**Trainers Group Minutes – Tuesday 1st September 2015**

**Present:** Manu Jeyam, Rachel Jesudas, Eve Haworth, Antoni Pomian, Zafar Chowdhury, Dharmesh Mistry, Sumit Guhathakurta, Nathan Goldrick, Helen Wall, Julie McMillen, Niruban Ratnarajah, John Tabor, George Ogden, Nick Pendleton (Chair)

**Apologies:** Julian Tomkinson, Ian Hamer, Sharif Uddin, Julian Page, Angus Kirby, Kamran Khan

**Request for Trainers to help with the Mock CSA**

**The Mock CSA will take place on Wednesday 25th November** at Crompton Health Centre. Lunch from 1pm, briefing at 1.45, start at 2pm. Trainers will be compensated for their time and can include the experience gained in their personal Trainer CPD portfolio. Please contact Julian Page if you can help with this [page00@btinternet.com](mailto:page00@btinternet.com)

**Out of Hours Trainee Supervision**

Dharmesh Mistry provided an update and explained some changes that are being rolled out by Bardoc:

1. There is still a need for more Trainers to become involved in supervision in the Out of Hours Setting.
2. Bardoc will pay for extra costs with respect to indemnity as long as the Trainer does then undertake supervision sessions.
3. The role of the Clinical Supervisor is to supervise the Trainees rather than see patients.
4. New Clinical Supervisors will be offered a local induction.
5. A Traffic Light system is being introduced so that Clinical Supervisors are aware of the level of competency of individual trainees.
6. Clinical Supervisors will rate Trainees at the end of each session based on performance against specific and defined aspects of Out of Hours competencies.
7. A new online tool is being developed to document the sessions and view performance against the competencies.
8. Further update to follow

**Discussion: What do we each do with our Trainees and what do they do in our practices?**

Various models of induction were presented including a comprehensive structured daily induction for 2 hours a day over 5 days and a self-directed Trainee induction where the Trainee is tasked to find out how to undertake the various tasks and processes with follow up at the end of the week with a Trainer to check progress. There is certainly a lot to cover in induction and many processes in practices are individual. As well as how practices undertake individual tasks such as referral, prescriptions and results processing, it is vital for Trainees to know about the New Bolton Contract including the Medicines Management efficiency agenda.

**We could discuss this large topic further at a future meeting:** How do we decide how many scripts and letters to give to Trainees? What about visits – What type and how many? How do Trainees get experience of chronic disease management? Trainee surgery configurations and when and how to make changes. Attendance at meetings and input – practice, business, GSF, CG etc. Role with other learners…

**NP reiterated what Trainees should be doing when the Day Release Course or ST2 Teaching Programme is not running**: Trainees based in GP have a contract which states that they should have 7 clinical sessions in a week and 3 educational sessions. This applies even when the organised teaching sessions are not running. Educational sessions can include reflective surgery, joint surgery, videoing consultations, undertaking an audit, updating eportfolio, planning when to do assessments, attending clinics in the practice or outside the practice etc. Trainees should not therefore be asked to do a normal clinical session in place of one of these educational sessions unless the balance of 7:3 is preserved by creating an Educational session elsewhere to compensate. It is good practice to agree with Trainees what they are going to be doing with their educational session in advance. You would then expect to see a learning log entry detailing the activity.

**IDEAS FOR FUTURE TRAINERS GROUPS**

1. What to do with Trainees in the period after passing the CSA.
2. How do we prepare our Trainees for the CSA?
3. How do we deal with different levels of motivation and self-direction in Trainees.
4. Trainers Group Balint style discussion about a Trainee (JT).
5. Bring and discuss a video of an International Medical Graduate consulting.
6. CDBs – review of how to do one.
7. Anne Hawkridge to present CSA failure prediction tool
8. What is a ‘practice library’?

Other ideas welcome. Send to [nickpendleton@nhs.net](mailto:nickpendleton@nhs.net)

**The next Trainers Group** is scheduled for Thursday 3rd December at 7pm at the Education Centre. Trainers Group Webpage: <http://boltongptraining.org.uk/?page_id=50>

Minutes by NP