. You can join or leave groups at any time *Group names start with the area they cover e.g. Severn*. Find out more about groups below You may also wish to **"Follow"** people (this means you will be alerted if they write anything on Workplace).	
Update your profile 1- Click on your name at the bottom left. This will take you to your profile 2- Hover the cursor over the "About" section then click **Edit** to update your profile. Please add your **grade / specialty / place of work** and update these when required 3- Click on your initial at the top of the page to add a picture of yourself and a cover photo to further personalise your profile. ***You are now signed up to Workplace***	

Change your notification settings to avoid unnecessary emails	See "Change your notification settings" below
Download the app: Workplace is available as an Android or IOS app. It is a useful way to keep an eye on Workplace notifications without the need for email and can be set to "Do not disturb" outside working hours.	Search for Workplace in your mobile app store
Check out your groups, post content and create new groups (see below)	

Changing your notification settings

Over time sharing information on Workplace will mean less need for emails. However default notification settings mean you are alerted by email to activity on Workplace. You can **change your notification settings** and have more control over when and how you are notified as follows:

1- Click the **Notifications** in the top left of the screen 2- Click **Settings** 3- Click **Desktop and Mobile** to set how you receive notifications: - Push notifications are messages that appear on your screen 4- Click **Email** to set the broad group of email notifications you want – this can be none but essential ones about your account 5- Click **Group Activity** to set individual preferences for different groups There are additional settings below so you can choose exactly what you want to hear about. **Remember, if you turn off notifications, then don't forget to check Workplace regularly.** It is often helpful to have updates from your most important groups.	 Changing levels of notifications on your PC/laptop and mobile:

There is a "Do not disturb" function. This allows you to specify times you do not wish to receive notifications. This can avoid receiving updates outside of working hours.

1 – Click your **name icon** on the bottom left
2 – Select Do Not Disturb then **Do Not Disturb Schedule**

3 – Applying the setting illustrated will ensure you only receive notifications during normal working hours

You can also turn this function on temporarily, for example if you are on leave.
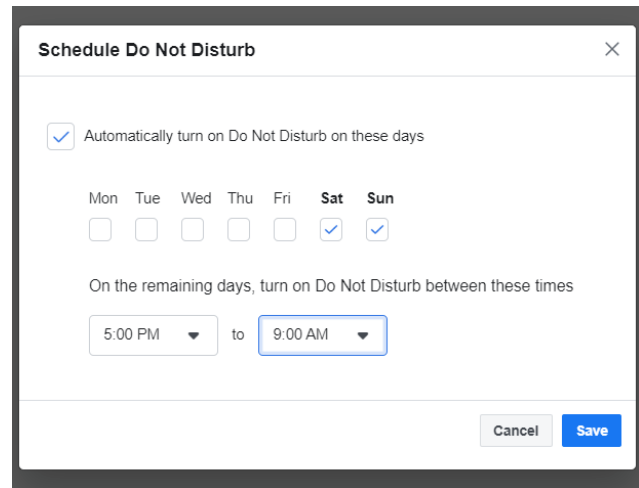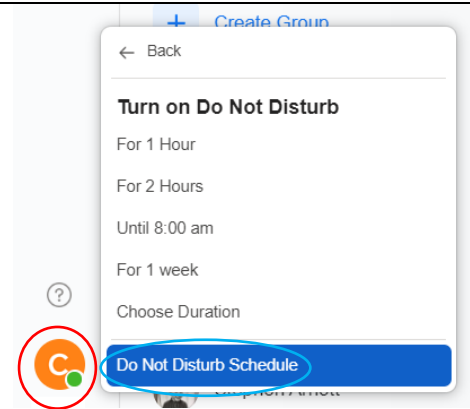
Joining Groups

All the content of Workplace is all arranged in groups. You can see the content of open groups without joining them. However, to add content or see the content of closed or secret groups you must first join them.

You can find groups by selecting the **Home** button at the top left and then **See all…** under groups

Click **Join Group**.

If you have joined an **open** group you will be able to access it and post content immediately.

If you have joined a **closed** or **secret** group you will need to wait until your request to join has been approved to view and post information.

When you join a group it will show as **Requested.**
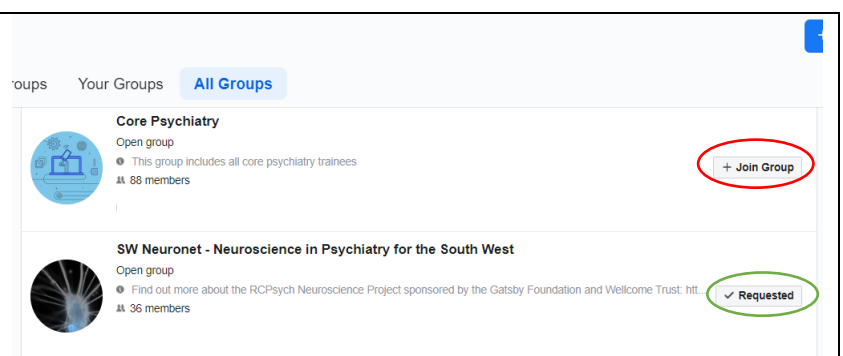
Open groups allow anyone on Workplace to see posts. They do not have to be a member. **Closed groups** allow anyone to see the group exists and request to join. However their request has to be approved before they can see posts. Anyone on Workplace can request to join. **Secret groups** do not appear as options when non-members look for groups. If you are setting up a group for a specific group of people e.g. people collaborating on a project or in a specific job role then chose this option. For people to join the group they will need to be invited by a group member.	**Teaching and Medical Education** Open group ⓘ This group is to share teaching ideas and resources, plan medical education projects and find ⚮ 191 members **Severn General Adult ST4+** Closed group ⚮ 29 members

Which groups should I join?

Group names start with the area or trust they refer to. For example "Severn" groups will be relevant to those working within the deanery area whereas AWP groups relate to the AWP trust only.

Everyone: Join groups of relevance / interest to you. You can also start new groups (see below)

If you are a trainee: Make sure you join your training level groups e.g. Severn Higher trainees and Post CT3 and Severn General Adult ST4+ if you are an Advanced Trainee in General Adult Psychiatry.
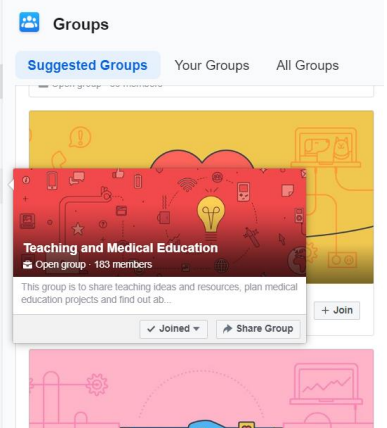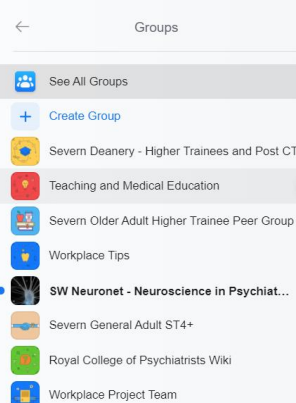
Note that **secret groups** will not appear on the list of all groups. If you are looking to join a specific group *e.g. Associate Tutors* and cannot find it please ask the group administrator or person who told you about the group. They will be able to invite you to the group and you will receive a notification that you have been invited.
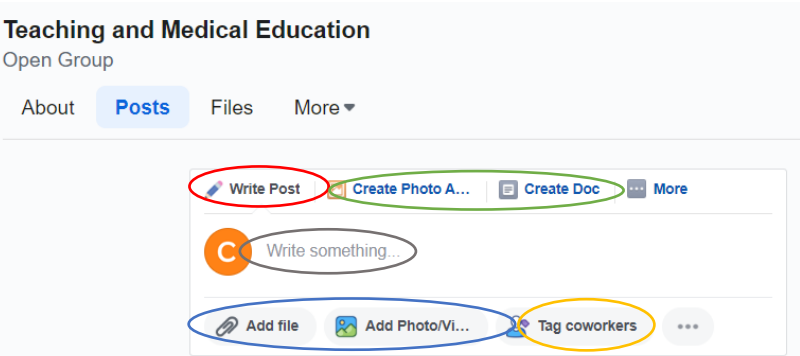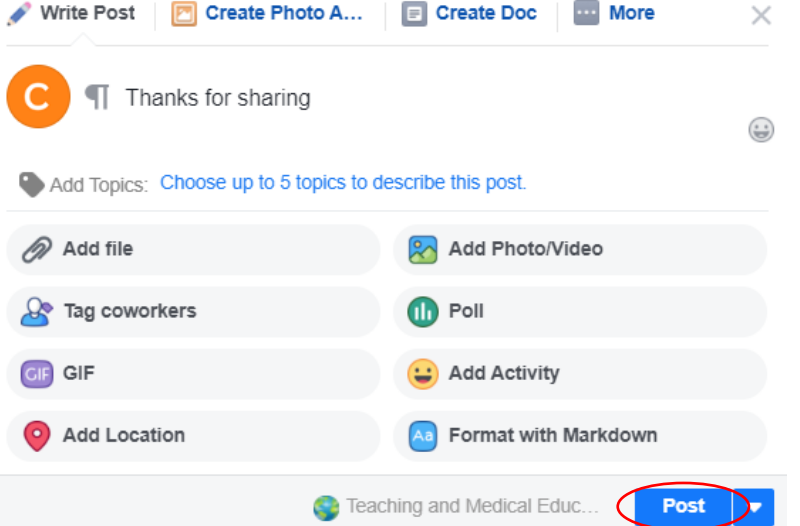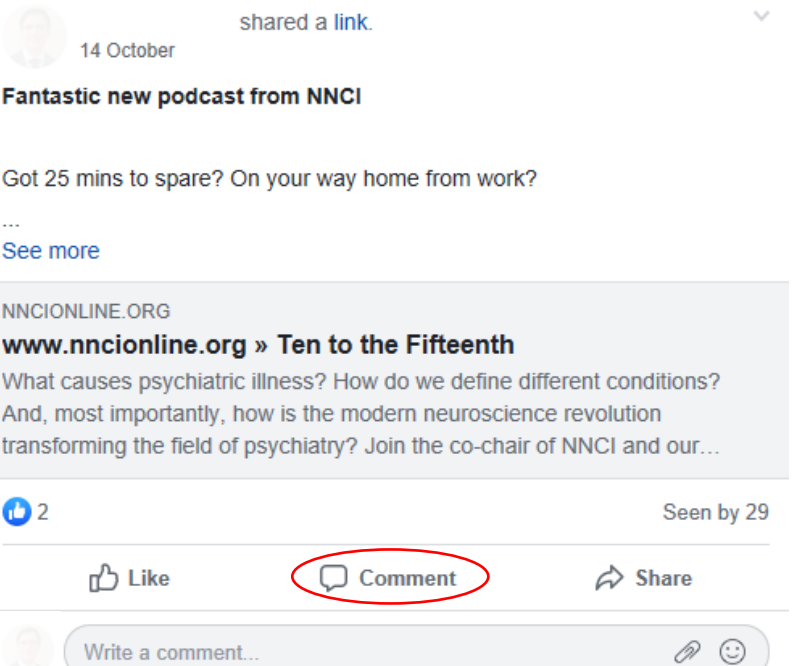
Sharing information and documents with a group

In order to share information with other members of a group you can post it.

Find the group you want to post to by searching on Workplace or looking at your groups list (by clicking on the home button). Core course trainees have groups for each year e.g. CT1, CT2 and CT3.	Groups See All Groups + Create Group Severn Deanery - Higher Trainees and Post CT3 Teaching and Medical Education Severn Older Adult Higher Trainee Peer Group Workplace Tips SW Neuronet - Neuroscience in Psychiat... 1 Severn General Adult ST4+ Royal College of Psychiatrists Wiki Workplace Project Team Groups Suggested Groups Your Groups All Groups Teaching and Medical Education Open group · 183 members This group is to share teaching ideas and resources, plan medical education projects and find out ab... ✓ Joined ▾ ↗ Share Group

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Click **Write Post** or select what you want to upload or create. Write where it says **Write something** type what you want to appear or describe your post. If you want to specifically include a colleague (e.g. so they see your post or the post is about them) click Tag co-workers.	**Teaching and Medical Education** Open Group About　Posts　Files　More ▾ ✏️ Write Post ｜ 🖼️ Create Photo A... ｜ 📄 Create Doc ⋯ More C　Write something... 📎 Add file　🖼️ Add Photo/Vi...　👥 Tag coworkers　⋯
You can link to web addresses or add locations to your post. The post also gives you the options to add group calendar events, post photos and videos or upload other files (see below). You can create documents which all members of the group can collaborate on by clicking create doc. This is a bit like a group wiki. You can also create a poll to ask your colleagues something. ***Once you are finished click* Post**	✏️ Write Post ｜ 🖼️ Create Photo A... ｜ 📄 Create Doc ⋯ More　✕ C　¶ Thanks for sharing　😊 🏷️ Add Topics: Choose up to 5 topics to describe this post. 📎 Add file　🖼️ Add Photo/Video 👥 Tag coworkers　📊 Poll GIF GIF　😀 Add Activity 📍 Add Location　Aa Format with Markdown 🌐 Teaching and Medical Educ...　**Post** ▾
Your post will appear in the feed for the group. You can also **comment** on posts by clicking **write a comment** which appears under each post and pressing enter. Your comment will be visible to the group.	shared a link. 14 October **Fantastic new podcast from NNCI** Got 25 mins to spare? On your way home from work? ... See more NNCIONLINE.ORG **www.nncionline.org » Ten to the Fifteenth** What causes psychiatric illness? How do we define different conditions? And, most importantly, how is the modern neuroscience revolution transforming the field of psychiatry? Join the co-chair of NNCI and our... 👍 2　Seen by 29 👍 Like　💬 Comment　↗️ Share Write a comment...　📎 😊

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Sharing files and documents with the group is a useful way for disseminating information e.g. presentations which you have given. To share documents or presentations: 1- Click **Add File** 2- Click **Choose File** and select the file you want to upload from your computer 3- Write something so people know what you are attaching 4- Click **Post** If you are uploading documents you can attach up to six files per post.	
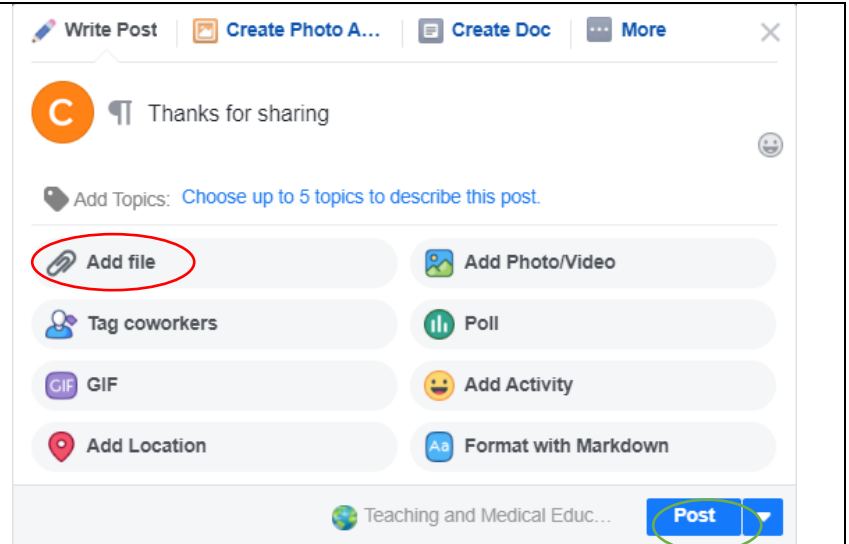
Creating Groups

To communicate with groups of people on Workplace you need to be a member of a relevant group. This platform is a great way to communicate with others who have common professional interests. Anyone on Workplace can start a group and invite others to join. For example you may have a quality improvement project you want to collaborate on or you might wish to discuss your special interests with colleagues. If you want to start a group, here's how….

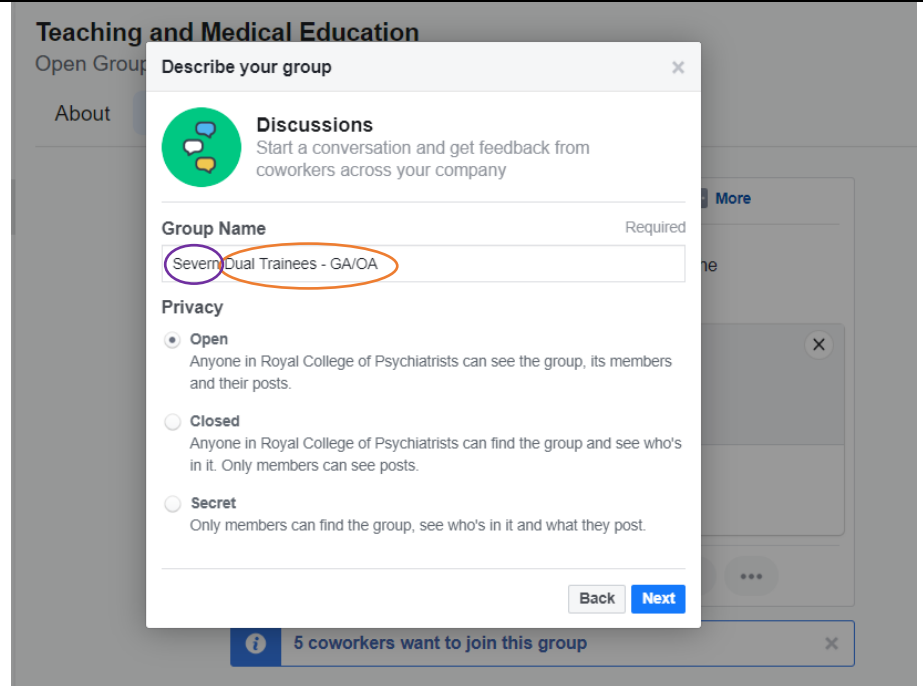|	
From your **home** page Click **create group** A pop-up box appears asking you to choose a group type. This is not hugely important, just click on whichever you think fits best.	
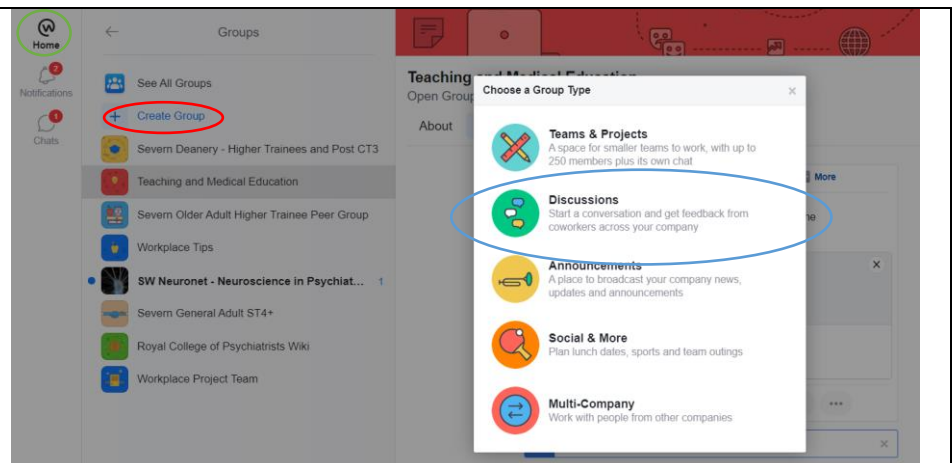
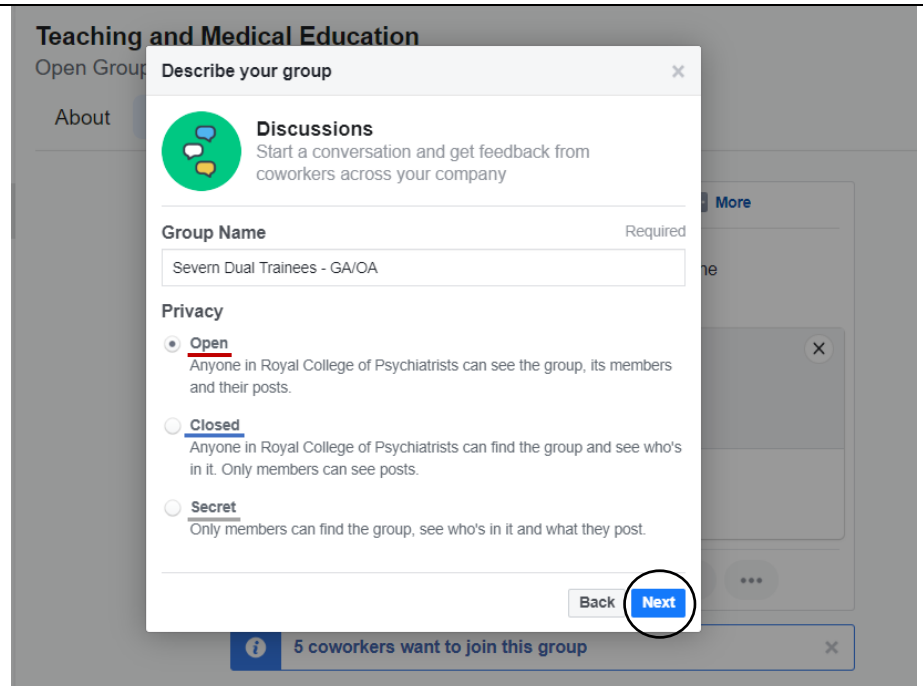|	
Name your group Start the name with the **area** followed by the **group topic or purpose**. The list of groups on peoples homepages only show the first few words of a group name so try and be concise! e.g. **Severn Higher Trainees** or **AWP 6th Form Summer School Planning Group** If you don't state an **area** (or "RCPsych" for college groups), this will become confusing for users from other regions.	**Teaching and Medical Education** Open Group **Describe your group** ✕ 💬 **Discussions** Start a conversation and get feedback from coworkers across your company **Group Name** Required Severn Dual Trainees - GA/OA **Privacy** ⦿ **Open** Anyone in Royal College of Psychiatrists can see the group, its members and their posts. ◯ **Closed** Anyone in Royal College of Psychiatrists can find the group and see who's in it. Only members can see posts. ◯ **Secret** Only members can find the group, see who's in it and what they post. Back Next ⓘ 5 coworkers want to join this group
Open groups allow anyone on Workplace to see posts. They do not have to be a member. **Closed groups** allow anyone to see the group exists and request to join. However their request has to be approved before they can see posts. Anyone on Workplace can request to join. **Secret groups** do not appear as options when non-members look for groups. If you are setting up a group for a specific group of people e.g. people collaborating on a project or in a specific job role then chose this option. For people to join the group they will need to be invited by a group member. Click **next**	**Teaching and Medical Education** Open Group **Describe your group** ✕ 💬 **Discussions** Start a conversation and get feedback from coworkers across your company **Group Name** Required Severn Dual Trainees - GA/OA **Privacy** ⦿ **Open** Anyone in Royal College of Psychiatrists can see the group, its members and their posts. ◯ **Closed** Anyone in Royal College of Psychiatrists can find the group and see who's in it. Only members can see posts. ◯ **Secret** Only members can find the group, see who's in it and what they post. Back Next ⓘ 5 coworkers want to join this group

You can add group members to your group or skip this step if you would like people to add themselves.

1 – Select the people you want to add
2 - Click **Add to Group**

You have now completed your group and will be taken to the group page.

Here you can edit group settings, add a description (under the about tab), post information and invite members.

You are the admin for any groups you set up. You can assign others admin responsibility if they would like this. As an admin you will manage requests to join the group.
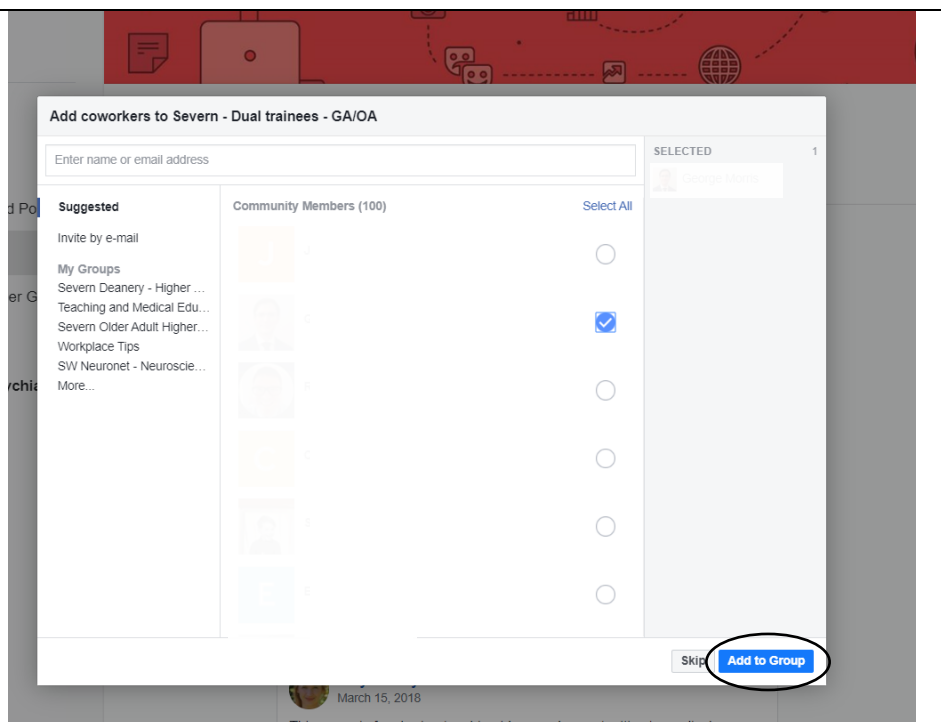
Inappropriate content

If you have concerns about postings in your group you can block the post from being seen or the user from posting. ***In the unlikely event that someone posts something inappropriate please highlight this to them and escalate this as appropriate***. If you are unsure about escalating a concern please discuss it with the AWP Medical Education team via Joanna Humphries

We hope you find Workplace to be a helpful tool. We welcome feedback! Please post your thoughts on the feedback page or contact George Morris with your comments.