

**BANBURY GP SPECIALTY TRAINING
MID-YEAR TRAINING REVIEW**

1. Pre-Visit Tasks

- a. Review trainees e-portfolio with particular reference to the learning log (quality and quantity) and also the WPBA's

Date e-portfolio reviewed

Assessments	Expected	Completed	Comments
Mini-CEX/COT	6		
CBD	6		
DOPs	As required		
MSF	1		
PSQ	1 (If available)		
OOH	6		
	Comments		
PDP			
Learning log			

- b. VIDEO OF COT/CBD – as selected by trainer: Max. 15 mins

2. ON THE DAY: Need access to computer

Timings (approx)	Activity	
9.00 am	Brief review of any practice developments	
9.30 am	<ul style="list-style-type: none"> • View Video of COT/CBD - 30-60 mins Assessors and Trainer	<ul style="list-style-type: none"> • Calibration • Any issues • Observation of teaching style
10.00 am	Registrar Interview - 60 mins	<ul style="list-style-type: none"> • Structured questions. • Review of e-portfolio. • Comparison with specified milestones • Review MSF
11.00 am	Trainer Interview – 30-60 minutes	<ul style="list-style-type: none"> • Aims identified below
12.00 am	Tea - Discussion	
12.30 pm	1. Report 2. Feedback 3. Feedback form on visit	<ul style="list-style-type: none"> • Key points - A4/one side • Registrar • Trainer

MID TERM ASSESSMENT OBJECTIVES

1) What do we want to achieve from them?

- Calibration / reassurance
- How is the GPR progressing?
- Spot gaps
- Spot opportunities
- Make sure GP is in a safe and effective learning environment
- Provide an opportunity to raise concerns, both from the learner and trainer
- Offer support
- Plan agenda for the next six months
- Check on trainer development
- Update about the Practice

2) What should the components be?

- COT / CBD Video – The trainer to choose which one they would like to show
 - Look at the e-Portfolio with the GP Registrar
 - Registrar interview
 - Trainer interview
- } Both structured much as at present

3) Milestones/Minimum achievements

- Between 4-6 COTs and CBDs should be completed along with one multi-source feedback
- OOH Sessions: 6 sessions should be completed
- Consulting Time: This should be moving towards 10 minutes with 'catch up' slots as appropriate
- Audit: First cycle should have been carried out
- e-Portfolio: Evidence of regular use

4) How should outcomes be recorded and with whom should they be shared?

- The report should remain, as at present, one A4 sheet on a Word Document that can be emailed. This should, if possible, be completed at the time of the assessment.

POSSIBLE REGISTRAR INTERVIEW QUESTIONS

Possible question	Notes
Did you feel welcomed to the practice?	
Are you enjoying the year?	
Did you have an induction programme for the first few weeks?	
Do you have your own room? If not, how is the lack of it managed?	
Are the staff involved with your training ? How?	
Is your remuneration adequately managed?	
Did you have any computer training ?	
Is your workload and time managed adequately?	
To whom do you choose to go with your problems ?	
What are your career intentions ?	
Can you describe your role in the practice?	
How do you find out what is going on in the practice?	
Can you describe some strengths and weaknesses of the practice?	
Can you describe the managerial structure of the practice?	
Do you attend all practice meetings?	
Are you able to make any impact?	
Have your education needs been reviewed?	
Describe your relationship with your trainer?	
Do you have any unrecognised needs?	

WRITTEN REPORT

(Do in draft before feedback)

Date:	Trainer:
Practice:	Registrar:

		Report
1	Registrar e-Portfolio milestones/ Interview	
2	Trainer Feedback/ Calibration/ Marking of COT/ CBD/ Issues/ PDP discussed	
3	Training Practice	
4	Achievements during past 6/12	
5	Plans for following 6/12	
6	Any concerns that the Programme Directors should be aware of?	

Signed:

BANBURY GP SPECIALTY TRAINING PROGRAMME

MID-YEAR TRAINING REVIEW

PRACTICE VISIT FEEDBACK

PRACTICE: _____ **Date of Visit:** _____

Thank you for hosting the visit today. In order to improve the effectiveness of the procedure, we would appreciate your comments, positive and negative.

[For as wide a circulation within your team as appropriate.]

	Questions	Comments
1	How did the visit contribute to the Training process?	
2	In what way was the visit unhelpful?	
3	How could the visit be improved?	
4	Further comments:	

Please return to Stella Northover at the Postgraduate Centre, Horton Hospital, Oxford Road, Banbury, OX16 9AL, within **one week** of the review.