

Guidance for local structured teaching attendance

Local structured teaching is provided for GP resident doctors across all programmes, although the number of sessions, days and timings may differ. GP teaching provides valuable learning opportunities across the curriculum and exam focused preparation, and it is important that you engage to make the most of this time. Teaching is delivered by GP educators employed by NHSE, with the opportunity for invited speakers.

RDs in hospital posts

There is an expectation that attendance will be facilitated by the trust you are working in although we appreciate that you may not be able to attend all teaching due to rota challenges, non-working days and annual leave. It is expected that you attend a minimum of 70% of delivered teaching (pro rata for LTFT)

RDs in GP posts or ITPs

The structured teaching programme is delivered during your contracted educational hours and as such it is expected that you are released to attend and do attend unless you are off sick or on annual leave. You are being paid for this time, so attendance is not optional. The expectation is that you attend 80% of delivered teaching (pro rata for LTFT)

Guidance for all GP RDs

- 1) Please inform your programme administrator in advance of the session if you cannot attend giving a reason as a register is taken and attendance monitored. If you don't inform the administrator, then your attendance will be marked as unauthorised which may lead to your ES and the lead employer being informed.
- 2) This is time for which you are paid. Please arrive prior to the start time, ready to learn and contribute and expect to stay until the session end time. Please don't leave early to collect children from school, avoid the traffic etc. You would not do this from your clinical post, and this is no different.
- 3) We know people record their learning in different ways and if you are going to use a phone or device in the session then it should be for this purpose only, and only if the facilitator of the teaching has agreed to this. You should not take phone calls during teaching except in an emergency, and you should leave the room to do so.
- 4) If you are struggling to attend regularly for whatever reason, please speak to your CS/ES or teaching facilitator.

Remote teaching

When attending teaching delivered virtually your device should have a working camera which should be on throughout. You should use a laptop or desktop computer so you can see any slides and other attendees. You must not join the call whilst driving.

You should participate as you would during face-to-face teaching, avoiding interruptions and distractions where possible.

Caring responsibilities

There will always be issues that are unavoidable such as ill children or the need to care for a relative at short notice. Please make appropriate use of special or annual leave so that you can engage fully in the sessions you attend.

LTFT

Resident doctors working LTFT may not be able to attend all delivered sessions in a calendar year but over their training programme they should have the opportunity to cover the timetable.

Recording learning

Log entries reflecting on learning from local teaching sessions provide valuable evidence for your ESR and ARCP and it is strongly recommended you upload an entry for each teaching session.

Structured teaching for extension Resident doctors

The teaching offer and attendance expectation for extension trainees differs across programmes. Please familiarise yourself with what is available on your programme.

Dr Alison Caldwell - Head of GP School

June 2026