**Trainers’ Workshop 17.1.11**

Attended by: Carmel Sher, Paul Kelland, Chuan Chor, Dominic Roberts, Rajiv Goel, Ajay Goel, Clare Highton, Michael Leonard, Laurence Blumberg, Fiona Sanders, Deborah Colvin, May Cahill, Coral Jones, Tricia Bohn, Jo Heyman, Jim Boddington.

Apologies: David Vasserman, Mel Sayer

Mel’s planned session on the CSA was postponed.

Jim led a session on tutorials:

**Group discussion: How do we organise tutorials and what do we cover?**

**Organisation**

* Length varies from 1-3 hours
* A mix of individual and shared tutorials is offered

**What do we cover?**

* Learning needs assessment
* Planning educational programme
* Managerial (e.g. sorting out leave)
* Topics – clinical, practice systems
* Case reviews
* PUNS/DENS
* Learner support
* WPBAs and eportfolio stuff
* Consultation skills, using video and joint surgeries

**Small group exercise and plenary: What works well?**

* Use of in-house expertise
* Trainee preparation and presentation
* Interactive approach
* ‘Closing the loop’ (ensuring all learning needs have been covered)
* Use of role play to explore cases (doctor/patient/observer)
* Encouraging a question-based approach
* Emphasis on case-based learning
* Following the learner’s agenda – ‘freeform’
* Fostering experimentation with different approaches
* Bringing guidelines to life with vignettes
* Involving trainees in medical student teaching
* Use of video in consultation skills teaching
* Use of referral letters as a tool for learning
* Topic-based learning that follows a clinical case
* Trainee taking on an LES or QOF domain
* Sharing the trainer’s learning needs

**Pitfalls**

* Trainer over- or under-preparation
* Being *too* learner centred (be willing to say ‘this is what you need to learn about!’)
* Try to deal with complex individual needs in a shared tutorial

**Useful resources**

Bradford VTS website: <http://www.bradfordvts.co.uk/>

GP-training.net: <http://www.gp-training.net/>

**AOB**

**OOH**

Fiona reported ongoing concerns about training opportunities within Harmoni. It was noted that triage sessions are available for trainees at St Pancras. Trainees need to be encouraged to get going early with OOH sessions and to explore the full range of available settings.

**Workshop Finance** – update from Chuan

* Separate account to be set up
* Chuan is liaising with Jonathan to confirm status of monies left from previous years
* Possible uses for remaining monies to be discussed at next meeting: Mel and Jim will bring proposals
* Convenor and treasurer remuneration to be reviewed

**Topics for future workshops**

Deferred until next meeting

**Date of next meeting Tuesday March 20th 1.30-5.00pm.**