**Health Education England Thames Valley**

**Courses for GP Trainers/Educational Supervisors (prospective and current)**

Dated 20/12/19

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| **New Educational supervisors’ course for prospective GP Trainers** **What is about**: Replacing the old academic PGCert course for new Trainers, this course prepares the attendee to be a Trainer and educational supervisor for GP trainees in practice. The course is structured around six strands of practice to develop knowledge and skills in:* + Coaching and Mentoring
	+ Giving Feedback
	+ Delivering Tutorials
	+ Supervising in Practice
	+ Understanding MRCGP requirements
	+ Navigating HEETV
* **Frequency**: Twice a year or as demand for new Trainers requires
* **Course duration**: 5 individual non-residential days split 2-2-1 on the course itself. Completion of the preparation to become an approved GP trainer also requires completion of day one (the CDB and COTs day) of the ‘Nuts and Bolts’ course – see below.
* **Lead**: Jenny Gavriel PD, PSU Coach
* **Facilitated by**: Jenny Gavriel and Associate Deans/Programme Directors from across Thames Valley
* **Book by** emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* 2020: TBC
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| **WPBA Nuts and Bolts courses - for new and relatively new GP Trainers or more experienced trainers wishing a refresher** **What is about**: A hands-on practical sessions on best practice and simple guides for WPBA and the portfolio. * Includes instruction, bench marking exercises, Q&A, small group work and expert feedback.
* Flexible to the needs of the group and often includes changes proposed, updates etc. as requested by attendees.
* **Frequency**: Run 4 times a year 2 CBD and COTs sessions and 2 ESR and learning logs
* **Course duration**: each course 1 day
* **Lead**: Kim Emerson: AD for ARCP and assessment, ARCP chair, Trainer, previous PD, RCGP WPBA core group member, external assessor for RCGP, Deanery Assessment Reference Lead and practising GP
* **Facilitated by**
	+ Helen Weaver, Trainer
	+ Perihan Colyer, Trainer, ARCP panel member
	+ Ash Aggarwal, Trainer, Appraiser
* **Book by** emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* Tuesday 25th February 2020 - ESR & Learning Logs
* Tuesday 24th March 2020 - COTs/CbDs -2 Spaces left
* Tuesday 22nd September 2020 - COTs/CbDs
* Tuesday 17th November 2020 - ESR & Learning Logs
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| **Combined Supervisors course** **What is about**: for new and existing OOH supervisors, prospective foundation supervisors and non-Trainers in approved GP training practices who wish to get more involved in GP training. **The (core) morning session attended by all of the above except for existing OOH supervisors (who only attend the OOH afternoon session as a refresher).** **Facilitated by** Tamara Cunningham and Anna Magnusson – PDs, Reading* A very brief look at how adults learn.
* Assessment of learning needs.
* Planning & delivering a tutorial.
* Principles of feedback.
* Debriefing and supervision.
* Trainees in need of additional support.

**The afternoon sessions** *The ‘training for non-Trainers’ stream** The GP ePortfolio
* GP WPBA
* The trainee timetable

*The ‘foundation supervisors’ stream* * The foundation trainee timetable.
* The foundation ePortfolio.
* The roles of the CS, ES, and TPD.
* Foundation ARCP.
* Foundation supervised learning events.

*The OOH supervisors’ stream** (New OOH supervisors do the full day, those doing a refresher do the afternoon only)
* MRCGP OOH requirements + MRCGP Update.
* How OOH training is different to in-hours training.
* Supervision and debriefing arrangements in OOH.
* Case studies and group discussions.
* Completion of the OOH day and foundation day is a mandatory requirement for those wishing to supervise trainees.
* **Frequency**: Run 4 times a year
* **Course duration**: 1 day
* **Leads**:
* Anna Magnusson PD, PSU Coach, Trainer & Tamara Cunningham, Trainer, PD, Appraiser (morning and the afternoon training for non-Trainers stream)
* Mark Reed, PD, Trainer and CSA examiner (the afternoon OOH stream)
* Kate Staveley, AD for Bucks and GP/Foundation PD (the afternoon foundation stream)
* **Book** by emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* Monday 9th March 2020
* Tuesday 9th June 2020
* Monday 7th September 2020
* Tuesday 8th December 2020
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| **The Experienced trainers’ course – for our more expert GP trainers****What is about**: Designed to provide trainers with an inspiring and revitalizing 3 days, aiming to deepen educational skills. The course is relaxed and mainly experiential, with the opportunity to practise and hone teaching, feedback, and coaching skills; in small groups and pairs, and with role players (real registrars- well trained). There will be maximum 20 attendees.* **Frequency**: Once a year
* **Duration**: 3 days residential
* **Lead** - Penny Moore: Trainer, PSU Coach, former PD
* **Facilitated by**:
	+ Anna Magnusson PD, PSU Coach, trainer
	+ Kim Emerson: AD for ARCP and assessment, ARCP chair, Educational supervisor, trainer, previous PD, RCGP WPBA core group member, external assessor for RCGP, Deanery Assessment Reference Lead and practising GP
* **Book** by emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* 24th-25th and 26th June 2020
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| **Consultation Skills Course – for all GP Trainers****What is about**: Designed for new and experienced Trainers the fundamental aim of the course is to empower Trainers to support their learners in developing their own consultation skills. The primary focus will not be on honing the consultation skills of Trainers but instead on developing their skills in feeding back to others and supporting and challenging them to improve. The consultation is the vehicle being used. During this process we cover, in some depth, consultation analysis and the teaching and development of consultation skills. * It is essential that participants bring a recent audio-visual of them consulting that they can play back in a small group
* **Frequency**: Once a year
* **Duration**: 2 days residential
* **Lead**: Andy Goode AD, PSU Coach
* **Facilitated by**:
	+ Tamara Cunningham
	+ Chris Longstaff PD, Trainer
	+ Emily Blount PD
	+ Sanjay Trivedi PD, Trainer
* **Book by** emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* 27th -29th April 2020
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|  **Tutorial Skills Course****What is about**: This course is intended for new and experienced Trainers. It revises adult learning theory and covers the practical element of: Identifying the learning wants and needs, negotiating the content and methods, delivering the tutorial, checking the learning and agreeing the follow-up* **Frequency**: twice a year
* **Duration**: one afternoon
* **Leads**: Jenny Gavriel & Chris Morris
* **Book** by emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* Friday 20th March 2020
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| **Programme Directors’ Advanced Course****What is about**: This course is aimed at Programme Directors of GP Training Schemes with at least one year’s experience in the post. It is advertised across the UK and attended by PDs usually from England and Wales. The focus is to share experiences, new ideas and techniques and keep up to date with the latest developments in GP Training, regulation and assessments.* **Frequency:** once a year
* **Duration**: 2 days residential
* **Lead**: Maggie Woods
* **Facilitated by**:
	+ Chris Morris
	+ Andy Goode
* **Book** by emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates**:
* 17th & 18th March 2020
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| **Physician Heal Thyself workshop****What is about**: This programme is aimed at doctors wishing to develop their skills for recognising and managing their stress. This is a practical course with a coaching approach. We aim to equip you with those skills and strategies to help you identify and address symptoms of stress in your life.* **Frequency:** 3 times a year
* **Duration:** 1 day
* **Lead:** Tamara Cunningham and Anna Magnusson
* **Book:** by emailing gpadmin.TV@hee.nhs.uk
* **Upcoming dates:**
* Monday 3rd February 2020
* Monday 4th May 2020
* Monday 28th September 2020
* Monday 14th December 2020
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