

UNIVERSITY OF
Southampton



Prostate Cancer and Living Well

Workshop Facilitator Manual










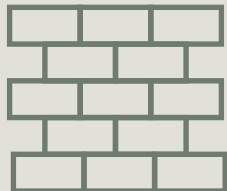
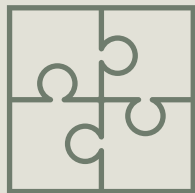

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I		Workshop debrief (for facilitators)	TOTAL 3hrs 35	

Course symbols used in manuel

 COURSE HANDBOOK	Refer the group to the relevant section of the course handbook
 IT PORTAL	Demonstration using IT patient portal [Please remember to give alternative options to men who do not want to or cannot use this]
 FLIPCHART	Use a flipchart to facilitate group discussion
 ACTIVITY	Activity or exercise
 TIME	Guidance on length of session. Will vary depending on group member needs for each topic.

 BREAK	Suggested break but respond to group needs. Use breaks as and when you/they feel necessary
 OPEN-ENDED QUESTION (MORTAR)	This shows you where an open- ended question(s) can be used to kick-off discussions
 REFLECTION (BRICKS)	This shows you where some kind of reflection is needed (simple, paraphrased, summary, group)
 GROUP BUILDING	Dialogue to reinforce group effectiveness and helpful style of group cohesion (mutually supportive, listening, and enjoyable)
 PARTNER / FAMILY	Prompt to remember to think not just about the men in the group but the support networks around them especially their wife/ partner or other family members. Wherever possible, frame messages and key issues in this context

A Preparation

The greater the preparation, the easier it will be to run and enjoy the workshop. If you are anxious because of inadequate preparation you directly communicate this negative emotion to the members of the group, and this then 'colours' the workshop!

Room Layout

- ☐ Board room style table layout (try to make sure no-one has their backs to the facilitators; horseshoe arrangement is ideal)
- ☐ Disabled person access (if applicable)
- ☐ Adequate parking facilities
- ☐ Contact person (email, phone number) in case of last minute problems on the day
- ☐ Tea/coffee (and biscuits/fruit) on arrival and throughout Course if possible
- ☐ Ask men to bring their own packed lunch or direct them to nearest shop/café
- ☐ Have access to IT Portal for demonstration purposes
- ☐ Ensure you have offline demo of IT portal ready in case of problems with internet connection during the Workshop [screen shots of key parts of IT portal prepared as Powerpoint presentation]

Materials check list to have available:

- ☐ Parking tickets for men who need them
- ☐ General resources e.g. PCUK booklets, and any information, including local information relevant to the Course
- ☐ Flip chart stand, paper and pens
- ☐ Pre-prepared flipcharts: Agreed ways of working, Agenda, Learning Outcomes, Topics for men to cover in Introductions (see p8)
- ☐ Course handbook for the men
- ☐ Name cards and sticky name labels [pre-printed name labels with Christian name as large as possible to be given out as men arrive in the room; some spare, blank labels so that men can write the name they prefer to be known as on there if they want to]
- ☐ 'End of workshop sheet' so you can ask men if they would like to leave their contact details to be circulated
- ☐ List of Frequently Asked Questions (FAQs) so that you can refer to these if necessary
- ☐ Note paper and pen for each participant
- ☐ Blu-tac
- ☐ Post It Notes
- ☐ Box of tissues
- ☐ If possible, easy listening/classical music on low volume in room for arrival.

A2 PREPARATION Setting up on the day

Create the Environment for the Workshop

- ☐ As you develop your skills as a facilitator, you will begin to learn what type of exercises will suit particular group dynamics. It's critical to be able to respond to the needs of the group. For example, if you feel a pairs exercise would work better than a quiz format then skip the quiz.
- ☐ The way in which the workshop is delivered is far more important than the order in which it is delivered. Stick with the philosophy of supported self-management (non-directive, supportive, empowering) and if you need to change the running order for the workshop to respond to the needs of the group, then do so.
- ☐ Set tables and chairs to the ideal configuration (horseshoe)
- ☐ Put workshop specific resource materials into sight so men can easily browse
- ☐ Make workshop specific material available (either give out name labels, place around the table, or have ready to distribute at the appropriate time)
- ☐ Put fresh water on table with a glass for each participant
- ☐ Have flip charts ready and in the right location for visibility
- ☐ Ensure the temperature and fresh air is suitable
- ☐ Put music on if you would like to create an ambient atmosphere as men arrive
- ☐ Have placed large, clear signs near and at venue to guide/reassure participants
- ☐ Have any catering for the morning planned, and if possible delegated, to make sure the workshop flows and that you're not worrying about making drinks, carting food around etc.
- Wherever possible, at breaks, give men the chance to stand up and stretch their legs. TIP: Have any refreshments at a place in the room which means men have to stand up, move around a little and mingle
- **Your enthusiasm and energy will rub off on the men. Enjoy the workshop and have fun. Create a relaxed environment for learning by...**

Greeting the Men as they arrive

- Greeting each man personally, ask name if necessary, give name labels and cards (offer re- write if preprinted name on label is not what they're known by, and opportunity to establish some light hearted banter)
- Signposting toilets and any pre workshop drinks (e.g water) that are available
- Inviting the men to have a look at any resources that you've laid out, take a place at the table, & meander until start of the workshop

B Establishing the group



20 - 25 minutes

B1 Warm Welcome and Housekeeping (1 minute)

1. Welcome participants with eye contact and warmth (nice to see you)
2. Housekeeping points established (to make sure they are comfortable)
 - Toilets
 - Refreshments
 - Fire alarms
 - Ability to get up and move around if necessary

B2 Meeting Group Needs (10 minutes)

“Let's start at the beginning. Why we're here, and how we'll make this a good use of our time. This flip chart tells us what our purpose is today and how we might work together. But is this what you wanted and expected?”



Ask people to get into pairs. Lay Facilitator to make up pair or one threesome, and just chat over what they were expecting and have they any changes to the Purpose and the Ways of Working (on sheet and flip chart) they can suggest would like. Give 3-5 minutes for pairs discussion. Then Take Feedback.

Important Points

- Serves as an Ice Breaker for participants who're less used to talking in groups.
- Gives Facilitators a chance to pick up on the quiet (therefore more body language to encourage) and the assertive ones (less encouragement)
- Can notice how well this pairing works to see which is best for D1 and D3



Put Flip Chart with draft purpose and 'ways of working' on display

“Any changes or additions to our 'ways of working' today... (note changes on Chart)”

Add to flipchart if necessary

1. **Our Purpose:** To make sure you've got everything you need to know about your follow-up care and supported self-management.

- To give you the skills and confidence to check your symptoms and look for any signs of cancer recurrence
- To manage any lifestyle change and set your own goals for recovery and rehabilitation

2. What's asked of you - our way of working

Key points:

Contribute as much as you can, without any pressure, to the discussions.

Working together means:

- All of you can add your experiences and ideas so you can help each other
- Opinions are allowed. You don't all have to agree and we expect differences of opinion
- Trying to go along with all of the activities as best you can. There's always a good reason for these.
- Giving space for all of your group to speak
- Respecting other people's privacy (you may want to talk about this course with your family and friends which is great but we'd ask that you don't give any personal details of the other men in your group)
- We can offer our team's clinical expertise (and get answers to any questions we don't have immediate answers to)
- You should feel free to leave the group for the loo

Make sure this flipchart stays up somewhere in the room to remind group of the ground rules/ways of working agreed. It can then be referred to if people are departing a little from the agreed ground rules.

B3 Round Robin of Introductions (10 -15 minutes)

“Now that we are working together today, we need to know just a tiny bit about each other. Let’s go round the table to introduce ourselves using the prompts here on the flip chart. Let’s start with us...”

1. Facilitators introduce themselves briefly (their background and role today) and include something they like doing (all participants similar).

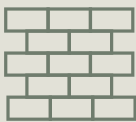


Make sure flipchart with topics men should cover in their introductions is on display (see below)

Make sure flipchart with Course Agenda is on display (see below)

Make sure flipchart with Learning Outcomes is on display (see below)

2. **“Now it’s your turn to briefly introduce yourselves by using the prompts on the flip chart (written in very large writing). Does anyone want to start, if not we could start here next to...”**
choosing the person who you judge would be most likely to be happy to start.
3. As the Round Robin is under way say thank you to participants who are appropriately brief, and remind about brevity if participants become too talkative in this activity (refer to flipchart):
 - Name
 - When diagnosed
 - Whether you’ve had any treatment for your prostate cancer
 - Something you like doing



Find ways to use lots of non-verbal body language and Reflections to acknowledge themes and similarities
i.e. Thanks Tim, and Like Bob you have...

If you need to, address any negative experiences the group may have brought up by acknowledging this, saying that you’ve taken it on board and that the focus now will be on making sure their follow-up care is as good as possible.

B4 Broad Agreement about Agenda (2 minutes)

Run through briefly the Course agenda as listed on flipchart which the men should have had copies of before the Course. The spirit is to get agreement that the agenda sounds ok and that they are signed up to it.

“These are the topics which we probably need to be considering today”

There’s no need to read these all out. Direct men to the flipchart.

- Good Planning: The Why, What & When Approach
- My follow-up
 - What is Supported Self Management
 - PSA Testing
 - Health MOT
 - Prompts to get advice
 - How to keep in contact with your Health Care Team
- Break
- Physical and Emotional Concerns
- Break
- Healthy Lifestyles
- The Future: Personal Aims
- Close
- Break
- My Health Record (IT Portal) Demo

“Are you happy with this... It sounds a lot but the time will probably just fly by. We’ve have set ourselves a number of objectives which are listed in your Handbook (p5). If we don’t cover any or you want more of an explanation after today then just get in contact with us and we will gladly help”
[refer to learning outcomes flipchart if seen as helpful]:

Learning Outcomes (p5 of handbook)

- Help with monitoring symptoms, tracking PSA test results and contacting your clinical team when you need to
- Understanding that self-management means you work with and are supported by your healthcare team
- Understanding the physical and emotional impact of prostate cancer and how best to manage this
- Help returning, as best you can, to life as you used to know it
- To direct you to information and support so that you can live as full and active a life as possible

“For those of you who were diagnosed some time ago, this may be the first time you’ve thought about your prostate cancer for a whole morning! It may feel strange thinking and talking about this now but we’re sure you’ll find this course helpful”

B5 Good Planning

The ‘Why, What and When Approach’

Turns good intentions into real action!

Key points

- As we’re going through the workshop, there might be things you’d like to find out more about or improve. There might be changes you’d like to make.
- These might be related to your prostate cancer or its treatment. It might be about getting healthier in general, it could be just making the best of your life now that things are stable for you.
- If you look at pages 6-8 of your handbook, you’ll find some information which we’ve put in because it might help you to make these plans or changes. GIVE EXAMPLE preferably from a man who’s attended the workshop before [don’t need to talk through the table below in detail with the men because will return to this at the end]
- We’ll keep coming back to this during the workshop and we’ll come back to it at the end

	Question to ask yourself... <i>Examples</i>
Why?	Why is this plan important to me? <i>I've been feeling really tired and sluggish for the last few months. I'd like to get my energy levels back.</i> <i>It's really important to me to keep an eye on my PSA test results and to get these without having to ring or book an appointment at my GP's.</i>
What?	What do I want to do? Am I clear about it? <i>I'd like to start walking half a mile every other day to the paper shop and back so I get some fresh air, exercise and wake myself up a bit as I've been doing less exercise recently.</i> <i>I don't use my computer much but I'd like to try logging on to the IT portal at home and looking at my PSA test results.</i>
When?	When do I want to do this? <i>I'd like to walk half a mile every other day first thing in the morning at 7:30am. That means I can get a paper, bring it home and read it.</i> <i>I'll try this on Friday afternoon when I know I'll be able to set aside a good half hour or so to log on to the IT portal and work my way round the system.</i>

Your plan may not include all of these steps but using some or all of these can help you to get there

Who am I going to do it with?	
Is anything going to stop me from doing it? How will I get round that?	
How will I reward myself?	

How confident are you about carrying out this plan?

0 = Not at all confidence



10 = Totally confidence

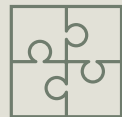
Confidence	0	1	2	3	4	5	6	7	8	9	10

If you’ve rated your confidence level as lower than 7, think about what might stop, or get in the way of meeting this aim. It’s better to set something that’s realistic, than to set something that’s too difficult to do.

These are the kinds of plans other men like you have thought about:

- Read the Handbook, invite my partner to read and discuss the Handbook
- Getting to know the IT Portal – open, navigate, fill in HNA, send trial message, look up information
- Improve quality of life – incontinence issues, sex life, relaxation for any worries
- Become Fitter – for energy, stress management, better health, brain benefits (walking, gardening, swimming, cycling)
- Eat Healthier - better health, reduce weight (less, less fats, more fibre)

	Refer the group to p8 of the course handbook (care plan) and prompt them to jot any notes about things they may want to work on or change during the workshop.
	They may want to think about how the people around them, who know them best, can help support them.



“ We can now work together, learn from each other, and help each other to get the best out of the workshop. Let’s start with Supported Self Management and Your Follow Up Care ”

“ What we’ll cover in this section: ”

- Why are you all here? You’re now on follow-up care called Supported Self-Management.
- PSA testing
- Important signs & symptoms
- Care plan and Holistic Needs Assessment (HNA)
- How you contact the clinical team and how to overcome barriers to keeping in touch?

C1 Supported self-management (10 minutes)



Ask whole group:

What do you think SSM or supported self-management means?
What are the benefits, gains or positives for you?
What are the risks?



Supported self-management quiz:

Use PowerPoint slides to run through this.
Option: Split men into 2 teams to do this. At the end, read out the answers and ask the teams to score each other’s quizzes [prize for the winning team]

Key points to cover:

- You’ve had lots of input from health care professionals to date
- Now you’ll be monitoring your own health and symptoms while we carry on monitoring you remotely (by phone and using IT portal)
- Only come back for hospital appointment if needed
- Can their partner/friends/family members support them with any aspect of their follow-up care?
- **Making Plans:** Prompt men to think about plans they might like to make around their follow-up care – getting used to IT system, asking wives/partners to look at IT site

EVIDENCE

From work that has been done with people living with other long-term, health conditions and cancers, we know there are several benefits of supported self-management. People are better at monitoring their own symptoms and getting in touch with their health care team quicker if there are problems.

This is better than waiting for 6-monthly or annual health checks, at the hospital, where a health problem may have already been developing for some time before.

We also know from this research that patients feel more in control over what is happening or may happen to them.



Summary of the gains (and the risks to avoid) with supported self management in the words of the group participants.

“ It sounds like you think that...you are happy and know that it... ”

“ John, Jo and Dave said ... What do others think? ”
(Blending to increase group cohesion but giving opportunities for other views)

The aim at the end of this section is that participants should understand the Pathway of Care they are on, have had an opportunity to express any negatives they have about it (otherwise de-motivating), and have the intention to fully engage in the activities (Behaviours) that are encompassed in Self Management, and which get more attention in the next sections:

Use the IT Portal, Understand and monitor PSA, The Health MOT Checklist, Notice and report back on any ‘Important Signs & Symptoms’, Look after themselves generally; Make the most of life and the future

C2 Prostate Specific Antigen (PSA) Testing (10 Minutes)



For example:
Why do you think we need to carry on checking your PSA test results?
What are your plans for getting your PSA tests done?

Key points to cover:

- You will all differ in terms of how often we ask you to have your PSA tests done. It's very individual and depends on any treatment you may have had and stage of your disease.
- We'll ask you to get your PSA blood test done within the first 2 weeks of the month that it's due. We'll look at your results in the last two weeks of the same month.
- Don't need to visit hospital to discuss PSA test results
- PSA tests at GP surgery, called back to hospital if needed
- Will be reminded to have PSA tests done (IT portal or letter)
- **Making Plans:** Maybe prompt men again to think about plans they might like to make around their follow-up care – getting used to IT system, asking partners to look at IT site

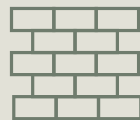


Demo: show where men and clinical team can view PSA results and PSA tracker.
For men not using the IT Portal: Explain that hard copy letters can be sent with PSA test results



Can partners, friends or family members support men in helping them to get their PSA tests done, reviewing results e.g. support with IT Portal, giving lift to GP surgery to get blood test done?

- Avoid checking results if you can't contact clinical team – for example finding out your PSA result's high on a Sunday afternoon.
- Won't be allowed to 'slip through the net'. Two reminders, then phone call to get PSA test done



Summarise the topic in words of participants that cites appropriate behavior: Getting PSA tests being done without delay and looking at results on the IT Portal.
“ So you know its important to get your PSA test done, You know how to get the results on your portal. ”

C3 Health MOT and Care Plan (10 minutes)



What do you think a Health MOT is? How did you find filling this in? or How do you think you'll find filling this in?

What do you think the benefits might be if you fill in the Health MOT?

Emphasise that this is important information that is viewed together with the PSA.

Key points to cover:

- We'll ask you to complete a Health MOT (HNA; symptom checklist) each time we send you reminders about the PSA test. If time, ask them to spend a couple of minutes filling this in.
- Explain what Health MOT is
- Access through IT portal



Demo: Health MOT and Care plan on IT portal and refer to handbook (pp 8-9)

For men not using the IT Portal: Explain that hard copies of the Health MOT can be completed and returned to the team [distribute hard copies of several Health MOTs to these men]



Can partners or family members support men in helping them to complete their Health MOT?

Key points:

- Health MOT developed for men like you.
- IT portal will point you to information based on answers you give. If you say you can't work and this is bothering you, you'd be directed to Citizen's Advice Bureau website and given info about their opening times, where their office is
- If you raise an important health problem on the Health MOT, your clinical team will contact you
- You may have other health problems apart from your prostate. Please do tick symptoms that may or may not be related to your prostate cancer on the Health MOT
- You can raise issues you want to discuss with clinical team through the Health MOT
- Once you've filled in the Health MOT, you'll be asked to make a Care Plan. This is an 'action plan' to deal with any issues you raise
- You and your family can access information and support through IT Portal or by looking at the back of the handbook.
- Can email clinical team or support worker



Demo: Info resources on IT portal

For men not using the IT portal: Refer to last section of handbook



Summarise discussion to emphasise Health MOT and it's completion (portal use)

C4 Important Signs & Symptoms to tell your Clinical Team about

Write this heading (above) on flipchart

Remind group that some things men want to raise are potentially very sensitive and that it's important to remember to keep this confidential and private. No-one should feel under pressure to talk about something they don't want to share with the group.



Ask the group to say what they think are the essential symptoms they MUST tell their clinical team about quickly, as might be:

- Sign of prostate cancer returning
- Sign prostate cancer's getting worse
- Late side-effect of treatment

Facilitator Note:

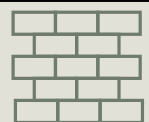
If not mentioned add these symptoms to flipchart:

- Bone pain lasting more than 6 weeks
- Blood in poo
- Bowel problems: Constipation or diarrhoea
- Blood in urine
- New or worsening incontinence
- New or worsening problems
- Passing urine (hesitancy or slow flow)
- Unplanned weight loss

- Sooner these are picked up, sooner we can help and do something about them
- Reassurance that recurrence of symptoms less of an issue after 5 years?
- Emphasise which symptoms MUST be reported to clinical team quickly and which are of less immediate concern (covered more under 'Physical and Emotional Concerns' below)
- **If you experience any of these, what we've called 'Important Signs & Symptoms', it's important to remember that it doesn't necessarily mean that the prostate cancer is getting more active**



Refer to handbook 'PSA Testing and Important Signs and Symptoms (pp10-11)



Summary Reflection

C5 Knowing when/how to Contact Clinical Team (12 mins)

Key points: “Let's just summarise how you can contact the clinical team...”

- Two ways to contact clinical team (phone and IT portal)
- Aim to return telephone calls within 1 working day, and reply to online messages within 2 working days
- Explain who men can contact if clinical team aren't immediately available
- Mention the use of resources such as the IT portal and PCUK Support Line



Demo: Messaging function on IT portal

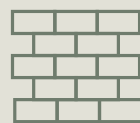
For men not using IT Portal: Refer to p3 of handbook, with clinical team's phone number



Work in pairs: (different if possible from B2). What do you think might stop you from contacting the health care team?

Ask them to report back to larger group and provide reassurance, ways of overcoming barriers

- Don't want to bother support worker, CNS as they're so busy
- Don't want to be seen as time waster or worrier
- Too busy themselves
- Lost contact details etc.



Summarise participants' dialogue as to their gains, barriers, intentions and plans for contacting the Clinical Team.

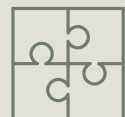


15 minutes break

D Physical and Emotional Concerns
(other health concerns/hassles)



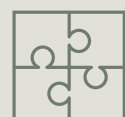
60 minutes



Observe how the group are doing with a positive perspective.
“ We have achieved a great deal, everyone is contributing.
It's time to move on to dealing with other concerns...” ”

Key points:

- Just covered physical symptoms you MUST tell your health care team about
- “ Going to think now about other relevant physical and emotional challenges or problems that you are having or anticipating [might be related to any ongoing treatment or late side-effects of treatment] ”
- “ We are going to give you a few minutes to think on your own and jot down in a few words some of the health Concerns or Hassles you are having. This will take about 2 minutes. ”
- “ Now in Pairs (pairs combination that you think has worked the best) can you share and discuss the main problems that you have been identifying. ” Allow four minutes and tell them when they have used two minutes up. Ask after a minute that they make sure each is getting a chance to chat



So we're gathering a list of typical problems that people have.
We can then see the different ways that people have tackled them and learn from each other.

D2 Use of Video to Explore Concerns and Challenges (10 mins)

If there are IT problems in showing the video then this D2 Section can be left out without it being a major problem.

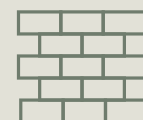
“ Let's first hear the stories of other men to see how closely this fits with the issues that you have been talking about. ”



Whole group: watch video
Jane Cockle-Hearne (University of Surrey) video:
http://www.surrey.ac.uk/mediacentre/press/2012/76405_new_video_launched_to_help_prostate_cancer_patients.htm
How does that compare with your experiences?
If volunteers, invite to share their broad experience
How uplifting or depressing did you find the video?



Would it be helpful to share the video with family members or partners? Direct them to IT Portal.








Where possible reflect discussions on:
So you found the stories to be similar to the issues you've had? There are challenges which you can work on.
It sounds like there is always scope for making things better...

Key Points

- To legitimise concerns.
- To identify that there are similarities and differences.
- To encourage a problem solving approach, always scope for improvement


D3 Group Work: Dealing with Health Issues (35 minutes)

“Now let's gather a list of some of the most typical concerns and problems that you have been discussing and look at the ways to respond to them. We can all chip in, and then refer to other sources of help as necessary”

	<p>Now working back with your partner Are there problems, symptoms or hassles that you'd like to learn more about? Please take 3 post-it notes and write down three problems, one on each post-it-. In your pair you might also want to start discussing how you have coped so far. (4 mins)</p> <p>Might want to think about HNA you've completed to remind yourself.</p> <p>3 large boxes on flipchart. Ask men to put 1 post-it note in each box.</p> <p>Re-order the post-it notes into groups of symptoms (urinary, sex, fear of recurrence etc).</p> <p>Split flipchart into 2 columns ('Health concern' and 'What I can do about it').</p> <p>List the 2 or 3 symptoms which have come up most often in the group (depends on time). Probably start with recurrence. Check this is OK with the group.</p> <p>FOR EACH TOPIC DISCUSSED:</p>
	<p>1. Ask everyone to say what they think they can do about each of the health concerns listed. Discuss. Remember to thank group.</p>
	<p>2. Demo: Direct men to where they can find more info on all of the symptoms issues - IT Portal and in handbook, e.g. resources like 'Prostate Cancer and your Sex Life' booklet (PCUK)</p>
	<p>3. Provide summary of each topic from the dialogue in the Workshop, framing as positively as possible and referring to resources available.</p>
	<p>Thank group members for their sensitivity and contributions. Reinforce role of men helping themselves rather than just the professionals.</p>

Key Points about Recurrence and Worries about this

Important to cover this even if it didn't come up as an issue in exercises on previous page


EVIDENCE	<p>Recent Macmillan survey showed that worries about cancer returning is a major problem for nearly half of cancer survivors up to 1 year after their treatment. It's a problem for 40% of cancer survivors for up to 5 years after treatment.</p> <p>Worries about cancer coming back or getting worse can also be difficult for your partner, family and friends to handle. Talking to them about these issues can help.</p>
<ul style="list-style-type: none">• Not everyone's affected but majority are• Normal to feel like this sometimes• Would be strange not to worry about these things• If worries start to take over and stop you from carrying on with your normal everyday activities, that's when they have become more of a problem and may need to get support• Doesn't matter how long you've been diagnosed, fear of your cancer coming back or getting worse can happen at any time• Over time, might find, don't worry as much and easier to cope with especially with good support - people you can talk to (family, friends)• Constant worry about any aspect of prostate cancer can lead to stress• There are lots of different, useful ways for managing stress.• Relaxation exercises are a useful way to relax that might help if you're worried about something	
	<p>Refer to handbook 'Emotional Impact: Is the prostate cancer going to come back or get worse?' (p12)</p> <p>Important to remember that If you experience 2 or more of the signs listed, in this part of the handbook, for longer than 2 or 3 weeks, that you should contact us or your GP</p> <p>Refer to handbook 'Ways to Manage Worry and Uncertainty about Prostate Cancer' (p13)</p>

Key points about getting information to help address problems/symptoms

- Importance of reliable sources of info (MacMillan, NHS Choices, PCUK etc.)
- Caution against unreliable info e.g. Wikipedia
- Danger of fake products e.g. Fake Viagra. Research carried out in Australia showed that 58% of fake Viagra had too much active ingredient and 37% of them had none. Some of the fake Viagra had compounds that shouldn't have been in there like lead and mercury which can be poisonous.
- Contact support worker or health care team if unsure about anything
- Common to feel worried, stressed, a little anxious or depressed
- May feel 'abandoned or isolated' if not attending clinic regularly
- **Making Plans:** Prompt men to think about plans they might like to make around addressing their concerns or concerns of family members

Key Points about Dealing with Health Issues:

Defining the problem, defining a good outcome, generating options to sort and checking on progress leads to more effective problem solving.

	15 minutes break
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SUGGEST A BREAK AT THIS POINT TO:

- Dissipate emotions that might have accrued during the last section.
- Allow men to follow up on any issues that were raised that they would like to chat about with another participant.
- To ensure men are comfortable for the brief relaxation exercise that follows

REMINDER – before and after the break

This is a good time to remind men that if they want the opportunity to keep in contact with other members of the group they should complete the sheet 'Your forum' for it to be collected (needs to be separate sheet left out with handbook at the beginning of the workshop). A list of men's contact details will be sent, by email, to those men who opt in to this circulation.



What are your thoughts about using Relaxation exercises?
What relaxation methods do you know about?

E1 Use of Relaxation Exercises (10 minutes)

“Progressive muscle relaxation is a very simple technique where you tense, or tighten, one muscle group at a time then follow this with relaxation where you release any tension. There is evidence that it can be very helpful.”

Key Points

- Relaxation can be a very useful way to calm mood, ease unpleasant sensations and help sleep
- Relaxation is a skill. With practice people become better and better, and quicker, in calming themselves at home and in everyday situations. You may want to practice with a family member or partner.

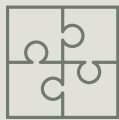
EVIDENCE

Doctors have used progressive muscle relaxation successfully together with standard treatments for symptom relief in a number of conditions, including **headaches, cancer pain, high blood pressure, and problems with digestion.**




We've planned to give you a four minute taster of **Progressive Muscle Relaxation** as this is rated as helpful by many men. Shall we have a vote as to who would like to try this? A simple majority wins.
If YES, then those who do not want to take part can browse through their Handbook or other material.

OR



We've planned to give you a four minute taster of a **simple breathing exercise** as this is rated as helpful by many men. Shall we have a vote as to who would like to try this? A simple majority wins.
If YES, then those who do not want to take part can browse through their Handbook or other material.
Mental Health Foundation Audio Podcast:
<http://www.mentalhealth.org.uk/help-information/podcasts/stress-relaxation-quick-fix/>



Progressive Muscle Relaxation Exercise:
If chosen by the group.


Uncross your legs and your arms.

Get comfortable in your seat, close your eyes, and take a deep breath in through your nose (count to 3 silently) and let it out through your mouth. Again, take a deep breath through your nose and push it out through your mouth allowing any tension to leave your body. Focus on my voice as I move you through the tightening and release of various muscle groups.

- **Face:** push the eyebrows together, as though frowning, hold this for a few seconds then release.
- **Neck:** gently tilt the head forwards, pushing chin down towards chest,(count for a few seconds silently) then slowly lift again.
- **Shoulders:** pull them up towards the ears (shrug), (count silently for a few seconds) and then relax them down towards the feet.
- **Arms:** stretch the arms away from the body, reach (count silently for a few seconds) and then relax.
- **Legs:** push the toes away from the body, then pull them towards body, then relax
- **Chest:** breathe slowly and deeply into the diaphragm (below your bottom rib) so that you're using the whole of the lungs. Then breathe slowly out, allowing the belly to deflate as all the air comes out

You’ve just practised a very simple but effective relaxation exercise. It does need practice to see the most benefit. You’ll see more benefit if you’re able to practise this for a few minutes, two or three times a day (or whenever you feel you need it).




- **Making Plans:** May want to plan to practice this at home, with partner or family member



Refer to handbook ‘Relaxation Exercise: Progressive Muscle Relaxation’ (pp 14-15) and mention audio podcast on the IT portal

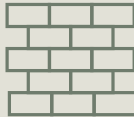
We've worked a long way through our agenda, and we're nearing the end. The next topic is included as perhaps we all need nudging and encouragement to think about our lifestyle.

E2 What's a Healthier Lifestyle and Why Bother? (10 mins)




	<p>How could we all be healthier?</p> <p>Why do you think it's important for men in this workshop to improve their general health (eat healthily, take regular exercise, drink less, not smoke)?</p>
	<p>Group Exercise</p> <p>Write up group's responses to question (above) in the form of:</p> <p>Write different Ways to Be Healthier</p> <p>What are the benefits for each listed?</p> <p>Which shall we chose to concentrate a bit more on (as time allows)</p> <p>Encourage where possible discussion of physical activity as this will have the greatest benefit.</p>
	<p>OPTION: Quiz (then skip to bottom of p33, Jim's Story) or continue with manual</p> <p>Do diet and exercise quiz here, then skip to bottom of p33 (Jim's Story). Please note the quiz takes a little bit of time. You may want to tailor this to the needs of your group and skip some of the questions if you feel they're not appropriate (e.g. there are no smokers in the group) but don't assume that all men will already know the answers</p> <p>OR</p> <p>If you would prefer NOT to do the quiz or you decide that the group wouldn't respond well to it, then skip it and carry on with the manual from here</p>

Key Issues

- It's really important for men to try and generate their own solutions to ways of improving their own lifestyles. Need to avoid facilitators being placed on a pedestal and having all the answers about healthy lifestyles. Avoid being put in the role of 'expert'.
- The value of giving up smoking is overwhelming and everyone's very aware of this. But, there's also resistance to smoking cessation, or negative feelings about smoking by the smoker, so there is no point in dwelling on smoking per se. If smoking is an issue, the IT Portal and Hand-book could help direct people to smoking cessation options and services.
- When allocating time, it's worth noting that Exercise is likely to have greater benefits for more people than healthier eating.

	<p>Summarise dialogue about benefits and barriers emphasizing how 'benefits' outweigh any barriers.</p> <p>Summarise men's intentions to change, where possible e.g. if someone says they're thinking about increasing exercise.</p>
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E3 What's a Healthier Lifestyle and Why Bother? (10 mins)

	What choices are there for increasing your level of activity and exercise? What could you hope to gain from planning to do more exercise? What realistic plans could you set for yourself?
	Refer to handbook 'Health Benefits of Physical Activity' (p11)
	Why is physical activity important?

It can help improve your overall physical and mental health as well as addressing cancer or treatment-related effects:

- Reducing cancer related fatigue.
- Reducing stress and anxiety.
- Improving low mood or depression
- Improving memory (reducing likelihood of dementia)
- Improving bone health and helping prevent osteoporosis.
- Improving blood flow and heart health
- Building muscle strength.
- Helping maintain a healthy weight (especially after hormone therapy)
- Improve your quality of life.




Being active can also lower your chances of developing other health problems such as:

- High blood pressure
- Heart disease
- Kidney disease
- Diabetes
- Stroke
- Dementia

Hormone therapy in particular can cause a number of side effects which diet and physical activity may be able to help with.

Diet and physical activity can help to reduce the side effects of some other prostate cancer treatments

Being active can also reduce the risk of some cancers progressing or coming back. This research is relatively new, and more evidence is needed.

	Refer to Handbook (pp17-19) and Jims Story (p18)
	Have Jim's Story Read Aloud (p18 of handbook) Put to Group, What can we observe in this story about? Overcoming challenges to get regular exercise Health Benefits (physical, psychological and social) Other things you could do to increase activity (Jim got sense of control, met new people, gradual increase)
	Mention 'Exercise Tips' in Handbook, p19, as a resource after the workshop

Key Points about Taking Exercise

- Guidelines from the Department of Health suggest at least 30 minutes of moderate or vigorous exercise, for at least five days of the week.
- Since physical activity includes any use of muscles, everyday activities such as walking, gardening and cleaning can be important as more traditional forms of exercise such as swimming, running or going to the gym.
- It's always wise to start 'where you are' - slowly if following treatment, and gradually build up. For example 30 minutes activity could be broken into three lots of ten.
- People should consult their GP or Health Professional if they have concerns about starting to become more active.
- **Making Plans:** Prompt men to think about plans they might like to make around exercising.




Prompt men to think about involving partners/family members/friends in any plans to exercise.



Summarise from participants' discussions the basic message about increasing activity.
Gains, how to do more, mens' intentions.

E4 HEALTHIER EATING (10 mins)



Refer to handbook (p16)

DC: Spoke to Sara Faithfull (likely to change to reflect generic recommendations that her research team will develop over the next few months)

Key Points from handbook:

- Only limited evidence that specific foods can help in management and prevention of prostate cancer
- Healthy diet will benefit your general health and reduce risk of medical problems such as diabetes, heart disease and other cancers.

EVIDENCE


Alameda County Study, California

Seven risk factors - or health practices - were related to worse physical health and higher death rates: drinking excessive amounts of alcohol, smoking, being obese, sleeping less than or more than seven to eight hours per night, being physically inactive, eating between meals, and not eating breakfast.

Facilitator Note:


Mention the 'Diet, Physical Activity & Prostate Cancer' booklet (Prostate Cancer UK). Have pile on table so men can collect these at the end.

When men say things that are 'on message' / positive, really important to reinforce these and reflect these back to group.

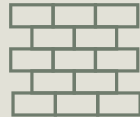


Group or Pairs Exercise [if time?]

Write up group's responses to question:
What makes it difficult to eat healthily?
Ask group to think about ways of overcoming those things and then discuss these



Demo: Link to NHS Choices website through IT portal if time and signpost men to p16 of handbook



Summarise gains from and methods for healthy eating in participants' own words

E5 OTHER LIFESTYLE ISSUES (if relevant and if time free)


Key Points about Smoking

EVIDENCE

Men with prostate cancer who gave up smoking for 10 years or longer had death rates similar to those of non-smokers

Kenfield SA, Stampfer MJ, Chan JM, et al.: Smoking and prostate cancer survival and recurrence. Journal of the American Medical Association 305 (24): 2548-55, 2011.

<http://www.cancer.gov/cancertopics/pdq/supportivecare/smokingcessation/HealthProfessional/page3>

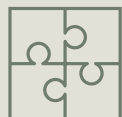


Demo: Link to IT portal and resources in handbook on quitting smoking (last section)

F After the workshop -
Plans to take away



5 - 10 minutes



As a group, we've nearly finished our workshop. We've got just one last task to cover together. You may be a bit tired but don't worry, it's just a few more minutes before we finish up

Background for Facilitators

- The workshop may have presented all sorts of ideas as to men about care plans they might want to work on
- If men go away from the workshop with an explicit plan that they've created, stimulated by the workshop and other men's stories (norms,) they are more likely to follow this up and benefit from it
- These plans need to be developed in a non-directive and non-authoritarian way. We don't want to be telling people to do things or be seen to be checking up on them.
- INTENTIONS that are then shaped into good plans lead to greater action, greater action leads to better outcomes (quality of life, health etc)

F2 TURNING GOOD INTENTIONS INTO ACTION

“ The problem is that we may 'INTEND' to follow up on our plans, but often these can just fade for no good reason – just think of all those new year's resolutions. So how can we make our PLANS work? Pages 6-8 of the handbook give some tips on this. ”

OPTIONAL: Could give out some chocolates/sweets here to raise energy levels / give the group a lift. "Here's a reward for ourselves" (Need to lighten the atmosphere, give energy for the last exercise, and reward the men for their sustained concentration).



Individual or pairs work:

FLIPCHART: Have the 'why, what, where' approach to good planning on the flipchart

Let's make a list of Ideas of potential plans or changes people might want to make after our discussions today in the workshop

What would you like to do after this course/workshop? Is there anything you'd like to improve or changes you would like to make? Refer to pp6-8 of the handbook.

These plans might be related to your prostate cancer or its treatment, it might be about getting healthier in general, it could be just making the best of your life now that things are stable for you.

Can family members/partner/friend help you with your plan?

Write down the list generated from the discussion. Ensure Items from list above are added as 'examples from other workshops'.

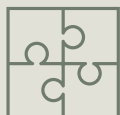
Circulate and offer support to those that need it.

Do not pressurise reluctant or hesitant men to make written plans as they'll hopefully become more confident and motivated after hearing others talk about theirs.

Try to avoid suggesting plans for individual men.

Take feedback from those that volunteer, but in the spirit of fun rather than a check-up (definitely no right or wrongs).

If the workshop needs a better example, only offer a pre-prepared version from a man who has been on the workshop before.

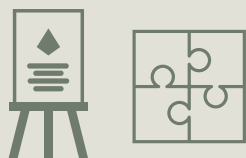


The Group needs to be formally closed to leave participants feeling satisfied and complete.

G1 SUMMARY OF GROUP'S ACHIEVEMENTS

“ We’re coming to a close now. If you’d like to stay for a demonstration of ‘My Health Record’, the IT portal, then please do. Similarly if you have any burning questions we will be around for a while after the workshop. ”

So what about our workshop today?



Present the original Flip Charts which showed the Purpose, the Way of Working and the Agenda for the Day

I think we can all say that we’ve worked hard, we’ve all contributed, and done the best we could in the time available. Perhaps we should all say thanks to each other, and give ourselves a pat on the back.

We always want to get better so when you get a chance to offer us feedback we welcome ideas.

G2 CONTACT DETAILS – To keep in touch

Suggest men complete, and hand in ‘Your Forum’ sheet to opt-in to a ‘Keep In Touch’ network. This is optional. Support Worker will collate the details and send to those that have opted in.

G3 GOODBYE TILL FOLLOW-UP (AND RESEARCH)

Follow Up: One of us will be contacting you by phone after a week to check that you are happy with all the topics we covered, and to see if we can help with any of your plans are for the future.

Close: We now bring the workshop to a close but...

Evaluation: We’d really welcome your feedback about the Workshop. Mention evaluation if appropriate.