

DERBY GP SPECIALTY TRAINING PROGRAMME

ORGANISING A HALF DAY RELEASE TEACHING SESSION

1st Year GPStR/ST1 (TUTOR: DR ANNA FRAIN)

ST1 Lead must contact the GP Trainer and Consultant/Resource (as indicated on teaching programme) 4 weeks prior to the session

STAGE ONE (Preparation)

1st Year GP Group discuss topic and set objectives

ST1 Lead (*as indicated on programme*) contacts **GP TRAINER** to discuss and confirms objectives and inform **Consultant/Resource**

ST1 Lead contacts the GP Training Office at least **2 weeks** before the session to confirm details of the session and arrange photocopying etc

STAGE TWO (Teaching Session)

ST1 Lead collects the Teaching Room Key and returns to Reception Desk, Education Centre at the end of the session

STAGE THREE (Assessment)

At the end of the session the **ST1 Lead** reminds everyone to complete the Online Assessment Form. Collect any handouts and ensures that all information is handed to the GP Training Office.

GP Training Office emails copies of the completed Online Assessment Forms to the GP Trainer and Consultant with Online Assessment forms for the GP Trainer and Consultant/Resource to complete.

GP Training Office to post all information for sessions on the East Midlands Local Education and Training Board (LETB) Virtual Learning Environment (MOODLE) website for 1st Years to access as and when required

STAGE FOUR (Feedback)

Programme Directors

Review all assessments/feedback and Year Tutor will discuss with the Group at review sessions scheduled within the programme

NB: It is the ST1's responsibility to arrange swaps NOT the GP Training Office. If you do arrange a swap please contact the office with details as soon as possible.