

Top Tips for Trainers

Devised by the Trainers of the Regius Society of Bath ©

What is your top tip?	Why do you recommend it?
A new GPR...	
GPR to visit before start date: planning tutorials, educational plan, rating scales.	To individualise opening month. Tip from Michael: see Bill Irish's super study guide for the GPR's first month: http://www.mharris.euobell.co.uk/firstmon/index.htm
Good induction programme – meeting all of the team; delegate lots of initial training to the rest of the team.	
Organise a protected ½ hour at the end of each surgery for 1 st 2 months.	Time for feedback, going through patients, discussing problems.
Start videoing early.	Removes mystique of technology, establishes systems available for assessment.
Surgeries	
Organise joint surgeries (initially GPR observing trainer).	
Use joint surgeries to see patients that GPR or trainer feel would be worth seeing together. The appointments can only be booked by GPR or trainer.	A means of seeing challenging patients together.
Write down any problems as they happen.	In case of problems and difficulty in signing trainer's report.
Buying medical bag for GPR as their leaving present.	Feel-good factor for GPR!
Using computer to issue GPR with reminders of key dates e.g. when audit completion due.	Reduces load (nag factor) on trainer.
Continue joint surgeries (GPR consulting) throughout the year; use this for assessment as well as teaching.	Provides continuous assessment.
Assessment	
Do an educational review every 3-4 weeks, summarised by the trainer in a letter to the GPR.	GPRs know where they are; helps with action plan.
Use Ian Swan's idiot guide to Summative Assessment.	Contact him via swanir@aol.com
Do a SWOT analysis on the GPR.	Very focussed +ve/-ve feedback on performance issues; particularly helpful for borderline/poor GPRs.
Do formative assessment every 3 months using 360 ^o appraisal (anonymised for all members of primary care team).	If there are weaknesses it is easier to discuss them – not always as easy if criticisms only come from the trainer.
Register the GPR as a private patient on the computer: record tutorials as consultations.	Keep log of tutorials, scores from rating scales, accessible from all PCs
Other tips	
Discover the Well Close Square website. http://www.wellclosesquare.co.uk/	Good site for training, tutorial topics, good courses, ideas for audit.
Prepare for 2 consecutive GPRs by making 2 sets of photocopies of everything.	Saves time.
Not having a GPR is better than having a dreadful one, but if you have a bad one, identify it early.	

Collated by: Michael Harris 10 June 2003