



INSTITUTE OF GENERAL PRACTICE EDUCATION INC.

TEACHING TIME

A note for supervisors

GP supervisors who take Basic or Advanced registrars are required to provide formal, planned set-aside time for teaching in accordance with the *National Minimum Terms and Conditions*. In meeting the requirements for formal structured teaching, the method by which formal teaching time is provided is flexible.

By “planned teaching” is meant teaching which has been organised in advance and preparation has been made.

By “opportunistic teaching” is meant that teaching which arises in response to “a critical incident” (eg discussion of a specific case or issue) and develops into a teaching and learning opportunity. It is included in teaching time and should be actively encouraged. Opportunistic teaching should account for *no more than one third* of the required teaching time.

Why planned teaching?

- ◆ Planned teaching takes into account the individual needs of your registrar.
- ◆ It is an effective time management tool. The busier the practice, the more the need to have planned time for teaching. We all know unplanned teaching time can become a casualty to clinical demands.
- ◆ Planned teaching sessions of say, twice a week greatly reduces the number of enquiries from registrar that often seem to occur just when you are behind in your appointments. For most registrars, knowing they will have the opportunity to discuss with you in a day or two eliminates all but the urgent questions.
- ◆ Takes advantage of the different talents and skills of other medical staff in the practice by involving them in specific sessions on topics where they have the expertise.
- ◆ Registrars appreciate it! Feedback from registrars confirm this.
- ◆ The teaching allowance is paid specifically for 3 hours of regular structured teaching per week in the basic term and 1.5 hours per week in the advanced term.

How do other GP's manage?

Set aside time

- ◆ Before the morning session commences.
- ◆ In between morning and afternoon surgery. Registrars are entitled to have a lunch break and any teaching session should not encroach on registrar's lunch without their express consent. In the case of lunches provided by pharmaceutical companies be careful that these are not substituted for teaching time when it is simply a detailing session.

- ◆ Specified times during consulting hours, i.e. appointments are “blanked out” for both registrar and supervisor.

Teaching time is paid time, and if for practice convenience has to be organised outside usual hours, should be negotiated with registrar with compensatory time in lieu.

What can you do in a planned session?

Things some GP supervisors do (and registrars have found helpful) are:

- ◆ Random structured case review of cases seen in a session.
- ◆ Audit of referrals with discussions on the need for them, and planned follow-up.
- ◆ Audit of laboratory investigations, cost effectiveness and relevance to general practice.
- ◆ Direct observation: GP supervisor observes registrar or video debriefing of consultations taped at an earlier occasion (another good time management strategy). It is recommended that each practice observes a registrar for a two sessions during a term. A GP registrar can also observe or “co-consult” with the Supervisor.
- ◆ In-depth discussion of topics raised by registrar or raised during case review (topics may be prepared by either registrar or supervisor).
- ◆ Review of progress in registrar’s learning objectives.
- ◆ Practice management.
- ◆ Go through the registrar assessment forms.

Need any help?

Phone a training advisor at the Institute.