|  |  |  |  |
| --- | --- | --- | --- |
| Please complete all three timetables as appropriate (learner induction, learner weekly and educator weekly). | | | |
| Supervisor Name: | Click or tap here to enter text. | Practice Name: | Click or tap here to enter text. |

**GP Learner and Educator timetables**

**Learner Induction timetable (GPST or FY2) – Week 1**

Please outline your learner’s Induction activities. This will be a maximum of 40 hrs per week or whole time equivalent.

**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** | | | | | |

**Learner Induction timetable (GPST or FY2) – Week 2**

Please outline your learner’s Induction activities. This will be a maximum of 40 hrs per week or whole time equivalent.

**This is an example - please amend to fit your practice and plans for the learner’s induction.**

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| --- | --- | --- | --- | --- | --- |
| **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** | | | | | |

**FY2 Weekly timetable**

Please outline your FY2’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. | | | | | |

**GPST Weekly timetable**

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. | | | | | |

**Educator Weekly timetable**

Please show your own weekly timetable and where it intersects with your learner for debriefs etc.

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| --- | --- | --- | --- | --- | --- |
| **Educator Timetable** | | | | | |
| **AM** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| EXAMPLE:  Surgery 8.30 -11.00  Coffee 11.00 -11.30  Admin 11.30 -12.15  Trainee debrief: 12.15 -12.30 | Off | EXAMPLE:  Tutorial 8.30 -10.30  Admin 10.30 – 11.00  Coffee 11.00 -11.30  Admin 11.30 -12.30 | EXAMPLE:  Nursing Home 8.30 -10.30  Admin 10.30 – 11.00  Coffee 11.00 -11.30  Admin 11.30 -12.15  Trainee debrief: 12.15 -12.30 | Off |
| **Lunch** | 12.30 – 13.30 |  | 12.30 – 13.30 | 12.30 – 13.30 |  |
| **PM** | EXAMPLE:  Admin/ visits: 13.30 – 15.00  Surgery 15.00 – 17.00  Trainee debrief:  17.00 – 17.15  Admin 17.15 - 17.30 | Off | EXAMPLE:  Admin/ visits: 13.30 – 15.00  Surgery 15.00 – 17.00  Trainee debrief:  17.00 – 17.15  Admin 17.15 - 17.30 | EXAMPLE:  Admin/ visits:13.30-15.00  Surgery 15.00 – 17.00  Trainee debrief:  17.00 – 17.15  Admin 17.15 - 17.30 | Off |
| **Please indicate**: Educator sessions**\***, surgery times, trainee debrief slots, Home visits, not working, SDL session or half day release session  (\**a session =* ***4*** *hours*). | | | | | |