**Bolton Trainers’ Group**

**Minutes – May 22 2014**

**Present:** Anne Hawkridge, Ian Hamer, Kamran Khan, Manu Jeyam, Nathan Goldrick, Steven Whittaker, Angus Kirby, Dharmesh Mistry, Shahid Munshi, Golda Parker, Adrian Haslam, Stuart Murray (AD), Nick Pendleton (TPD)

**Apologies received:** Richard Simpson, George Ogden, Sumit Guhathakurta, John Tabor, Sharif Uddin, Charles Hendy, Niruban Ratnarajah, Julie McMillen, Julian Page, Lisa Collins, Julian Tomkinson

**Stuart Murray** was thanked for his attendance in his role as Associate Director (Bolton, Salford and Trafford)

**Anne Hawkridge presented a video she had produced with another CSA examiner.** Trainees who were international medical graduates who had failed and then passed the CSA were asked for their reflections on their journey. The video produced some interesting discussion and the summary points are forwarded with these minutes. Thank you Anne.

**Discussion about verbal feedback from the GMC/Deanery Quality Monitoring Visit on March 19th 2014.** (Written feedback is not yet available).

1. **Supervision of Trainees by on-call GP.** It was suggested that if this model is used then Trainee induction should make it very clear how Trainees should seek help if needed and that a sensible step would be to have a follow up conversation in the first month to see if there were any problems. As it is now May, Trainees could be asked now if they were having any problems and adjustments made or the practice procedure reiterated. NP will forward 4 and 8 month feedback forms with these minutes as requested
2. **What should the trainees be doing when the Day Release Course is not on?** They may wish to be in the surgery to undertake a suitable educational activity to meet their 7:3 clinical/educational split but they do not have to be. They should not be coming in to the practice to do a normal surgery unless they are paying the surgery back for taking educational time elsewhere. A copy of the Trainee contract is attached with these minutes. We suggested that Trainers ask Trainees what they are planning to be doing when the Day Release Course is not on when they meet for a tutorial. The educational activity chosen would make a suitable log entry.

**The next 3 planned meetings are:**

Tuesday September 16th in Seminar Room 2 at 7pm

Thursday December 4th in Seminar Room 2 at 7 pm

Tuesday February 10th February 2015 in Seminar Room 2 at 7 pm