



# ▶ CLASSmates User Guide

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**CLASSmates is a peer group meeting guide and activity tool based on CLASStime and CLASSact.**

It is strongly recommended that you read CLASStime and independently complete the CLASSact worksheet for this topic before your peer group undertakes CLASSmates.

To get the most out of your discussions, you should be familiar with this CLASSmates user guide before attending your peer group meeting. To help things run smoothly, we have also provided the following:

**CLASSmates facilitator guide** – ensure a facilitator is appointed before the meeting and that they are familiar with the CLASSmates facilitator guide.

**CLASSmates notes template** – the note taker (or each participant if not using a note taker) uses the CLASSmates notes template to record attendees and meeting outcomes, then participants can add their personal reflections after the meeting. The PDF can be uploaded to MyRecert ([myrecert.pharmacycouncil.org.nz](http://myrecert.pharmacycouncil.org.nz)) as evidence of meeting Pharmacy Council recertification requirements.

**Jamboard tool** – for online meetings (or if your group prefers digital to paper-based tools), participants should access the Jamboard tool. The facilitator will send a link to this digital interactive whiteboard in advance of your meeting, to ensure you can use it without issue.

**CLASSmates objectives:**

- ▶ Build relationships with professional peers
- ▶ Share new knowledge gained from CLASStime and CLASSact
- ▶ Improve quality of education and advice provided to patients
- ▶ Develop SMARTER strategies to improve practice

**Completing this CLASSmates activity may allow you to fulfil some or all of the following elements of your Pharmacy Council annual recertification requirements:**

**Keeping up to date** – go to MyRecert ([myrecert.pharmacycouncil.org.nz](http://myrecert.pharmacycouncil.org.nz)), select the “Keeping up to date” page of your portfolio, then enter a description of this activity.

**Meeting with professional peers** – complete the CLASSmates notes template, scan or save the PDF, then upload it to the “Meeting with professional peers” page of your portfolio on MyRecert.

## Start — allow 15 minutes

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**Arrival** – confirm attendees, including the pre-selected facilitator and note taker.

**Greetings/whanaungatanga** – introductions modelled by the facilitator.

**Think back** – use your reflections from CLASSact to contribute to discussion about the following:

- ▶ How you can help people being prescribed, or wanting to know about, cannabis-based medicines.
- ▶ New knowledge that might have implications for the health of your patients and community.
- ▶ How you might implement that new knowledge in practice.



## Analyse — allow 20 minutes

**Pairs of participants perform a “hot potato” exercise to quickly gather information about how to promote the rational use of cannabis-based medicines.**

Start by writing each of the following headings at the top of a new piece of paper (if using Jamboard, each heading has already been placed at the top of a page):

- ▶ Counselling patients
- ▶ Monitoring and evaluating patients
- ▶ Supporting prescribers
- ▶ Further information, resources or training required
- ▶ Optional: as a group, decide on another high-level issue

Divide into pairs, with each pair picking one of the above topics (larger peer groups can divide into five sub-groups).

Each pair takes three minutes to discuss and write down everything they know about their topic (as it relates to cannabis-based medicines), or anything they want to look at in more detail.

After three minutes, each pair moves on to the next topic. Repeat until all topics have been covered by all pairs. Extra pieces of paper may need to be added as you accumulate ideas.

## Synthesise — allow 15 minutes

**As a group, pick the topic you consider most important.**

Using the ideas generated for that topic, create one SMARTER strategy (see below) to apply to your pharmacy practice.

The strategy should aim to promote the rational use of cannabis-based medicines and incorporate delivery of patient-centred care.

If you have time, you may like to create more SMARTER strategies for other topics.

The note taker (or each participant if not using a note taker) should record these SMARTER strategies on the CLASSmates notes template, so they can be easily referred to when making changes to your practice.

### **SMARTER strategies:**

**Specific** – what will you change exactly?

**Measurable** – do you have a starting point? Is your strategy quantifiable?

**Achievable** – is the goal within reach?

**Relevant** – will this make a difference for you, your team and your patients?

**Time-bound** – how long will this take?

**Evaluate** – how will progress be assessed, and who will do this?

**Review** – when will you review the strategy? Step back and readjust as needed.

For example, “Change pharmacy protocols to incorporate demographic changes within our suburb,” is a good goal but not SMARTER.



## Evaluate — allow 10 minutes

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### **Review the learning outcomes of CLASSmates.**

You might also discuss:

- ▶ In what ways did this group use new knowledge and fresh perspectives?
- ▶ How can you communicate about the progress of your strategies?
- ▶ What could you do at the next meeting to improve culturally safe connections and understandings?
- ▶ Should other community-based health professionals be invited to the group?

The facilitator will close the meeting, and the note taker will provide instructions on accessing the meeting notes. Participants will be able to add personal reflections to the CLASSmates notes template after the meeting.

- ▶ Use this space to record ideas to bring to the meeting