Digital skills in mental health guide

An interactive tool for teams to make progress together

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Mental Health Network
NHS Confederation

mHabitat

About this guide

This is a practical guide for people working in mental health to help you build your digital confidence and skills. You can use the guide to consider where you are now, where you want to be and how to get there. The guide will help you understand your current confidence and skills and identify things you can do to improve. Leaders and managers can use the guide to support an open, supportive discussion with individuals and teams as a whole.

The guide provides a simple, interactive way of having a conversation with colleagues and identifying manageable steps forward that will make a difference to you, your team and service users. The guide looks at generic digital skills across the mental health workforce and signposts you to specific and in-depth resources and tools.

The first step is to carry out the team baseline that covers organisational tools, supporting others, security and safety and being digitally enabled. Get started by exploring which of these statements best describes you:

- Curious but not sure how to get started
- Having a go but nervous about getting it right
- Confident that I'm doing this well
- The person that others come to for help

Contents

Principles of this guide

1

Principles of digital in mental health

1 **Culture over tech**
This is about learning and supporting each other.
We know that tech within mental health services
can be frustrating, but we try and overcome this.

2 **Skills amnesty**
It doesn't matter where your skills and confidence
are right now. This is a safe space to support each
other to get started or take steps to improve.

3 **Not everyone wants or needs to be a digital
expert**
We will support you get to whatever level is right
for you and your role.

4 **Digital to enhance not replace**
Digital can help provide a more rounded
experience but not at the expense of service user
and team interaction.

5 **Co-production**
Mental health services and digital tools are
improved when service users and staff are
involved in their creation through co-production.

What is digital?

2

What is digital?

The term 'digital' can mean so many things to so many people.

In health and social care, digital means using digital technology and data to support health and wellbeing, service delivery and transformation to improve outcomes for people.

There are three main purposes:
- Supporting people to interact with health and care and to look after their health and wellbeing.
- Organising and providing services effectively, including supporting professionals delivering individual care.
- Creating intelligence for service improvement, innovation, research and precision medicine by making use of the enormous power of data and analysis.

Digital approaches include:

- electronic health records
- online team working with colleagues and peers using virtual collaboration tools and virtual meetings
- electronic communications (e-communications)
- remote assessment, consultations, referrals and support
- digital therapies: standalone, blended with traditional therapies, online peer support and more advanced automated or semi-automated therapeutic tools
- smartphones as a platform, such as for sensors, social media or telemedicine
- monitoring equipment, including sensors and wearable devices
- the use of web- and cloud-based tools and apps to support clinical decision-making
- e-learning, education and training
- data collection and analytics.

What is digital? cont...

However, we also think digital should also be seen as a way of doing things. A digital culture encourages people to look outward to users and other stakeholders to collaborate with others on developing new solutions, and to continuously learn. At its best, digital transformation changes the way work gets done by putting users and their needs at the heart of the process.

Digital can support:
- more systematic, high-quality care
- more proactive and targeted care
- better coordinated care and mobile working
- improved access to specialist expertise
- greater service user engagement
- improved resource management
- system improvement and learning.

(Nuffield Trust, Delivering the Benefits of Digital Healthcare (2016))

Mental health trusts are developing strategies to deliver local priorities and the capabilities that NHS England and NHS Improvement has prioritised:

- **Digital options for accessing care**, including online referrals, and an updated nhs.uk hosted local service directory, which includes signposting to crisis services, by 2021.
- **Supporting digital clinical monitoring**, by 2023.
- Making use of **tools to support clinical decision-making**, including identification of need, assessment, detection of risk (such as a crisis) and treatment selection, by 2023/24.

What is digital? cont...

- Offering a range of **self-management apps, digital consultations and digitally-enabled models of therapy** to support access to psychological therapies in IAPT, first episode psychosis services, eating disorder services, CMHTs and Children and Young People's Mental Health Service by 2023/24. Options should be accessible to all, including women during the perinatal period and older adults.

(NHS Mental Health Implementation Plan 2019/20 2023/24 (July 2019))

On a practical day-to-day basis it means you, your colleagues and your service users using devices such as computers, smartphones and tablets, and software such as websites, apps and platforms. On a strategic basis, it means working with service users and others to create new approaches that meet their needs.

What skills do your team have now (managers)

3

How to use this section

This section is designed to help you and your team to identify a baseline of where you are currently with digital skills and confidence, where you want or need to be, and how to get there. By providing honest answers about where you feel you are, you and your team members can be supported to grow your confidence if that's right for your roles.

Everyone in the team uses this section to find out where they are. They may find it useful to make a personal note of practical examples to help test out their own assessment.

The team reviews all their results together, looking out for where people have particular passions and skill sets, and where there are barriers or where progress needs to be made. Encourage sharing across the team so you have a picture of where you are collectively.

The team uses the section content to find ideas that help people make progress from one level to the next.

The team makes practical plans for how to best use existing skills within the team (for example identifying how colleagues can buddy up to support one another) and what additional training or resources might be needed.

The group uses this section again after about six months to see how things are going, share progress and identify new gaps and update their plans.

The framework

Click on the theme opposite to see if you are:

- **Curious but not sure how to get started**
- **Having a go but nervous about getting it right**
- **Confident I'm going this well**
- **I'm the person who others come to for help**

Internal systems
using the digital tools that are already in your organisation

Supporting others
(service users, colleagues and others) to use digital tools

Digital security and safety
protecting people's data by taking precautions

Being digitally engaged
embracing ways in which digital can benefit you and others

Co-production of digital services
the process of involving service users in the design of digital services

Internal systems

using the digital tools that are already in your organisation

Curious but not sure how to get started
I know that there are a wide range of sources of digital information and they need to meet certain legal, ethical, cultural or security rules.

I know that there are certain digital tools that I need to use for my job, but I've steered clear of them in the past.

I know there are advantages to using all of these tools but pen and paper has always worked pretty well for me.

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

What to do next
There are lots of ways to get started with digital.

Join this: For absolute basics, register for free on Learn My Way

Read this: For skills that will help with your role, take a look at Make IT Click

Do this: Find someone in your team who identifies as 'I'm the person,' to spend some time with you on specific digital tools you use internally
Carry out a fuller self-diagnostic and get signposted to learning resources

Internal systems
using the digital tools that are already in your organisation

Curious but not sure how to get started

Having a go but nervous about getting it right

I can use a range of resources to search for, locate and organise digital information for personal and/ or professional purposes

I use most of the digital tools that are expected of me but I'm never quite sure if I'm getting it right

I am able to work with service users/ patients and colleagues to promote fair and equitable access to digital resources for all

Confident that I'm doing this well

I'm the person that others come to for help

What to do next
Improving your confidence takes time.

Join this: All internal digital tools should have appropriate
training. Talk to your manager about refresher training on certain tools.

Watch this: Check Twitter for #MHDigiTips to get get hints and tips from colleagues

Do this: Find someone in your team who feels more confident with digital. Arrange to shadow them to see what they do. Carry out a fuller self-diagnostic and get signposted to learning resources.

Internal systems

using the digital tools that are already in your organisation

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I am confident in using a wide range of digital resources for personal and/ or professional purposes

I am confident in testing digital information for accuracy and analysing and evaluating a wide range of information

I am confident in using all of the tools that are expected of me

I don't mind learning new tools as they become available

I'm the person that others come to for help

What to do next
Maintain your confidence and keep exploring.

Join this: Look for digital champion training, for example: Learn My Way; Health Education England; Digital Unite
Watch this: Check Twitter for #MHDigiTips to get get hints and tips from colleagues
Read this: Digital tools are constantly changing, keep checking organisations like Health Education England or MIND to see what big changes are coming.
Do this: Tell your team about the apps and websites that you use. Look for chances to get involved in designing or purchasing new digital tools. Carry out a fuller self-diagnostic and get signposted to learning resources:
Share this: Upload a video to Twitter using the hashtag #MHDigiTips

Internal systems

using the digital tools that are already in your organisation

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

As an expert user, I take the lead in promoting and evaluating the use of a wide range of specialist, new and emerging digital approaches

I champion the use of new technology and support others in the improvement and adoption of innovative devices, technologies, software and applications.

I am proactive in ensuring service users/ patients and colleagues can use the all the tools confidently

What to do next

Share your skills to help others make progress

Join this: Look for digital champion training, for example: Learn My Way; Health Education England; Digital Unite

Watch this: Check Twitter for #MHDigiTips to get get hints and tips from colleagues

Do this: Let your team know that you can support them with their digital skills. You don't need to know everything but you have some hints and tips that will help them.

Carry out a fuller self-diagnostic and get signposted to learning resources:

Share this: Upload a video to Twitter to help other colleagues #MHDigitTips

Supporting others

(service users, colleagues and others) in using digital

Curious but not sure how to get started

I know digital can support people to connect and learn.

I understand digital can be used by people to achieve different types and levels of learning or connection

I know digital tools can be formal or informal and that people can be supported to access specific opportunities or can find them for themselves

I don't want digital to reduce the human factors of support

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

When supporting others using digital it is important to use all of the soft skills you already have.

Join this: For absolute basics, register for free on Learn My Way

Read this: For skills that will help with your role, take a look at Make IT Click

Do this: Find someone in your team who identifies as 'I'm the person,' to spend some time with you on specific digital tools you use internally
Carry out a fuller self-diagnostic and get signposted to learning resources

Supporting others

(service users, colleagues and others) in using digital

Curious but not sure how to get started

Having a go but nervous about getting it right
I can use a range of digital tools to support online networks and learning

I can participate in online forums or communities

I can show other people, including service users, patients and colleagues, what I know, and learn from them about what they need to increase their knowledge, skills and confidence

It's difficult to do all this digital stuff and maintain the soft skills that build relationships

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

Improving confidence takes time.

Read this: For patient-facing tools such as apps or websites
look at brands that you know and trust like nhs.uk, nhs apps library
Health Education England's Digital Champion Programme

Watch this: Look for #MHDigiTips on Twitter to give some hints and tips

Do this: Try shadowing one of your team members who feels more confident, to see what they do.

Supporting others

(service users, colleagues and others) in using digital

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well
I can confidently use a wide range of digital tools to support my own and other people's learning, development and engagement
I work actively to find digital opportunities on a regular basis to support myself and others, including services users, patients and colleagues
I regularly review my own and others' digital learning and development needs and support them to make progress
I have changed my style so that digital can improve relationships with service users and colleagues and not hinder it

I'm the person that others come to for help

What to do next

Maintain your confidence and keep exploring.

Read this: Look for ways to become a 'digital champion' to help with your skills in supporting others. Learn My Way; Health Education England.

Watch this: Look for #MHDigiTips on Twitter to give some hints and tips

Do this: Promote the apps and websites that you use with people with the members of your team. Open it up for them to add to the list. Look for opportunities to get involved in designing or purchasing of new digital tools in your team/org.

Share this: Upload a video to Twitter giving some hints and tips using #MHDigiTips

Supporting others

(service users, colleagues and others) in using digital

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help
As an expert user, I am proactive in modelling and promoting the use of a wide range of existing and new digital for personal and/or professional purposes with colleagues, service users and patients.

I champion and support others to adopt new/ innovative digital solutions

I provide leadership, guidance and support, ensuring that patients, service users and colleagues have equitable access to all digital teaching, learning and self-development

What to do next

Share your skills to help others make progress

Do this: Let your team know that you can support them with their digital skills. You don't need to know everything but you will have some hints and tips that will help them.

Share this: Upload a video to Twitter giving some hints and tips #MHDigiTips

Digital security and safety

protecting people's data by taking precautions

Curious but not sure how to get started

I know that it is important to create appropriate digital identities (what I share and what I don't) in personal and professional situations.

I know why it is important to protect my own digital identity and that all interactions should be respectful, ethical and appropriate for different audiences

I know that some digital behaviour can impact negatively on my own or others' health and wellbeing

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

There are lots of ways to get started with data and security.

Join this: For absolute basics, register for free on Learn My Way

Read this: For skills that will help with your role, take a look at Make IT Click

NHS Staying Cyber Fit

NHS Keep it Confidential

Do this: Find someone in your team who identifies as 'I'm the person,' to spend some time with you on specific digital tools you use internally

Digital security and safety

protecting people's data by taking precautions

Curious but not sure how to get started

Having a go but nervous about getting it right

I can create and protect my own digital identity and reputation

I can use digital in ways that promote safety of self and others, including patients, service users and colleagues

I can use digital in ways that contribute to my own and others' good health and wellbeing

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Confident that I'm doing this well

I'm the person that others come to for help

What to do next

Join this: Data and security specific training in your organisation. Talk to your manager about refresher courses

Read this: NHS Data and Security

NHS Staying Cyber Fit

NHS Keep it Confidential

Do this: Find someone in your team who identifies as 'I'm the person,' to spend some time with you on specific digital tools you use internally

Talk to your IT department if you have any questions and share the answers with your team

Digital security and safety

protecting people's data by taking precautions

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I act on breaches of safety, security and wellbeing rules and guidelines in order to avoid negative consequences for myself or others

I always use digital in ways that contribute to my own and others' good health and wellbeing

I act on and support others to understand instances that compromise the safety, security or wellbeing of others, including patients, service users and colleagues

I'm the person that others come to for help

What to do next

Maintain your confidence and keep exploring.

Read this: HEE Topol Review stating new expectations of informed consent for data sharing.

Do this: Share things that you learn with your team. Open it up for them to share things. Look for opportunities to get involved in designing or purchasing of new digital tools in your team/organisation.

Digital security and safety

protecting people's data by taking precautions

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

I advise others and demonstrate leadership in managing personal and professional digital identities

I can create solutions to solve complex problems related to managing digital identities in a way that supports and protects patients, service users and colleagues

I act in all digital interactions in ways that are respectful, ethical and appropriate to patients, service users and colleagues

What to do next

Share your skills and knowledge with your team

Join this: NHS Digital's Cyber Associates Network

Do this: periodically check that your knowledge is still up to date. Take ownership of being the person in your team who will investigate changes in rules

Being digitally engaged

embracing ways in which digital can benefit you and others

Curious but not sure how to get started

I know that we live in a digital society and digital engagement will be vital to ensure that patients, service users and colleagues are all able to participate and thrive

I know that I need to be positive and proactive in relation to digital opportunities (things that can improve my life) in both my personal and professional life

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

There are lots of ways to get started and find what interests you.

Join this: For absolute basics, register for free on Learn My Way

Read this: For skills that will help with most jobs, take a look at Make IT Click

Watch this: look for hints and tips on Twitter #MHDigiTips

Do this: Find someone in your team who identifies as 'I'm the person,' to spend some time with you on specific digital tools you use internally

Being digitally engaged

embracing ways in which digital can benefit you and others

Curious but not sure how to get started

Having a go but nervous about getting it right

I can participate in a digital world

I am willing to try out new digital approaches to bring about positive change and benefits for myself, patients, service users and colleagues

I can support and promote digital resources as a means to bring about positive change and benefits for patients, service users and colleagues

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

Improving confidence takes time.

Join this: NHS Futures sites that interest you.

Read this: Blogs and high profile colleagues on social media who share advice, such as James Woollard @Psycle_doc

Watch this: On Twitter look for #MHDigiTips for hints and tips

Do this: Try shadowing one of your team members who feels more confident to see what they do.

Being digitally engaged

embracing ways in which digital can benefit you and others

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I am confident that I can express myself through the most appropriate digital methods and support others to do so

I actively research new developments in digital and am keen to try out new things

I am confident in engaging colleagues, service users and patients in discussion about digital and how to use it as a means to bring about positive change

I'm the person that others come to for help

What to do next

Maintain your confidence and keep exploring.

Join this: Look for networks to join and be active on in NHS Futures

Read this: Digital tools are constantly changing, keep up to date by following national organisations that you trust. Such as Mind, ORCHA

Do this: Promote the apps and websites that you use with people with the members of your team.

Share this: Upload a video on Twitter #MHDigiTips to help colleagues across the country

Being digitally engaged

embracing ways in which digital can benefit you and others

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help
I champion and lead on digital change and use my knowledge and expertise to bring together new ideas and processes that meet the needs of patients, service users and colleagues

I can create solutions to complex problems that are related to improving and evolving existing digital services to make them work better

I actively engage in and support others, including patients, service users and colleagues, in horizon-scanning activities to generate wider benefits from digital

What to do next

Share your skills to help others make progress

Join this: Start your own network of people to share ideas with. Ask your manager about ways of getting involved in organisational transformation

Do this: Let your team know that you can support them with their digital skills. You don't need to know everything but you will have some hints and tips that will help them.

Share this: Upload a video on Twitter #MHDigiTips to help colleagues across the country

Co-production of digital services

the process of involving service users in the design of digital services

Curious but not sure how to get started

I understand that citizens/ service users/ patients may have opinions on mental health services but I think health professionals are best placed to decide what is needed.

We have a menu of different service options for people to choose from. What more could we do?

Regulations and risk management mean we can't work flexibly to be patient-led.

What to do next

Watch this: The Ladder of Co-Production

Do this: Speak to your patient and public engagement lead and any service user representatives about how co-production would work for them.

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help

Co-production of digital services

the process of involving service users in the design of digital services

Curious but not sure how to get started

Having a go but nervous about getting it right

I know that we should try to work with citizens/ service users/ patients to tailor how digital works best to reflect their circumstances.

Citizens/ service users/ patients are invited to make suggestions of digital tools that could be used and our staff team reviews which are appropriate.

There is a pilot to test our co-production in one of our service areas

Confident that I'm doing this well

I'm the person that others come to for help

What to do next

Join this: The Co-Production Collective

Watch this: Mental Health and Co-Production

Read this: Co-producing Technology

Do this: Speak to your patient and public engagement lead and any service user representatives about how co-production would work for them.

Co-production of digital services

the process of involving service users in the design of digital services

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

Citizens/ services users/ patient ideas are built in to every interaction around digital.

People know they are recognised as an 'expert by experience' and their ideas and opinions are of equal importance to those of mental health professionals.

Citizens/ service users/ patients are supported to connect and share skills and experience about digital tools with mental health professionals

I'm the person that others come to for help

What to do next

Join this: The Co-Production Collective

Read this: Embedding Co-Production in Mental Health

Do this: Speak to colleagues about co-production, develop a group of champions who can support each other and share learning

Co-production of digital services

the process of involving service users in the design of digital services

Curious but not sure how to get started

Having a go but nervous about getting it right

Confident that I'm doing this well

I'm the person that others come to for help
I champion co-production and ensure that citizens/ service users/ patients are always involved as equal partners from the beginning of conversations about digital.

All our work on digital development aims to build on and grow existing skills, tools and resources that exist within the NHS and the wider community.

Citizens/ service users/ patients have an active role in initiating, running, evaluating and delivering digital initiatives. Their skills and experience has equal weighting to mental health professionals

What to do next

Join this: The Co-Production Collective

Read this: RCPsych Co-Production

Do this: Develop or support formal and informal networks of professionals and service users to share knowledge, skills and take action on digital

Hints and tips

4

The framework

Here we look at examples of how people in similar roles as you have been able to improve their skills.

Choose the area of digital that you would like find out more about from the list and see how colleagues changed how they work with digital.

You can also find out more tips by searching #MHDigiTips on Twitter, where colleagues will be posting videos of tips that they use every day.

Internal systems
using the digital tools that are already in your organisation

Supporting others
(service users, colleagues and others) to use digital tools

Digital security and safety
protecting people's data by taking precautions

Being digitally engaged
embracing ways in which digital can benefit you and others

Co-production of digital services
the process of involving service users in the design of digital services

Do you have a hint or tip for colleagues
tell us your story

Internal systems
using the digital tools that are already in your organisation

I'm Spencer, an occupational therapist with ten years of experience

"We use digital for lots of things like communicating with colleagues through Zoom or for training and learning purposes.

I found it hard being expected to use new technologies without the right support, but having the right training and access to the right equipment/digital assessment tools in place ensures that it can be used properly while assessing.

"My top tip would be to support service users to learn how to use Zoom calls on devices such as computers or tablets. It's a good way to ensure they aren't isolated from carers and family members. And when in doubt, just Googling something you're unsure about can save a lot of time."

I'm Elan, a mental health practitioner for more than five years.

"I use digital tools to assist me with remote consultations, clinical and management supervisions and to access decision information.

I would find it really difficult to connect to service users to provide a remote service but now I am able to do things like a joint visit with a doctor via a tablet.

Top tip is to provide a choice of both digital and face-to-face options. Also, Health Education England is quite useful for learning and educating."

I'm Andy, a medical director in a clinical setting. I have been in this role for seven years.

" We use digital hubs to share good practice among clinicians and patient communities. This helps idea sharing and better engagement.

My top tip would be to ensure the investment in digital is properly modelled in terms of return on investment to ensure better outcomes for service users. Clearer understanding leads to better strategy and implementation."

Supporting others

(service users, colleagues and others) to use digital tools

I'm Sue, a mental health peer consultant.

"I felt more competent and could access more information and as a trainer I could share learning with others.

Before, I felt frustrated and a bit out of the loop not knowing what was going on.

I reached out and was helped by colleagues, some trust training and the helpdesk, who were straightforward, helpful and patient with me."

Do you have a hint or tip for colleagues?
Tell us your story

Digital security and safety
protecting people's data by taking precautions

Do you have a hint or tip for colleagues?
Tell us your story

Being digitally engaged
embracing ways in which digital can benefit you and others

I'm Kiran, a nurse who has worked in a clinical field for just six months.

" I use digital tools to support my role on a daily basis. It's not always perfect, but adding notes to our digital tools helps us make decisions with patients.

I used to be skeptical when it came to digital and its reliability, but having the right training really does make a difference. Some NHS trusts are now rolling out easily accessible online training that works across shift patterns, which is great.

"My top tip would be to work with patients to design services so we get it right for them."

I'm Liz, an occupational therapist

"Self help! I made it a personal mission to not be a laggard.

Before I grew my confidence in digital I felt disempowered.

Since improving, someone said they were mind blown with how many digital skills I had! This is hilarious because I really have only the basics! To an IT whiz I'm nothing. But just keeping afloat can massively improve your ability, organisation, presentation skills, communication...therefore confidence and ability."

I'm Jo, deputy MD at a mental health charity

"Being more strategic in my digital communications has been massively rewarding. I feel more confident, but even more importantly I know I'm better at reaching people.

Although I knew roughly what I was doing, some of it was guesswork. I had a map but no compass!

Obviously, online there are hundreds of explainers and blogs to help, but nothing beats a conversation with a real person. I've taken advantage of a few different support and mentoring opportunities including a mentor with Charity Comms and a one-hour free chat with the people at Digital Candle. They've helped me be more strategic in how we use digital to support people with mental health issues, to really focus on outcomes and how best to reach them."

Co-production of digital services
the process of involving service users in the design of digital services

Do you have a hint or tip for colleagues?
Tell us your story

Do you have a hint or tip for a colleague? Tell us your story

Colleagues have told us that they prefer to hear about real stories and experiences from people like them. If you have a hint or tip to share, then there are two ways to do that:

- If you want to tell us your story, like those above, of how you have improved your skills and what that has meant for you in your role, then please fill out this form so we can grow the library
- If you have any tips or helpful hints that might help others, then please follow the guidance below and upload a video to Twitter using #MHDigiTips

Video guidance

1) You will need a Twitter account and either a laptop or smartphone

2) You must be GDPR compliant. If you are showing a tip on a platform then make sure there is no patient or colleague data visible

3) This isn't meant to be a Hollywood production. We are just looking for quick tips from the people who know best

#MHDigiTips

Do you have a hint or tip for a colleague? Tell us your story

If you want to do a video of just you talking about a hint or tip:

- Turn your smartphone on to selfie mode and press record
- Introduce yourself and your job role
- Tell us the tip and make sure you tell us what platform the tip is for (such as Microsoft Teams) if applicable
- Try and keep the video to no more than 60 seconds long. (Don't worry if you go slightly over)
- Write a tweet including #MHDigiTips in your text. E.g. 'Here's a tip for all mental health professionals when using Attend Anywhere. #MHDigiTips
- Go to your photo library (in the bottom left-hand corner)
- Find the correct video and click on it.
- Send the tweet

#MHDigiTips

If you want to do a video of you demonstrating something on an actual digital platform

- Open the digital product that you are going to use in the demonstration, making sure no identifiable data is showing
- Open the video software that you normally use to have virtual meetings with colleagues (probably Microsoft Teams or Zoom)
- Click on the share screen icon and choose the tab screen which has your demonstration platform ready
- Press the record button on MS Teams or Zoom
- Introduce yourself and your role and tell us what you are going to show us
- Take us through the demonstration
- End recording and download the video
- Try and keep the video to no more than 60 seconds long, (Don't worry if you go slightly over)
- Write a tweet including #MHDigiTips in your text. For example, 'Here's a tip for all mental health professionals when using Attend Anywhere. #MHDigiTips
- Go to your photo library (in the bottom left-hand corner)
- Find the correct video and click on it.
- Send the tweet

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