

DERBY GP SPECIALTY TRAINING PROGRAMME  
**ORGANISING A HALF DAY RELEASE TEACHING SESSION**  
**1<sup>st</sup> Year GPStR/ST1**  
**(TUTOR: Andy Lindop)**

ST1 Lead, GP Trainer and Consultant/Resource  
(as indicated on teaching programme)  
5 weeks prior to the session

**STAGE ONE**  
**(Preparation)**

**1<sup>st</sup> Year GP Group** discuss topic and set objectives

**ST1 Lead** (*as indicated on programme*) contacts **GP TRAINER** to discuss and confirms objectives and inform **Consultant/Resource**

**ST1 Lead** contacts the GP Training Office at least **1 week** before the session to confirm details of the session and arrange photocopying etc

**STAGE TWO**  
**(Teaching Session)**

**ST1 Lead** collects the Teaching Room Key and returns to Reception Desk, Education Centre at the end of the session

**STAGE THREE**  
**(Assessment)**

At the end of the session the **ST1 Lead** reminds everyone to complete the Online Assessment Form. Collect any handouts and ensures that all information is handed to the GP Training Office.

**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 East Midlands Local Education and Training Board (LETB) Virtual Learning Environment (MOODLE) website for 1<sup>st</sup> Years to access as and when required  
[www.vle.eastmidlandsdeanery.nhs.uk/course/view.php?id=1131](http://www.vle.eastmidlandsdeanery.nhs.uk/course/view.php?id=1131)

**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 ST1's 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.**