**Induction Timetable – Learner (GPST / FY2) – Week 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **ES/CS Name:** |  | **Practice Name:** |  |

**Please outline your learner’s Induction activities. This will be a maximum of 40 hrs pw WTE.**

**THIS IS AN EXAMPLE - please amend to fit your practice and plans for the learner’s induction.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timings** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| **AM**  **9.00 – 13.00** | Meet PM.  Tour of the building.  Introduce to staff  Health & Safety checks, Passwords, Smart cards and introduce to IT system. | Spend time in reception and pharmacy. | Observe PP Surgery and observing consultation style  Home visits with PP | Trust Tutorial  Or  GPST HDR | GP Tutorial  With CS/ ES  Educational history, discuss timetable, trainee concerns, learning needs assessment and plans.  Outline supervision.  Attend weekly practice meeting |
| **Lunch** | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 |
| **PM**  **13.00 – 17.00** | Observe CS/ES surgery. | Sit in with GP surgery.  . | Spend time in admin and secretaries with further IT training/ troubleshooting | Independent Educational Activity (GPST).  Or  Sit in with ANP (FY2) | Sit in with GPN  Observe patients. |
| **Please indicate**: Orientation and meet the staff sessions. Private/Guided Study sessions. Educator sessions**\***, surgery times, trainee debrief slots, tutorial time, SDL session and half day release session. **Please also indicate**: timed slotwhen a **named** **supervisor** will be available **on site** in the absence of the Educator. (\**a session =* ***4*** *hours)***. \*Ensure compliance with 40hr working week** | | | | | |

**Induction Timetable – Learner (GPST / FY2) – Week 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **ES/CS Name:** |  | **Practice Name:** |  |

**Please outline your learner’s Induction activities. This will be a maximum of 40 hrs pw WTE.**

**THIS IS AN EXAMPLE - please amend to fit your practice and plans for the learner’s induction.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timings** | **Day 6** | **Day 7** | **Day 8** | **Day 9** | **Day 10** |
| **AM**  **9.00 – 13.00** | Observe GP surgery and looking at consultation style  Home visits with GP | Observe GP surgery and looking at consultation style  Home visits with GP | Spend time with the District Nurses | Trust Tutorial  Or  GPST HDR | GP Tutorial (CS/ES)  Attend weekly practice meeting |
| **Lunch** | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 | 13.00 - 13.30 |
| **PM**  **13.00 – 17.00** | Spend time with the ANP /PA. Observing their surgery & workload. | Spend time with the HCA and practice computer consultations. | Observe Community Psych Nurse or Midwife | Independent Educational Activity. | Observe CS/ES surgery. |
| **Please indicate**: Orientation and meet the staff sessions. Private/Guided Study sessions. Educator sessions, surgery times, trainee debrief slots, tutorial time, SDL session and half day release session. A *session =* ***4*** *hours.* **Ensure compliance with 40hr working week** | | | | | |