**Example Weekly Timetable – Learner (FY2)**

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| **CS Name:** |  | **Practice Name:** |  |

**Please outline your learner’s weekly timetable. This will be a maximum of 40 hrs pw WTE (8 hrs Educational & 32 hrs Clinical WTE).**

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

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| **Learner Timetable** | | | | | |
| **Timings** | **MONDAY** (8.00 hrs) | **TUESDAY** (8.00 hrs) | **WEDNESDAY** (8.00 hrs) | **THURSDAY** (8.00 hrs) | **FRIDAY** (8.00 hrs) |
| **AM**  **9.00 – 13.00** | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / **Visits\*** 12.00 – 13.00 | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / **Visits\*** 12.00 – 13.00 | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / **Visits\*** 12.00 – 13.00 | Learning Opportunity  9.00 – 13.00  GP Tutorial (2 hours – either in-house or rotation with other CS) and small group work, shadowing health professionals | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / **Visits\*** 12.00 – 13.00 |
| **AM Named**  **Supervisor** | Supervising GP | Supervising GP | Supervising GP | Supervising GP | Supervising GP |
| **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** | Admin 13.30 – 14.00  Surgery 14.00 – 16.00  Admin 16.00 – 16.45  Debrief 16.45 – 17.00 | Admin 13.30 – 14.00  Surgery 14.00 – 16.00  Admin 16.00 – 16.45  Debrief 16.45 – 17.00 | Trust based teaching, project work or directed study  13.30 – 17.00 | Admin 13.30 – 14.00  Surgery 14.00 – 16.00  Admin 16.00 – 16.45  Debrief 16.45 – 17.00 | Admin 13.30 – 14.00  Surgery 14.00 – 16.00  Admin 16.00 – 16.45  Debrief 16.45 – 17.00 |
| **PM Named Supervisor** | Supervising GP | Supervising GP | N/A | Supervising GP | Supervising GP |
| **Please indicate**: Educator sessions, surgery times, trainee debrief slots, Tutorial, trust teaching, independent educational time, and Breaks. *A session =* ***4*** *hours.* Ensure compliance with 40hr working week. For every 3 hours seeing patients needs 1-hour admin. Debrief included in clinical time \***Visits are accompanied.**  Please speak to your local PDs about when the Weekly GPST HDR and Trust Tutorials are. | | | | | |

**Example Weekly Timetable – Learner (GPST)**

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

**Please outline your learner’s weekly timetable. This will be a maximum of 40 hrs pw (12 hrs Educational & 28 hrs Clinical WTE).**

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

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| **Learner Timetable** | | | | | |
| **Timings** | **MONDAY** (8.00 hrs) | **TUESDAY** (8.00 hrs) | **WEDNESDAY** (8.00 hrs) | **THURSDAY** (8 hrs) | **FRIDAY** (8.00 hrs) |
| **AM**  **9.00 – 13.00** | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / Visits 12.00 – 13.00 | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / Visits 12.00 – 13.00 | Surgery 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin / Visits 12.00 – 13.00 | 9.00 – 13.00 HDR | Tutorial 9.00 – 11.00  Break 11.00 – 11.15  Surgery 11.15 - 11.45  Debrief 11.45 – 12.00  Admin /Visits 12.00 – 13.00 |
| **AM Named**  **Supervisor** | Supervising GP | Supervising GP | Supervising GP | N/A | Supervising GP |
| **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** | Admin 13.30 – 14.30  Surgery 14.30 – 16.30  Admin 16.30 – 16.45  Debrief 16.45 – 17.00 | Admin 13.30 – 14.30  Surgery 14.30 – 16.30  Admin 16.30 – 16.45  Debrief 16.45 – 17.00 | Admin 13.30 – 14.30  Surgery 14.30 – 16.30  Admin 16.30 – 16.45  Debrief 16.45 – 17.00 | 13.30 – 17.00 Independent Educational Activity | Admin 13.30 – 14.30  Surgery 14.30 – 16.30  Admin 16.30 – 16.45  Debrief 16.45 – 17.00 |
| **PM Named Supervisor** | Supervising GP | Supervising GP | Supervising GP | N/A | Supervising GP |
| **Please indicate**: Educator sessions, surgery times, trainee debrief slots, Tutorial / educational time, HDR and Breaks. *A session =* ***4*** *hours.* Ensure compliance with 40hr working week. Additionally, will need TOIL for OOH. For every 3 hours seeing patients needs 1-hour admin.  Please speak to your local PDs about when the Weekly GPST HDR and Trust Tutorials are. | | | | | |