

## **Medwyn Surgery Training Profile**

### **Practice Structure**

- 3.75 WTE partnership + 0.25 WTE clinical assistant in 'paperlight' environment. Two GP registrar trainers.
- Combination of booked / same-day easy access appointments with rotating 'duty doctor' for home visits.
- Clinic responsibilities - minor surgery, asthma, diabetes, near patient anticoagulation monitoring, family planning, antenatal & child health surveillance. Further clinical experience available includes school medical officer, neurorehabilitation, acupuncture & occupational health.
- Out of hour's medical cover provided by Thamesdoc.

### **Expected Registrar Workload**

- 6 routine surgeries / week
- 1 emergency surgery / week
- 1 joint surgery with trainer / week
- ½ day VTS (term time) – routine surgery outside term time/personal learning
- 1-2 visits/day dependent upon experience and 'Duty Doctor' role when confidence gained
- Out-of-Hours - Thamesdoc: Once/month Sunday 1-6pm. Twice/month supervised evening 'car doctor' – Needs to be organized with provider
- Practice meetings - weekly
- PHCT educational meeting - monthly
- Bridge meetings - quarterly
- Annual leave and study leave in accordance with BMA Registrar contract
- Attendance in outpatient clinics to address learning needs

### **Pre-entry Phase**

1. Check registrar curriculum vitae, references and MADEL
2. Confirm GP registrar appointment with Deanery
3. Submit registrars inclusion on medical list with PCT
4. Ensure all staff aware of starting dates and engage their involvement in training programme
5. Make patients aware of new registrar – newsletter and website updates
6. Prepare educational and employment contracts and establish pay scale
7. Update indemnity insurance
8. Check hepatitis B status and establish if DDA allowances necessary for health/disability
9. Review consulting room and clinical equipment
10. Review library facilities and ensure all reading material available
11. Review 'registrar-pack'
12. Protect time for 'trainers' teaching timetable

## Introductory Phase- 3 months

1. Two week practice induction programme involving:
  - Waiting room experience
  - Reception area
  - Practice manager
  - Practice Nurses
  - Nurse Practitioner
  - Midwife
  - District Nurses
  - Health Visitor
  - Community mental health team
  - Pharmacist
  - Joint GP surgeries
2. Informal introductions and 'getting to know you'
3. Discussion of practice profile/procedures/protocols
4. Agree educational contract
5. Initial tutorials (2 hours/week) involving:
  - **Basic knowledge checklist**
  - Emergency procedures and equipment
  - Kolbs learning styles
  - Using the clinical software systems
  - READ codes/GMS contract audit
  - The doctors bag
  - Role of the registrar. The educational environment and facilities available. Logs, diaries and hot topics
  - Consultation models
  - Role of the PHCT
  - Prescribing
  - Role of summative assessment and the MRCGP
6. Start consulting at 20 minute intervals after first 2 weeks
7. Frimley trainers group formative assessment tool at week 2-4. Establish learning requirements
8. MARS at 3 months
9. Visits: Joint 2-6 weeks. Sole visiting 6 weeks + or when confident
10. Video consultation assessments from week 6
11. Consider ideas for audit
12. Explore knowledge of critical reading/MCQ/SAQ
13. Attendance at VTS half day scheme
14. Outpatient clinics where identified clinical need

### **Middle Phase - Up to 9 months**

1. RCGP Registrar Rating Scale
2. MARS at 6 months
3. Registrar structured trainers report
4. Review summative assessment audit & video progress
5. Tutorials:
  - Transition from clinical to management, social and psychological needs
  - Involvement of team members with specific skills
  - Address specific clinical concerns
  - Case reviews and review referral patterns
6. Agree date for summative assessment MCQ
7. Review MRCGP progress
8. 360 degree feedback and reflection on progress
9. Presentations at PHCT meetings
10. Registrars evaluation of teaching methods and curriculum planning
11. Review study leave/holiday

### **End Phase: 9 to 12 months**

1. MARS at 9 months
2. Repeat Frimley RCGP Registrar Rating Scale
3. Finalise trainers report
4. Qualitative assessment
5. Audit – assess and submit. Presentation to PHCT
6. Video - review standard for summative/MRCGP and submit
7. Tutorials:
  - Registrar focused learning needs
  - Practice management and organisation
  - Understanding accounts
  - Explore career options: senior registrar posts, partnership
  - Choosing a practice
  - Updating CVs
8. Preparation for examination
9. Encourage lifelong learning plan

### **Reflection**

1. The registrar
2. The trainer
3. The practice/patients