

DERBY GP SPECIALTY TRAINING PROGRAMME**ORGANISING A HALF DAY RELEASE TEACHING SESSION**

**BRONZE GROUP / 1st Year GPSTR/ ST1
(TUTOR: DR SARAH MILNER & DR ANNA FRAIN)**

**The allocated Bronze small group must contact the GP Trainer & Consultant/Resource
(as indicated on teaching programme) 4 weeks prior to the session**

**STAGE ONE
(Preparation)**

Bronze small group plans topic, sets/checks objectives and sets tasks for **each** group member

Bronze small group (*as indicated on programme*) contacts **GP TRAINER** to discuss and confirm objectives, then contacts the **Consultant/Resource** to discuss the format of the session

Bronze small group contacts the GP Training Office at least **2 weeks** before the session to confirm details of the session and arrange photocopying etc

**STAGE TWO
(Teaching Session)**

Bronze small group arrives early to set up the IT, prepare the teaching room for the session and greet the GP trainer / consultant / resource

At end of session the **Bronze small group** collects any handouts and ensures that all information is handed to the GP Training Office, and checks that the Teaching Room is returned to its original layout (see layout displayed in the room) with all furniture and equipment reset, please ensure all rubbish is disposed of prior to vacating the room at the end of the session

**STAGE THREE
(Assessment)**

GP Training Office emails copies of the completed Online Assessment Forms to the GP Trainer and Consultant with Online Assessment forms for the GP Trainer and Consultant/Resource to complete.

GP Training Office to post all information for sessions on the Derby GP Specialty Training Programme MS Teams Channel in the Bronze Tutor Group 2024-2025 Folder for Trainees to access as and when required

**STAGE FOUR
(Feedback)**

Programme Directors Review all assessments/feedback and Year Tutor will discuss with the Group at review sessions scheduled within the programme.

NB: It is the Trainees responsibility to arrange swaps NOT the GP Training Office. If you do arrange a swap, please contact the Office with details as soon as possible.