

Weekly Timetable for LTFT @ 50%

Monday	Tuesday	Wednesday	Thursday	Friday
10am – Morning surgery 12noon – Home visit 1pm – Admin 2pm – Debrief	10am – Morning surgery 12noon – Home visit 1pm – Admin 2pm – Debrief	NOT IN	NOT IN	NOT IN
2.30pm – Lunch 3pm – Afternoon surgery 5pm – Admin	2.30pm – Lunch 3pm – Afternoon surgery 5pm – Admin 5.30pm – Touchbase	1.00-5.00pm Central teaching session*	1-3pm Private learning time* 3-5pm Tutorial*	NOT IN

Notes:

Days aim to start at 10.00am and finish at 6.00pm – there may be occasional earlier starts to enable the trainee to attend practice meetings or for the purposes of assessments

The timetable is designed to align with the requirements of the 2016 Junior Doctors' Contract

Appointments start at 30mins, progressing to 20mins, then 15mins, and then 10mins as appropriate to your stage of training

You will be asked to participate in on-call duties as/when your Clinical Supervisor considers you are competent to take on this role

Debriefs usually take the form of a mini-tutorial based on your cases encountered

‘Touchbase’ time is to simply run through any clinical queries before finishing clinical duties for the week

Clinical supervisor varies from day to day – *see on daily screen rota*

If no specific nominated supervising GP (ie in afternoons) then by default it will be the on-call GP

Sessions marked with * indicate alternating weekly

Mentor sessions and assessments to be arranged as required

All out of hours shifts are to be notified to the practice manager with maximum notice so that time off in lieu can be arranged