

DERBY GP SPECIALTY TRAINING PROGRAMME

ORGANISING A HALF DAY RELEASE TEACHING SESSION

2ND Year GPStR/ST2s (TUTOR: JIM NOBLE)

ST2 Lead, GP Trainer and Consultant/Resource
(as indicated on teaching programme)
receive reminder from VTS Office **5 weeks** prior to the session

STAGE ONE (Preparation)

2ND Year GP Group set objectives

ST2 Lead (*as indicated on programme*) contacts GP TRAINER to discuss and confirms objectives and inform Consultant

ST2 Lead contacts the GP Training Office at least **1 week** before the session to confirm details of the session and arrange photocopying etc

STAGE TWO (Teaching Session)

ST2 Lead collects the Teaching Room Key and Assessment Forms and returns both to the GP Training Office at the end of the session

STAGE THREE (Assessment)

At the end of the session the **ST2 Lead** collects assessment forms and handouts and ensures that all information is handed to the GP Training Office

GP Training Office sends copies of the Assessment Forms to the GP Trainer and Consultant with Assessment forms for the GP Trainer and Consultant/Resource to complete and return.

GP Training Office to post all information for session on the VTS 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 ST2's responsibility to arrange swaps NOT the VTS Office. If you do Arrange a swap please contact the office with details as soon as possible.